

## Skating Rink Reservation Policy

1. Reservations will be awarded on a first-come, first-serve basis. Rink reservation does not guarantee pavilion reservation, and vice-versa. Individuals requesting both the Skating Rink and Shelter 2 must fill out reservation forms and submit payment for both facilities.
2. Individuals must be 18 or older to make a reservation.
3. Reservations may be made with a limit of four (4) reservations per calendar month.
4. Reservations are made for a 1 hour minimum, with a four (4) hour maximum.  
Fees: Resident- \$10 for 1 hour (\$5 each additional hour, 4 hour max.)  
Non-Resident: \$15 for 1 hour (\$7 each additional hour, 4 hour max.)
5. A completed Reservation Form must be received at the Edwardsville Township Office in order to make a reservation. A completed Reservation Form includes the form, payment, AND proof of residence in the Township (driver's license, utility bill, or voter registration card in the applicant's name) is required. **NO HOLDS WILL BE ACCEPTED.**
  - a. Individuals may submit the reservation form and payment in person or via mail. The reservation is not considered made until the reservation form and payment are received in the Edwardsville Township office.
  - b. Any forms and payments received via mail requesting a date that has already been reserved will be returned.
  - c. **Events anticipating over 75 guests will require a Special Events Permit, subject to Board approval, along with a \$50 Special Event Fee.**
6. Payment of fees must be made at the time of reservation. All checks will be deposited upon receipt, as required by law. Checks are not held for deposit.
7. Fees will be refunded, or applied to a future rink reservation, for inclement weather or cancellation of the reservation **four weeks** in advance. If the reservation is cancelled **less than four weeks prior** to the event, the reservation may be moved to an available date. If no available date is acceptable, fees are forfeited and a refund **WILL NOT** be issued.

## Skating Rink Reservation Procedure

1. A reservation form is received (either in person or via mail). The reservation form must be accompanied by proof of residence in the Township (driver's license, utility bill, or voter registration card in the applicant's name) AND payment (either cash or check).
  - a. **Make a copy of the proof of residence and attach to the application.**
2. **Verify number of guests to determine Special Events Permit requirement.** Special Events Permits must be submitted at least **ninety days** prior to event date.
3. Check calendar "day" view (Township Park Reservations) to confirm date and time availability. Verify customer does not exceed 4 reservations per calendar month. **Allot 30 minute buffer between rink reservations.**
4. Receive payment- cash or check made payable to Edwardsville Township.
  - a. **Make copy of payment and attach to the application. Issue receipt from receipt book.**
5. **Initial boxes at bottom of reservation form.**
6. Make 2 copies of reservation form. Give customer copy of reservation form and receipt.
7. Enter reservation in calendar (Township Park Reservations)- "SKATING RINK", Name, Phone, Time
8. Block out address and phone number on Park copy. Put in Trevor's mailbox.
9. File original in Sport Court file in safe.