

LEHIGH PARK

OGLESBY, IL

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 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 the use 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)

Back Shelter: \$25

Main Shelter: \$100

Main Shelter-Half: \$50

Stage: \$50

4. To make a shelter reservation, or for more information contact the Oglesby City Clerk's Office at 815-883-3389 or mail to 110 E. Walnut Street, Oglesby, IL 61348.
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, contact name, address and phone number of the person 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 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

- NO biking riding on the park grounds.
- Water fountains are for drinking purposes only.
- Restrooms are not to be used as play areas.
- NO dogs allowed in park.
- Place all refuse in proper containers which are provided.
- Anyone willfully damaging the park property will be prosecuted.
- 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 the park area.
- Park closes at 11:00 p.m.
- If you need assistance, contact the Oglesby Police Department at 815-883-8404, who will then notify the 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 Department at 815-883-8121. **Call within 1 week of your scheduled event to reserve items.**