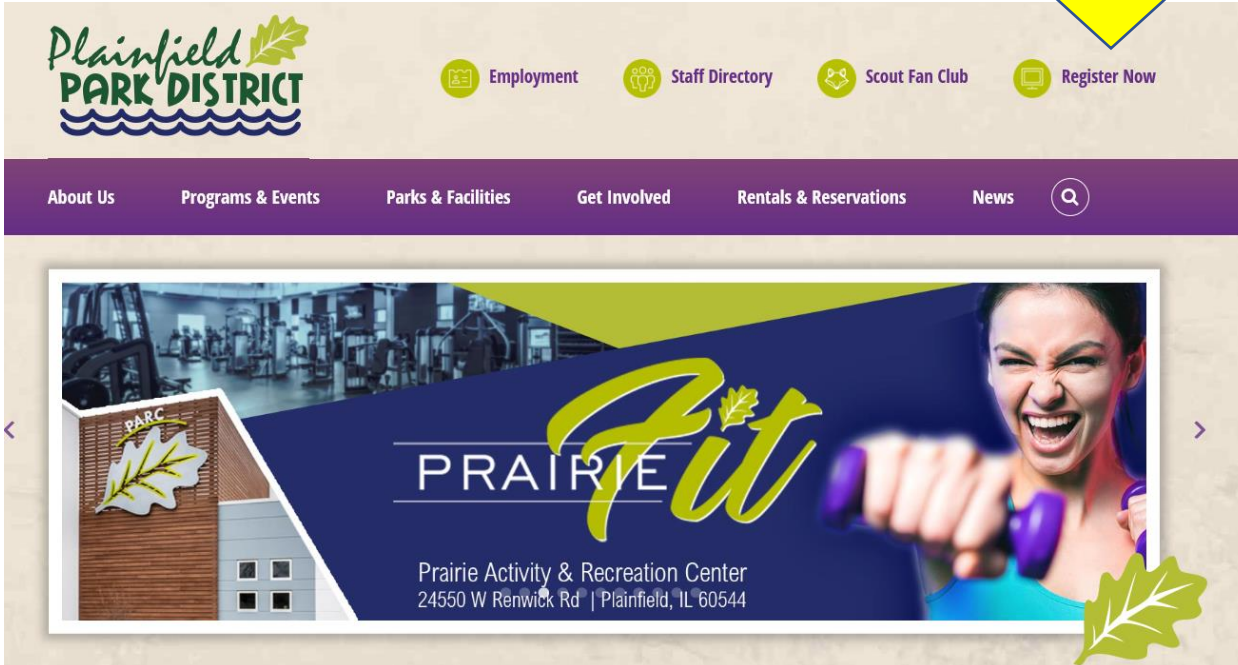
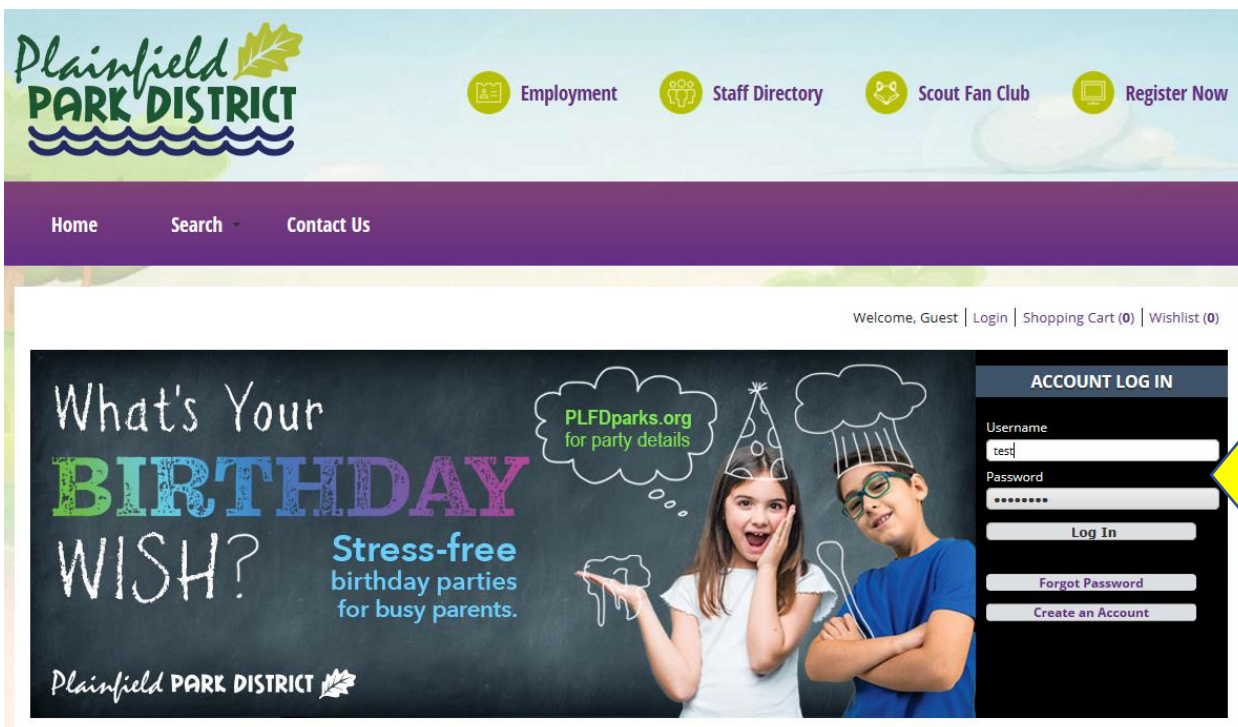


# Reserving a Shelter Online

[www.plfdparks.org](http://www.plfdparks.org)

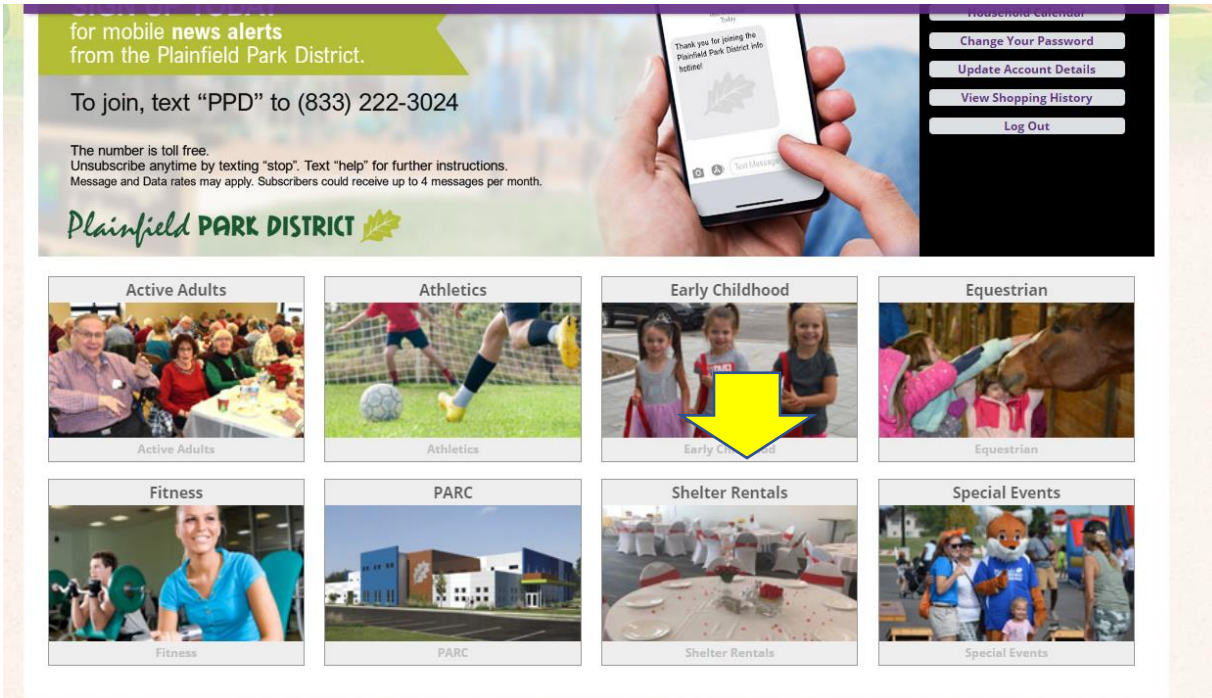


- Select "Register Now"
- Login with your username & password
  - If unsure of this information please contact Guest services



-

- Once logged in select “Shelter Rentals”
  - Under “History & Balances” select “Pay Old Balances”



- On the next screen you will see the Facility Search Criteria at the top. Change the “Date” and “Begin Time” and then click “Search”.

Facility Search Criteria

Date: 07/01/2020      Begin Time: 12:00 am      Sort Option: Location

Facility Class: All Classes, Arena, Baseball/Softball, Birthday Party Rentals, Football Field, Inflatables, Normantown Trails

Features: All Features, Art Cube Studio, Backstop, Baseball Diamond, Basketball Hoop, Bathrooms, Bike Park

Location: All Locations, Boy Scout Park, Eaton Preserve, Mather Woods, Normantown Equestrian Cent, RecAdmin Center, Village Green

Keyword Search: [ ]      Keyword Search Option: Match One      Max Available Blocks to Display: 6

Display Option: Detail

[ Search ] [ Reset ]

- Scroll down to find the shelter you are looking for.

Eaton Preserve - SHEL\_T Eaton Preserve Shelter Capacity: 80  
 Located at 23601 W. 135th Street (135th Street east of Route 59)  
 Shelter Amenities: 10 Picnic Tables and 1 Grill  
 Park Amenities: Vault toilet, playground, horseshoe pit (bring your own horseshoes), volleyball, drinking fountain & bucket faucet  
 Contact Numbers:  
 Maintenance Shop: 815-436-2029  
 Weekend Phone: 815-791-0056  
 Parks & Planning : 815-439-7940 (M-F 8:30-4:30)

Facility Description	Location Description	Class Description	Date	Capacity	Price	Info	Share
+ 1:00 pm - 1:30 pm Available	Eaton Preserve	Shelter	07/25/2020	80	Add To Cart For Price/\$68.00	View Map	Share
+ 1:30 pm - 2:00 pm Available							
+ 2:00 pm - 2:30 pm Available							
+ 2:30 pm - 3:00 pm Available							
+ 3:00 pm - 3:30 pm Available							
+ 3:30 pm - 4:00 pm Available							

- Click the + to add the time slots you would like to reserve the shelter

Facility Description	Location Description	Class Description	Date	Capacity	Price	Info	View Map	Share	
<input type="button" value="1:00 pm - 1:30 pm"/> <input type="button" value="1:30 pm - 2:00 pm"/> <input type="button" value="2:00 pm - 2:30 pm"/> <input type="button" value="2:30 pm - 3:00 pm"/> <input type="button" value="+ 3:00 pm - 3:30 pm Available"/> <input type="button" value="+ 3:30 pm - 4:00 pm Available"/>	Eaton Preserve	Eaton Preserve	Shelter	07/25/2020	80	Add To Cart For Price/\$68.00	<input type="button" value="i"/>	<input type="button" value="View Map"/>	<input type="button" value="Share"/>

- Then click “Add to Cart” at the bottom left hand of the screen

**Eaton Preserve (SHELT\_EATON\_EATON): 07/18/2020 @ 1:00 pm - 3:00 pm**

- You will then enter the Head Count and click “Continue”
- Choose the family member that is reserving the shelter and click “Continue”
- Fill in the “Reservation Purpose” and check the “I agree” box for the waiver. Then click “Continue”

**Eaton Preserve on 07/18/2020 at 1:00 pm to 3:00 pm at Eaton Preserve for Mr. Test Testfamily (Purchase)**

**Questions**

Reservation Purpose

Maintenance Comment Code

Will you have inflatable at your rental? If yes, Certificate of Insurance is required.

**Waivers**

Cancellation/Refund Policy If a shelter reservation is cancelled, only the security deposit is refunded. Cancellations must be made no later than ten (10) business days prior to the date reserved. Refund checks are approved at the Board meetings held on the 2nd and 4th Wednesday of each month. Checks are mailed the next day. Reservation Guidelines 1. Shelter reservations must be made (3) business days prior to the date requested. Payment must be received at the time the shelter reservation is made. Included with the shelter reservation is the shelter, set of existing tables, grill(s) and trash cans. All other facilities are open to the public. 2. Shelter reservations are made to reserve a shelter for a specified date and time and that have more than 20 people at the event. 3. Shelter reservations may be made beginning in January for the current year. Shelters are available for rental from Mid-April through Mid-October, unless indicated otherwise. Call the Parks and Planning Department for exact dates and shelters. All reservations are subject to park availability. 4. Groups are encouraged to familiarize themselves with available facilities and rules of use prior to filling out a reservation request form. 5. The Park District will not provide tables, trash cans, or other items in addition to what is present at each site. It is the responsibility of the permit holder to verify the available facilities. 6. Groups that violate policies, fail to properly clean up their site, cause damage to facilities, are larger than arranged for, or are misleading in their application are subject to loss of their security deposit. 7. Bring your reservation form with you on the day of your reservation to verify that the facility is reserved for your group on the date and time specified and post it in the location provided. Shelter/Park Rules 1. ALCOHOLIC BEVERAGES ARE PROHIBITED ON PARK DISTRICT PROPERTY. 2. Vehicles are only permitted on designated roads and parking areas throughout parks. 3. Cooking is allowed on supplied barbecue grills only. Hot coals must be extinguished and removed from the area, unless a hot coal container is provided on site. NO OPEN FIRES! 4. Groups are responsible for placing all trash in the trash cans provided or properly removing it from the site. The site will be inspected after each use. Any excess debris or damage will be the responsibility of the permit holder. In the event of damage, the group will be charged the cost of the repair. 5. No swimming or boating in ponds. 6. Items not allowed at shelters or in the parks include but are not limited to: inflatable products (moon jumps, slides, etc.), tents, bands, disc jockey's, generators for electricity, portable bathrooms, commercial uses or productions, circus acts, public displays regardless of being profit or non-profit, use of propane/charcoal grills, food vendors. Fees 1. Fees will be determined by the Park District and may include supervision fees, set up fees, clean up fees or police supervision. The Park District reserves the right to waive fees in its best interest. 2. Shelters must be reserved for a minimum of 2 hours. Residents \$50.00 / Nonresidents \$75.00 (Nonrefundable) Additional hours may be reserved for \$15.00/hour residents or \$22.50 nonresidents. (Nonrefundable) 3. A refundable security deposit is required in the amount of \$100.00. Deposits must be paid with the park reservation fees and will be refunded after the event pending inspection of the site by maintenance personnel. All deposits will be returned by check. Refund checks are approved at the Board meetings held on the 2nd and 4th Wednesday of each month. Checks are mailed the next day. By agreeing to this reservation, I acknowledge that I have read and agree to abide by all Park District rules and regulations including the cancellation policy. I also agree that I am responsible for the action of anyone attending my scheduled event. I am aware that my security deposit will not be returned if any of these Rules and Regulations are violated.

I agree with the above \*

- Next screen is your shopping cart. You will click “Proceed to Checkout” to complete your payment or “Continue Shopping” to add any other programs or shelters.

✓ New Charges In Shopping Cart

### Shopping Cart

Showing 1 To 1 Total Results (1)

	Description	Name	Total Fees		
✕	Eaton Preserve on 07/18/2020 at 1:00 pm to 3:00 pm at Eaton Preserve (Firm)	Mr. Test	\$ 155.00	✕	◀
<b>Grand Total Fees Due</b>			<b>\$ 155.00</b>		
<b>Total Old Balances Not in Shopping Cart</b>			<b>\$ 0.00</b>		

**Apply Coupon/Gift Certificate/Punch Payment/Reward**

Type: Coupon ▼ Code:  **Apply**

Proceed To Checkout
Continue Shopping
Pay Old Balances
Empty Cart

- When processing payment, make sure you do not hit the back button.