



# MARION PARK DISTRICT

COMMISSIONER GOTT – PRES.  
COMMISSIONER McREYNOLDS  
COMMISSIONER SHEFFLER  
COMMISSIONER GARDINER  
COMMISSIONER WELCH

EST. 1957

## Our Mission:

To advance parks, recreation and environmental conservation efforts that enhances the quality of life for the people of the Marion Park District.

Z. ODUM - EXECUTIVE DIRECTOR

## Cabin Rental Signature Agreement Office: (618)993-3940

The undersigned does agree and understand the Rules of the rental agreement of the Scout Cabins located in Ashley Park, Marion Park District, Marion, Illinois; and will follow said rules. Rental fees are as follows:

Boy Scout Cabin:	Mon – Sat	\$90.00 Rent/ \$50.00 Deposit. _____
	Sunday	\$140.00 Rent/ \$50.00 Deposit. _____
Girl Scout Cabin:	Mon – Sat	\$70.00 Rent/\$50.00 Deposit. _____
	Sunday	\$120.00 Rent /\$50.00 Deposit. _____

Deposit, to hold your date, must be received no later than seven (7) business days from the day you **schedule** your reservation. Rental Fee must be received no later than three days before the date of your event.

**Your deposit will NOT be returned if the park district must clean the cabin, if any damage is incurred by your usage of the facility or if the key is not returned within Seven (7) days of your event.**

**Rental is for the date listed below ONLY (unless otherwise approved by staff)**  
**ALL ITEMS MUST BE REMOVED BY 11:00 p.m. of your rental date.**  
**Items not removed will be discarded by Park Services staff.**

**Your courtesy in abiding by these rules is greatly appreciated and will help assure future availability for functions.**

Name \_\_\_\_\_

Date of Event \_\_\_\_\_

Address \_\_\_\_\_

Deposit \_\_\_\_\_

\_\_\_\_\_

Rent \_\_\_\_\_

Phone \_\_\_\_\_

CC# \_\_\_\_\_

Email \_\_\_\_\_

In signing this agreement, you confirm you have received a copy of the Cabin Rental Policies and Procedures

Signature of Lessee: \_\_\_\_\_

Marion Park District: \_\_\_\_\_

The Scout Cabin's and Ashley Park will close at 11:00 p.m.  
Thank You



THE BARK PARK



PHARAOH'S WAY DISC GOLF



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## Cabin Rental Policy and Procedure 519 Parish Avenue, Marion, IL 62959

Fees may be paid by Cash, Check or Credit/Debit card.

**Cash and Check** requires two separate payments for deposit and rental. The deposit will be returned to lessee upon return of the Cabin key and inspection of the cabin.

**Credit/Debit** requires two separate transactions for deposit and rental. The deposit will be returned to the lessee upon return of the Cabin key and inspection of the cabin. Deposit transactions will either be returned to the lessee's card or via check. You will receive an email receipt immediately upon charges being made to your card.

1. We ask that you take out the trash, leave the kitchen clean, sweep the floors, mop spills, fold tables and chairs and put them on the racks. **Your deposit will not be returned if the Park District must clean the Cabin after your use, any damage is incurred or if the key is not returned within 7 days of your event.**
2. Alcoholic beverages are **not** permitted in the Cabin **or in** Ashley Park.
3. Smoking is **not** permitted in the Cabin **or in** Ashley Park.
4. **Table and floor weighted decorations are the ONLY type permitted. Do Not Use: tape, tacks, staples, nails, glue, "Silly String" spray or other items that will damage the walls, floor or ceiling.**
5. **No standing or sitting on the tables.**
6. Please do not block neighbor's driveways or have music too loud because this is a residential area.
7. A responsible adult must be on site and in charge of the event and activities at all times when the lessee has occupancy of the Cabin.
8. For those having parties for children or teenagers, please pay special attention to these terms.
9. Do not let children play in the restrooms.
10. The Park District is not responsible for any items left in the Cabin.
11. When leaving the Cabin, please note each item on the list posted by the front door and on the refrigerator to secure the facility upon your exit.
12. **The Cabin's and Ashley Park closes at 11:00 p.m.**
13. **To speak to Park District Staff after regular office hours or on weekends, please call: (618) 841-3029 or (618) 841-3505**

The Park District looks forward to  
serving you again in the future.

**Thank You!**

Effective 1.1.2025

Revised: 10.29.2024



THE BARK PARK



PHARAOH'S WAY DISC GOLF