

Park Fun Kits

Park Fun Kit Policy

1. Rentals are granted on a first-come, first-served basis.
2. Fun Kits are available for rental at no charge. Each rental requires a \$50 deposit, if kit is returned in acceptable condition the deposit will be returned.
3. If more than one kit is rented, a \$50 deposit is required for each (3 kits = \$150 deposit)
4. A completed Rental Form must be received at the Edwardsville Township Office in order to rent kits. A completed Rental Form includes the form and deposit. **NO HOLDS WILL BE ACCEPTED.**
5. For week day reservations, kits may be picked up after 8:30am the day of the reservation, and must be returned by 12:30pm the following day.
6. For weekend reservations, kits may be picked up between 12:30-4:30pm on Friday, and must be returned by 12:30pm on Monday.
7. Each kit contains an inventory sheet, which must be checked upon return.
8. If kit is returned late, or is damaged/missing pieces, deposit will be forfeited.
9. Kit 1-- Badminton, Volleyball, Nerf football
Kit 2-- Ladder golf, Whiffle ball, Frisbee
Kit 3-- Bags game, Kickball, Horseshoe game
Kit 4-- Pickle ball

Park Fun Kit Procedure

1. A Rental Form is received (either in person or via mail). The rental form must be completely filled out, and accompanied by deposit.
2. Check calendar (Fun Kits) to confirm date availability.
3. Receive payment- cash or check made payable to Edwardsville Township.
 - **Make a copy of the deposit and attach to the form. Issue receipt from receipt book.**
4. Enter date & time of return on Rental Form.
5. Give customer copy of Rental Form and receipt.
6. Enter rental in calendar (Fun Kits)- Kit #, Name, Phone
7. Kit Pick-Up: Kits may be picked up after 8:30am on the day of rental (or between 12:30-4:30 on Friday for a weekend rental).
 - Check inventory sheet to verify contents and condition of kit. Initial boxes on bottom of inventory sheet.
 - Verify return date and time, deposit is forfeited if kit is missing pieces or returned late.
8. Kit Return: Kits must be returned by 12:30pm the following day (or by 12:30 on Monday for a weekend rental).
 - Check inventory sheet to verify contents of kit are returned in acceptable condition. If anything is missing, or damaged beyond regular wear, deposit is forfeited.
 - If kit is in acceptable condition, and returned on time, return deposit.