



*Program Reservations:*

St. Joseph County Parks  
32132 State Road 2  
New Carlisle, IN 46552  
Office: 574/654-3155  
Fax: 574/654-3674

*Program Locations:*

- St. Patrick's  
50651 Laurel Road  
South Bend, IN 46637
- Ferrettie/Baugo Creek  
57057 Ash Road  
Osceola, IN 46561
- Bendix Woods  
32132 State Road 2  
New Carlisle, IN 46552

Thank you for your interest in the leisure programs offered by St. Joseph County Parks. In order to make a program reservation, please follow the instructions below.

After you have thoroughly read the Leisure Program Agreement, please sign, initial and date the highlighted areas on both pages of the contract.

1. Return the Leisure Program Agreement with **2 checks** or call 574/654-3155 to use your credit/debit card for payment.
2. **The first check, for the total amount of your program fee, is due upon receipt of this letter. The second check, in the amount of \$100 is for a security deposit and must be paid at least 2 weeks prior to the event.** The security deposit will be returned once it has been determined that park rules, policies, and the conditions of the attached Leisure Program Agreement have been followed and met.
3. **Please make checks (or money orders) payable to St. Joseph County Parks Department.**
4. Mail or bring payment to: **St. Joseph County Parks, 32132 SR 2 New Carlisle, Indiana, 46552**

PLEASE NOTE: We are unable to guarantee your reservation until we have received payment.

More information about the leisure program you are interested in has been provided in the following information packet. We hope you find the information helpful and ask that you share the information with the others in your group. Please call 574/654-3155 if you have any questions.

We hope that you have a wonderful outing. Let us know how we can help!

Sincerely,

St. Joseph County Park Staff

## **Innertubing Frequently Asked Questions**

### **What are the options for innertube parties?**

Groups up to 99 people may reserve 2 hours at St. Patrick's or Ferrettie/Baugo Creek for \$150 and groups 100-300 may reserve 3 hours at Ferrettie/Baugo Creek for \$250. Weekday tube parties are Wed.-Fri., starting between 9am and 7pm, and groups can reserve an additional hour Wed.-Fri. for \$50. Weekend 2 hour parties start at 5:30pm or 8pm, and the 100-300 person 3 hour parties at Ferrettie/Baugo Creek start at 5:30pm.

### **What is included with a private innertubing party?**

Exclusive privileges to the tubing hill and warming room and free parking (gate fee not in effect for tube parties)! An experienced supervisor will be on hand to assist you and your group. This supervisor will help to maintain rules for the safety of your group. You may want to solicit a few adults from your group to help "push" children down the hill.

### **What are the rules for innertubing?**

1. Wait at top of the hill until run clears. 2. Only one person per innertube. 3. Only one innertube per person. 4. No spinning allowed. 5. No riding on knees. 6. No sleds, toboggans, discs or snow boards. 7. Keep chains linked at all times (5 people max). 8. Obey park staff.

### **Are small children permitted to innertube?**

Innertubing is not recommended for children 3 years of age or younger. All children regardless of their age must have their own innertube. Parents may go down the hill holding onto the tubes of the little ones. The supervisor will be able to show parents the safest way to innertube with small children.

### **Do we build our own fire?**

The fire will be burning in the warming room upon your arrival. Park staff will add wood to the fire. We conserve wood and will use only what is needed and do not add any more wood within 30 minutes of your departure. Please keep a watchful eye on all children near the fire.

### **May we bring food and drinks?**

Yes, but keep in mind that food and drinks are not allowed on the tube hills, and glass containers are not allowed in the park. Beer and wine are allowed in the warming room only. Serving alcohol to minors, and consumption of alcohol by minors, is prohibited.

### **What is the cancellation and refund policy?**

Cancellations due to insufficient snow conditions are at the discretion of the St. Joseph County Park staff. We will phone you one day prior to your scheduled party to attempt to reschedule if the snow conditions are not sufficient. If your group cancels following payment and up to two weeks prior to the party date, 20% of the total fee will be withheld. For cancellations made within two weeks of the party date, no refunds will be issued.

### **What if there is not enough snow on the day of my party?**

Your group is still welcome to utilize the building for a gathering. If you would prefer, park staff will try to reschedule your party for another day. In the event that no suitable dates are available, a full refund will be issued.

### **What do I do with the liability waiver?**

The waiver is provided for schools, clubs, churches and other groups where most of the participants are under the age of 18 and they will not have a parent or guardian present. If this applies to your group, please copy the waiver and distribute to the parents or guardians of the participants. You may turn in the signed copies to the supervisor the day of your party.



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	<b>Program Locations</b>			
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Name: \_\_\_\_\_ Phone: (\_\_\_\_) \_\_\_\_\_

Organization Name: \_\_\_\_\_ Alt. Phone: (\_\_\_\_) \_\_\_\_\_  
*(Company/Agency/Church/Family Group, if applicable)*

Address: \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Date of Program: \_\_\_\_\_ Time Frame of Program: \_\_\_\_\_

**Program desired (check all that apply):** # of Participants: \_\_\_\_\_ Grade/Age: \_\_\_\_\_

<u>Winter Innertubing</u>	<u>Group Canoe Rental</u>	<u>Fall Hayrides at Bendix Woods</u>
SITE	TRIP	
CAPACITY	CAPACITY	CAPACITY
FEE	FEE	FEE
<input type="checkbox"/> St. Patrick's 99 \$150	<input type="checkbox"/> Keller to STP 1-14 canoes \$23/ea.	<input type="checkbox"/> Evening 80 \$110
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Program Fees: \_\_\_\_\_

Additional Fees: \_\_\_\_\_ **Total Amount Due : \$ \_\_\_\_\_**

**PROGRAM TIMES** - All groups may arrive no earlier than 15 minutes prior to program start time, and must depart no later than 15 minutes after program end time. Early entry or later departure requires additional ranger fees at a cost of \$35/hr. All renters must be out by 11:00 p.m. by County Ordinance. \_\_\_\_\_ (Initials)

**PAYMENT/REFUNDS** – All program fees are final. All program reservations must be paid within five (5) business days after reservation is made. If payment is not received, reservation will be canceled. If participant cancels following payment and up to two (2) weeks prior to program date, 20% of total fee will be withheld. For cancellations made within two (2) weeks of program date, no refunds will be issued. If cancellation is made by park staff due to weather or unforeseeable conditions, the program will be rescheduled if possible, or a complete refund will be issued. (**Returned Check** fee is \$30.00). \_\_\_\_\_ (Initials)

**RELEASE AND INDEMNIFICATION AGREEMENT -**

For and in consideration of St. Joseph County Parks licensing the undersigned to participate in the above designated program on \_\_\_\_\_ (date of event), the undersigned, executors, and administrators hereby agrees to release, hold harmless, defend and indemnify St. Joseph County, Indiana and St. Joseph County Parks Department, their officers, directors, employees and agents, from any and all costs, claims, losses, liabilities or damages arising from or in any way related to, the participation in the above mentioned program and all associated activities.

Authorized Signature \_\_\_\_\_ Date \_\_\_\_\_



## PARK RULES & SHELTER POLICIES

- Renter must be present at rental.
- Absolutely no balloons, egg tosses, confetti, dunk tanks or candles are allowed in the park.
- Alcoholic beverages are limited to picnic areas; beer and wine in non-glass containers only. The sale of alcohol is prohibited.
- Causing damage to signs, shelters and other structures is prohibited. **The use of staples, nails, and/or tacks for the purposes of decorating/hanging signage and/or banners is strictly prohibited.**
- It is unlawful to litter or dump trash in the park.
- Tents, canopies, pop-ups, etc. are not allowed in shelter/picnic areas except where designated and approved.
- Amplified sound shall not exceed 75 decibels within a 150 foot area, and will be monitored by Park Rangers. Noise levels should not disturb other park patrons or renters.
- The number of persons attending a shelter rental shall not exceed the firecode capacity of the facility.
- No live animal exhibits—no petting zoos or pony rides.
- Possession of firearms and weapons is prohibited.
- Smoking is not allowed in any park building or on park property.
- Defacement, destruction, removal or disturbance of property, equipment or natural features is prohibited.
- 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. Pets are not allowed in designated swimming areas.
- Swimming is permitted in designated areas and at posted times only.
- Sledding/tobogganing is prohibited. Innertubing is allowed only during staff supervised times/in designated locations.
- Fishing activities and boat launching is permitted in designated areas. (All state laws apply)
- Disorderly conduct is prohibited, as well as other activities which are deemed dangerous or improper.
- 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.
- Ground fires are not permitted without written permission of the Director. All other fires are restricted to limited areas and containers such as grills, wood burners or fireplaces.**

**I have read and understand the Park Rules & Shelter Policies** \_\_\_\_\_ (Initials)

**A SEPARATE DAMAGE & EXTRAORDINARY CLEAN-UP DEPOSIT of \$100** will be required for all leisure programs, unless a shelter has been rented in addition to the program. Shelter rentals require a deposit of \$150, and that deposit will apply to both the shelter and the program. The security deposit will be returned by mail the next business day provided all rules have been followed and the condition of all park property is satisfactory.

**The security deposit shall be forfeited in whole if group fails to comply with all Program Agreement Terms, Park Rules & Shelter Policies. The security deposit shall also be subject to forfeiture due to the following:**

1. Damage or vandalism of any kind to park property.
2. Failure to follow or adhere to all program and park rules and policies.
3. Disregarding the directives of, or harassment of, park staff.

A fee of \$30 per hour per staff will be deducted from your security deposit if extraordinary clean up is necessary. If your security deposit does not cover the cost of the extraordinary clean up OR if your security deposit has been retrained for one of the reasons listed above, you will be billed and invoiced at a rate of \$30 per hour per staff for the necessary clean up. If a credit/debit card number is used as the security deposit, it will be charged \$100 should the retention of the security deposit be determined necessary, or \$30 per hour per staff for extraordinary clean up.

\_\_\_\_\_ (Initials)

Extraordinary clean up includes, but is not limited to, park staff being required to:

- Clean food and debris from the site utilized by the group (floors, restrooms, tables and surrounding areas);
- Removal of decorations, tape and signage (using staples, tacks or nails is considered damage to property);
- Rake up of debris or refuse from around garbage cans and picnic tables;
- Clean up and disposal of items which violate park rules & policies including: glass, confetti, balloons, cigarette butts, etc.

**Note: the fundamental rule on return of security deposit is: participants should leave park equipment and facilities in an “as found” condition.**

I have read the terms of this Contract, Park Rules, and Shelter Policies and understand that I am accountable for the behavior and conduct of my participants. I understand the conditions whereby the security deposit will or will not be returned. I understand it is my responsibility to contact park staff to inspect the site before I leave the park.

Authorized Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Authorized Representative of: \_\_\_\_\_  
(Company/Agency/Church/Family Group, if applicable)



# ST. JOSEPH COUNTY PARKS LEISURE PROGRAM AGREEMENT

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**Note: the fundamental rule on return of security deposit is: participants should leave park equipment and facilities in an “as found” condition.**

I have read the terms of this Contract, Park Rules, and Shelter Policies and understand that I am accountable for the behavior and conduct of my participants. I understand the conditions whereby the security deposit will or will not be returned. I understand it is my responsibility to contact park staff to inspect the site before I leave the park.

Authorized Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Authorized Representative of: \_\_\_\_\_

*(Company/Agency/Church/Family Group, if applicable)*

**Parent or Guardians Agreement of Waiver of Liability, Indemnification & Medical Release**  
*For use by adults during leisure services activities if the participants are under the age of 18 years of age.*

The undersigned parent and natural guardian or legal guardian does hereby acknowledge that he/she is aware of the dangers involved in participating in \_\_\_\_\_.

Said undersigned parent and natural guardian or legal guardian does hereby represent that he/she is in fact acting in such capacity and agrees on behalf of the participant and his/her executors, administrators, heirs, next of kin, successors, and assigns, to:

A. Waive, release and discharge from any and all liability for participant's death, disability, personal injury, property damage, property theft or actions of any kind which may hereafter accrue to participant and his/her estate, the County of St. Joseph, Indiana, and its officers, agents and employees; and

B. Indemnify and hold harmless the County of St. Joseph, Indiana, and its officers, agents and employees from and against any and all liabilities and claims made by other individuals or entities as a result of the participant's participation or actions during this activity or event.

The undersigned understands and is aware that participating in this activity or event involves certain risks and dangers including, but not limited to: hazards associated with outdoor activities; the forces of nature and wildlife, and distances from/access to medical facilities. Such outdoor activities involve, but are not limited to: canoeing on the St. Joseph River; innertubing on a public innertube hill; walking, snowshoeing and/or cross county skiing through rough terrain; participating in tractor drawn hayrides; disc golfing; and traveling by automobile, public passenger van or other conveyance.

The undersigned further consents to and authorizes medical treatment to the participant which may be deemed advisable in the event of injury, accident or illness during this activity or event.

This release and waiver shall be construed broadly to provide a release and waiver to the maximum extent permissible under applicable law.

I, the undersigned, acknowledge that I have read and understand the above Release.

Name of Minor \_\_\_\_\_ Age \_\_\_\_\_

Name of Parent or Guardian \_\_\_\_\_

Signature: \_\_\_\_\_ Date \_\_\_\_\_

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\_\_\_\_\_  
Signature Date



St. Joseph County Parks Department  
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