

Rock Barn & Enclosed Shelter House Policy and Procedures

1. Reservation of the facility will be done by phone or at the Park Department office. The Park office number is 660-359-2004.
2. Rental money, deposit money, and key transactions will be done at the Park Department office between 7:30 a.m. to 8:00 a.m. or 3:00 p.m. to 3:30 p.m. Monday through Friday. **The Park staff will not be working on weekends or scheduled holidays.**
3. **No Smoking** inside the facility. Smoking will only be allowed outside.
4. **No Alcohol** will be allowed under any circumstances according to the City of Trenton Ordinance 215.480 of the Trenton city code.
5. **No bolts, nails, screws, staples, or tape are to be put anywhere inside or outside the facility. Use the provided cork boards to post messages.**
6. Facility shall be cleaned after use. Floor shall be swept and mopped, and chairs and tables put up. Leave trash in trash cans provided **inside facility.**
7. All activities will end by 11:00 p.m. according to park curfew.

Enclosed Shelter House Rental Rates:

Rental Fee	\$50.00 / day
Cleaning and Damage Deposit	\$100.00 / event (Applies to Everyone)

Rock Barn Rental Rates:

Rental Fee:	Non-Profit Event (Must show proof)	\$50.00/day
	Non-Money Making Event	\$75.00/day
	For-Profit Event	\$250.00/day
Cleaning & Damage Deposit (everyone):		\$250.00/rental

Cleaning and Damage Deposit:

1. Will be refunded only after Park Department personnel have inspected and confirmed that facility is clean and no damage has occurred.
2. If the above stated rules are not followed and/or the facility is not left clean and undamaged, ***the entire deposit will be forfeited.***