

LEHIGH PARK

OGLESBY, ILLINOIS 61348

SHELTER RESERVATION POLICY

1. Reservations will be accepted for all shelters at LeHigh Park on a first come-first served basis.
2. Reservations can be made at any time throughout the year for any date but must be made at least one week prior to the reservation date.
3. There will be a reservation fee based upon the shelter and the size of the group and also for usage of the stage. **Public events will need approval of the Park Board and fees will be determined on individual events. Contact Oglesby Park Director at 815-883-8121. Exception: City sponsored events)

Main Shelter: \$100

Main Shelter-Half: \$50

Back Shelter: \$25

Stage: \$50

4. To make a shelter reservation, or for more information, contact the Oglesby City Clerk's office at 110 East Walnut Street, Oglesby or call (815) 883-3389.
5. The following information will be required for a reservation: reservation date, time of expected arrival and departure, purpose of reservation, number of people expected, organization's name, and the name, address, and phone number of the person applying for the permit who will be responsible for the group.
6. The reservation fee must accompany the application and be received at the City Clerk's office within one (1) week of the application date.
7. Reservation fees are refundable if cancellation is made no less than one month prior to the reservation date. NO refunds will be given for cancellations made less than one (1) month in advance.
8. If applicable, the proper permit concerning the distribution of alcoholic beverages must be included with the application form for proof of

insurance. The City of Oglesby must be listed as co-insured on your dram shop or liability policy.

9. If applicable, certificate of liability must be presented for any inflatables used at the time of your event.

PARK RULES

1. NO bike riding on park grounds.
2. Water fountains are for drinking purposes only.
3. Restrooms are not to be used as play areas.
4. NO dogs allowed in parks.
5. Place all refuse in proper containers which are provided.
6. **There is absolutely NO parking of any vehicles in LeHigh Park with the exception of the 3 handicapped parking spaces. The person reserving the shelter is responsible for anyone illegally parking in park.**
7. Anyone willfully damaging park property will be prosecuted.
8. Park closes at 11 PM.
9. If you need assistance, contact the Oglesby Police Dept. who will in turn notify proper personnel.

Bocce balls, horseshoes and stakes, volleyball and net, soccer ball, bag toss and badminton and net are available for picnic use at NO charge by contacting the Oglesby Parks and Recreation Dept. at (815) 883-8121. Call early to reserve.