

**Prospect Recreation & Park District  
2019 Rental Rules**

**PAYMENT**

1. Rental payment is due within five days of reservation, via credit card, cash, or check. Damage deposits for Arbor House and Kendrick Cottage are due 30 days prior to the event. Damage deposit payment must be made by either check or cash. Credit card payments are not accepted for damage deposits.
2. Arbor House parties of over 100 people are required to rent Maple Grove picnic shelter. The maximum number of people for an Arbor House event is 150.
3. Picnic shelter reservations are subject to a \$25 fee for each 50 additional people over 100 at Applewood, Arapahoe, Fairmount, and Tanglewood South Parks. Limits apply at Crestview (40), Maple Grove (30) and Tanglewood North (40) Parks.
4. Rain outs/weather issues at picnic shelters only may be rescheduled at the request of the client but must be rescheduled within 10 days of cancellation and reservation must be completed by the end of the year. One reschedule per reservation.
5. Cancellation – 50% refund for cancellations less than 45 days, but more than 14 days. No refund available for reservations cancelled 14 days or less to the event date. All refunds are subject to a \$10.00 processing fee.
6. Reservations made within 2 weeks of requested dates must be paid for in full within 48 hours or the date will be released.

**SPECIAL RATES**

1. Memorial Rates – Automatic weekday rates apply at the PRPD rate when the event is scheduled Monday thru Friday (first time block on Friday) and takes place within one week from the booking date.
2. Prospect District Associations, i.e. ABA, HOA's, etc as well as public schools that are within PRPD boundaries receive one weekday reservation per year for free at either the Arbor House, Kendrick Cottage or one of our picnic shelters. Additional rentals will be charged at \$35 flat rate for weekend shelter reservations, and \$50.00 flat fee for a 3 hour weekday time block at the Arbor House or Kendrick Cottage. All policies/rules apply i.e. must stay within designated time blocks. All other times are charged normal rates based on residency.
3. Jefferson County Departments are subject to PRPD residential rates. Must also sign a waiver for the Arbor House and Kendrick Cottage damage/clean up deposit.
4. NREL may sign a damage/clean up deposit waiver for the Arbor House and Kendrick Cottage.
5. All dog agility competitions and small car shows are a \$100.00 minimum per day or higher if after review it is determined that the impact of their event will be abnormally high. There will be a \$250.00 damage deposit required for all car shows. Trash removal/port-o-lets/extra staffing are subject to additional charges.

**SCHEDULING**

1. Arbor House reservations scheduled Monday through Friday morning time blocks receive weekday rates. (3 hour minimum). Arbor House reservations scheduled for Friday after 4:30 p.m. through Sunday evening receive weekend rates. (4 hour minimum). Arbor House time blocks are 7:30 a.m. to 3:30 p.m. and 4:30 p.m. to 12.a.m. (includes a free 30 minute set up time period and a free 30 minute clean up time period). If time blocks are crossed an 8 hour minimum is required.
2. Kendrick Cottage reservations scheduled Monday through Friday morning time block receive weekday rates. (3 hour minimum). Kendrick Cottage reservations scheduled for Friday after 3:00 p.m. through Sunday evenings receive weekend rates. (4 hour minimum). Kendrick Cottage time blocks are 7:30 a.m. to 2:30 p.m. and 3:00 p.m. to 9:30 p.m. (includes a free 30 minute set up time period and a free 30 minute clean up time period). If time blocks are crossed an 8 hour minimum is required.