

CITY OF MUNCIE CABIN RENTAL
Rules and Regulations

1. Cabins are rented on a “first come, first serve” basis.
2. Rental fees & deposits must be paid in full before reservation is confirmed. In case of cancellation, 10 days advance notice of reservation date is required for a refund to be applicable.
3. We only accept Cash, Money Orders, or Cashiers Checks for payment. Security deposit is separate. **Personal Checks are NOT accepted.**
4. Cabin Caretaker will meet you at either **10 am** or **5 pm** to inspect cabin prior to rental. If you do not arrive on time, the Caretaker will wait only 20 MINUTES after the scheduled time before leaving. **A NO SHOW WILL RESULT IN THE FORFEIT OF YOUR RENTAL FEE.**
5. If you plan to leave the cabin unattended at any time during your session, place your own lock on the doors to protect your investment.
6. To ensure the return of your deposit, leave the cabin in a clean condition, wipe up all spills immediately, return all chairs to storage positions, leave tables up, sweep floor, **TAKE ALL TRASH OUTSIDE AND DEPOSIT IN AN EMPTY TOTE**, secure all windows and shutters, place issued locks on door and secure.
7. The following activities are **PROHIBITED** and will result in the loss of your deposit:
 - a. Possession of alcoholic beverages, and illegal drug usage.
 - b. Charging admission fees or hosting profit making ventures.
 - c. Failure to properly secure cabin.
 - d. Parking vehicles on grass (Parking is limited to on street only).
 - e. If you break or damage tables or chairs.
 - f. Throwing rice – Please throw bird seed if you have to.
 - g. Adjusting switches on furnace – disconnecting lights
8. **PARK CURFEW IS 11:00 P.M.** All persons and vehicles must be out of the park by curfew.

In case of injury, contact the Fire Station located west of cabins in Heekin Park. If for any reason you need to contact someone from the Park Department, please call 212-2099, 747-0648, 808-1356 or 282-9088.

A CABIN RENTAL AGREEMENT MUST BE ACQUIRED AND PROCESSED, IN PERSON AT THE MUNCIE PARKS OFFICE, 1800 S. GRANT ST, MUNCIE, IN 47302, BETWEEN THE HOURS OF 7:00 AM AND 2:30 PM, MONDAY - FRIDAY. PAYMENT AND DEPOSIT MUST ACCOMPANY ALL CABIN RENTAL APPLICATIONS.

PRINTING THIS DOCUMENT DOES NOT CONSTITUTE AN AGREEMENT TO RENT.

THIS DOCUMENT IS INTENDED FOR THE PURPOSE OF PUBLIC NOTIFICATION REGARDING THE RULES AND REGULATIONS GOVERNING A CITY OF MUNCIE CABIN RENTAL AGREEMENT. THESE RULES AND REGULATIONS ARE SET FORTH BY THE MUNCIE PARKS AND RECREATION DEPARTMENT, AND NO EXCEPTIONS WILL BE MADE.

The Rules and Regulations are subject to change without prior notice.