

Town of Eleanor – Eleanor Town Park Rental Application and Policy

Overview

Eleanor Town Park shelters and facilities are available for public rental to accommodate gatherings, events, and recreational use. When not reserved, shelters and facilities are available for public use in accordance with the open use policy, but **organized gatherings REQUIRE a reservation**. Rentals help ensure fair use and prevent scheduling conflicts.

Shelter Details

There are 6 picnic shelters available for full-day rental:

Shelter Name/Location	Rental Fee	Suggested Party Size	# of Picnic Tables	Grill	Serving Table
1. Shelter #1 / West of Gazebo	\$25	20	4	Yes	Yes
2. Shelter #2 / Top Level	\$20	10	2	Yes	No
3. Shelter #3 / Top Level	\$20	10	2	No	Yes
4. Shelter #4 / Near Roosevelt Blvd.	\$35	50	9	Yes	No
5. Shelter #5 / Next to Jungle Gym	\$50	75	15	No	No
6. Shelter #6 / Above Fire Dept.	\$50	75	15	Yes	Yes

Restroom and trash access available near all shelters (seasonal availability may apply).

- All rentals are for **full-day use (8:00 AM – 9:00 PM)** only.
- Payment due within 5 business days of approval.

Additional Rental Options

- **Gazebo** – \$15 (must accompany a shelter rental, subject to availability)
- **Baseball Field** – \$100 per day (non-league events, subject to availability)
 - Great for casual games, family tournaments, or team practices.
 - Organized league use must follow separate field rental policy.

Town of Eleanor – Park Facility Rental Application

Applicant Name: _____

Organization Name (If applicable): _____

Phone Number: _____

Email Address: _____

Mailing Address: _____

Event Details

- Date(s) Requested: _____
- Event Type: _____
- Estimated Attendance: _____
- Will there be music/speakers? ☐ Yes ☐ No
- Will food be served? ☐ Yes ☐ No
- Will you set up tents/tables/inflatables? ☐ Yes ☐ No
- Any vendors or sales activity? ☐ Yes ☐ No (describe below): _____

-
-
- Is this a public event (open to the general public)?
 - ☐ Yes – requires Park Board approval
 - ☐ No – private use only
 - If public event, the date of the Park Board review will be: _____

Facility Requested (Check all that apply):

Shelters (Full-Day Only):

- ☐ Shelter #1 / West of Gazebo
- ☐ Shelter #2 / Top Level
- ☐ Shelter #3 / Top Level
- ☐ Shelter #4 / Near Roosevelt Blvd.
- ☐ Shelter #5 / Next to Jungle Gym
- ☐ Shelter #6 / Above Fire Dept.

Additional Options:

- ☐ Gazebo (must accompany a shelter rental)
- ☐ Baseball Field

Nonprofit/Community Group Fee Waiver Request (Optional)

Organizations seeking a rental fee waiver must meet the following criteria:

- Be a registered **501(c)(3) nonprofit**, public school, or church
- Submit **proof of nonprofit status (IRS documentation)**
- Request must be reviewed and approved by the **Eleanor Park Board**

Organization Name: _____

Type of Organization:

☐ 501(c)(3) Nonprofit ☐ Public School ☐ Church ☐ Civic/Community Group

Attach proof of 501(c)(3) status:

☐ IRS Letter of Determination included

☐ Other supporting documentation included

Reason for Fee Waiver Request:

Fee Waiver Review (if applicable)

- **Park Board Review Date:** _____
- **Waiver Request Decision:**
☐ Approved ☐ Denied
- **Reviewed By:** _____