



Town Of Richland  
PO Box 126  
Richland, IN 47634

*townofrichland@gmail.com*  
*www.townofrichland.net*

Richland Department of Parks and Recreation  
Application Request Form for Reservation of Park Shelter  
Located at Town of Richland Park  
4088 IN-161 Richland, IN 47634

Date of reservation requested: \_\_\_\_\_ Requested time frame\_\_\_\_\_

Applicant's name and/or organization: \_\_\_\_\_

Applicant's address: \_\_\_\_\_

Applicant's phone number: \_\_\_\_\_

Applicant's email address: \_\_\_\_\_

Type of function you plan to host: \_\_\_\_\_

Water and electricity are available upon request. Check below to request.

Water  Electricity

Estimated number of attendees: \_\_\_\_\_

Today's date: \_\_\_\_\_

Will you be bringing anything in for your event such as a grill, bouncy house/inflatable, live entertainment, etc? Please list them here. A certificate of insurance may be required depending on what you plan to bring. Contact us for more information regarding this.

\_\_\_\_\_  
\_\_\_\_\_

Mail to: Town of Richland  
P.O. Box 126  
Richland, IN 47634  
Attn: Parks & Rec Board  
or  
Email to: townofrichland@gmail.com

Board use only:  
Approved: \_\_\_ Yes \_\_\_ No  
Proof of insurance needed? \_\_\_ Yes \_\_\_ No  
Proof of insurance provided? \_\_\_ Yes \_\_\_ No  
X \_\_\_\_\_

## **SHELTER RESERVATION RULES**

- o The park is open from dawn to dusk.
- o Town of Richland Park is alcohol, drug, tobacco and vapor (e-cigarettes) free. Smoking is prohibited on the park property.
- o Glass containers are not permitted on the premises.
- o Please place trash in the provided trash cans.
- o Remove all decorations from the shelter area and picnic tables, including tape, tacks, streamers, nails and any other materials used to secure decorations.
- o Follow town ordinances for noise disturbance information.
- o Keep all vehicles in the approved parking areas unless given prior consent by the board.

Emergency Contact Information: Town of Richland 812-660-2463

There is no reservation or rental fee. If you feel inclined to give a free will donation to help support our Richland park system, we would appreciate it. Cash or checks are accepted.

***By signing this agreement, the user acknowledges he/she is responsible for cleaning up the facility immediately following each use and agrees to follow the above Shelter Reservation rules.***

---

Signature of Applicant

---

Date