

CITY OF GENESEO
PARK SHELTER RESERVATION PERMIT APPLICATION
115 S. Oakwood Avenue
Geneseo, Illinois 61254

For further information, phone City Hall at (309) 944-6419 between 8:00 AM and 4:00 PM, Monday through Friday.

Name & address of person completing application:
(must be at least 18 years of age)

Company/Organization Name and Address, if applicable:

Phone Number: _____

Purpose of Use: _____

Estimated Number of Participants/Attendees: _____

Date Requested: _____

Will the purpose of use be an event that will include amplified music? Yes No

Will the event be promoted to the public? Yes No

Please check/circle the facilities you wish to reserve:

CITY PARK:	8:00 AM - 2:30 PM	3:00 PM - 9:30 PM	ALL DAY	DEPOSIT
Large Open Shelter	\$40.00	\$40.00	\$60.00	N/A
City Park Gazebo	\$15.00	\$15.00	\$20.00	N/A
Band Shell	\$30.00	\$30.00	\$45.00	N/A
Public Address System	\$25.00	\$25.00	\$40.00	N/A
New Gazebo	\$30.00	\$30.00	\$45.00	N/A
RICHMOND HILL PARK:	8:00 AM - 2:30 PM	3:00 PM - 9:30 PM	ALL DAY	DEPOSIT
Shelter #1	\$15.00	\$15.00	\$20.00	N/A
Shelter #2	\$15.00	\$15.00	\$20.00	N/A
Shelter #3	\$15.00	\$15.00	\$20.00	N/A
Shelter #4 (large enclosed)	\$40.00	\$40.00	\$60.00	\$25.00
Shelter #5 (large gazebo)	\$30.00	\$30.00	\$45.00	N/A
Shelter #6	\$15.00	\$15.00	\$20.00	N/A
Shelter #7 (small enclosed)	\$25.00	\$25.00	\$40.00	25.00
Shelter #8	\$15.00	\$15.00	\$20.00	N/A

Special Event fees are due upon approval of the event by the Public Service Board. A \$200.00 deposit will be required for a special event that is promoted to the public and/or will include amplified music. If the park areas are returned to good order at the end of the event, the City will return \$150.00 of the deposit, retaining \$50.00. If the park areas require City personnel to return them to good order, the City will retain the entire deposit. Shelter and facility fees are in addition to the deposit noted herewith.

I agree to assume the responsibility of having all members of my group adhere to the City of Geneseo rules and regulations regarding park use. I understand that there is NO ALCOHOL permitted on City property. I understand that I am responsible for any damage that may occur to the shelter or surrounding area. I have read and understand the rules and information regarding shelter reservations.

Date _____ Signed: _____

For Office Use Only

Key Out _____	Key returned _____	Fee Paid _____	Deposit Paid _____	Deposit Returned _____
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Updated: October, 2008

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