

SCHOOL GROUP SHELTER WAIVER GUIDELINES

Please read guidelines thoroughly.

1. School groups visiting a St. Joseph County Park for **educational purposes** may have the shelter fee waived with written permission from the Interpretive Service Manager. The exact educational purpose of the visit must be clearly defined and described in detail. Please attach any necessary documentation to this form. For school groups seeking an educational waiver, please keep in mind the primary purpose of the school group waiver is to encourage schools to conduct environmental education activities in St. Joseph County Parks. **The waiver will not be approved for recreational outings and end of the year picnics.** Please call 574-277-4828 if this is the case.
2. A picnic site will be assigned to a school group and the fee will be waived upon approval. **A security deposit of \$150.00 is required and will be returned upon inspection of the site by park staff.**
3. The teacher in charge must check in at the park office at the time of arrival.
4. The contact person must be present the day of the picnic.
5. All groups must have adequate supervision. A ratio of one (1) chaperone per eight (8) students is required. **A CHAPERONE MUST BE PRESENT WITH MINORS AT ALL TIMES & IN ALL AREAS TO ENSURE THE SAFETY OF ALL VISITORS.**
6. All groups are asked to stay in or near their reserved site and to utilize the other park areas in a proper manner. Park rules must be obeyed at all times (pg. 3).
 - A. Please stay on trails to avoid destruction of natural environment.
 - B. No food or beverages allowed on trails.
 - C. The defacement, destruction, removal or disturbance of property, equipment or natural features is strictly prohibited.
 - D. Please inform students and chaperones of park rules prior to your visit.
7. Visits to the Nature Center at Bendix Woods need to be scheduled in advance to avoid conflicts with other groups. Please call 574-654-3155 if you wish to schedule a visit to the Nature Center.

Please return completed form to:

Leslie Witkowski, Interpretive Services Manager
St. Joseph County Parks
32132 SR 2
New Carlisle, IN 46552
Fax: 574-654-3674
lwitkowski@sjcparks.org



School Waiver Application

Name of School: _____

Address: _____

City/State/Zip: _____

Telephone/Fax: _____

Email Address: _____

Contact Name(s): _____

Number of Students: _____ Grade: _____ Number of Chaperones: _____

Date of Field Trip: _____ Hours: _____

Field Trip to be held at: St. Patrick's Ferrettie Baugo Creek
 Bendix Woods Spicer Lake Nature Preserve

Shelter Desired: _____

Security Deposit of \$150.00 Credit Card Check

In the space below, please describe the educational purpose(s) of the field trip:

If more space is needed, please attach additional information.

Special Needs or arrangements: _____

Please submit a detailed agenda of your activities:

ARRIVAL TIME:

DEPARTURE TIME:

GROUP 1		GROUP 2	
Time	Activity	Time	Activity

Signature of Teacher in Charge

Approval by Principal



St. Joseph County Parks Rules & Shelter Policies

1. Renter must be present at rental.
2. **Absolutely no glass**, balloons, egg tosses, confetti, dunk tanks, piñatas or candles area allowed in the park.
3. Alcoholic beverages are limited to picnic areas; beer and wine in non-glass containers only. The sale of alcohol is prohibited.
4. Causing damage to signs, shelters and other structures is prohibited.
5. It is unlawful to litter or dump trash in the park.
6. Tents, canopies, pop-ups, inflatable games/ moonwalks, etc. are not allowed in shelter/picnic areas except in designated areas and require the express permission of the Parks Director.
7. Amplified sound shall not exceed 75 decibels within a 150-foot area, and will be monitored by Park Rangers. The volume of music should not disturb other park patrons or renters.
8. The number of persons attending a shelter rental shall not exceed the fire code capacity of the facility.
9. No live animal exhibits—no petting zoos or pony rides.
10. A tally service is available if renter wishes to pay for guests to enter the park. Request for a tally must be made at time of shelter reservation.
11. Possession of weapons is prohibited as defined by County Ordinance #123.23.
12. Smoking is not allowed in any park building or on park property (County Ordinance #04-06).
13. Defacement, destruction, removal or disturbance of property, equipment or natural features is prohibited.
14. All facility renters must be out of the park by the posted park closing time. Additional fees apply for early entry (before park gate opens) and late departure (after park gate closes); arrangements for early entry/late departure must be made at time of reservation. Manion Cabin renters must abide contractual arrival/departure times, as agreed upon at time of reservation.
15. Pets must be restrained on a six (6) foot leash. No pets are allowed in buildings (other than service dogs). Owners must clean up after their pets.
16. As per County Park Ordinance, all facility renters must be out of the park by 11:00 p.m.
17. Sledding/tobogganing is prohibited, except at Bendix Woods County Park in designated location. Inner tubing is allowed only during staff supervised times and in designated locations.
18. Renters are required to leave rental sites clean upon departure, per the rental contract.
19. Solicitations, commercial photography, and sales are prohibited without express written permission of Parks Director.
20. Maximum speed is 20 mph or as posted. Vehicles may be operated only on roadways and must park in designated parking areas. Service roads are available for drop off of special needs individuals. Vehicles must return to designated parking areas after drop off.
21. Fires are restricted to proper containers, in limited areas. Ground fires are only permitted with pre-approval of Parks Director.
22. A damage and extraordinary clean-up security deposit will be required for all shelter rentals. The security deposit will be returned if the facility is left clean, undamaged and in “as found” condition.

Facility Rental Checklist

The following checklist determines if you are leaving your facility in an acceptable, “as found” condition. If the following items are not considered acceptable by the Park Ranger, your security deposit will be forfeited:

Restroom Condition:

- *All messes cleaned up
- *No damage to fixtures or building

Picnic Site or Building:

- *Trash picked up and thrown away
- *Decorations, tape, signs removed
- *All tables & chairs cleaned and put away

Surrounding Grounds:

- *All litter picked up at site & on grounds surrounding rental area
- *Trash placed in appropriate, parks-provided receptacles

