



Village of West Salem

175 South Leonard Street, West Salem, Wisconsin 54669 (608) 786-1858
Fax (608) 786-1988

PARK SHELTER RESERVATION FORM

Name: _____ Phone: _____

Address: _____

Reason for requesting a shelter: _____

Date(s) requested: _____

Facility Requested: _____ Village Park Shelter _____ Lions Community Shelter

Shelter rental fee of \$60 per day is due within 10 days after reservation is made.

Date Reservation Made _____ Date Fee Paid _____ Date Deposit Paid _____

Just prior to the Reservation Date, you will need to stop at the Village Administration Office to pay the \$60 deposit and pick up the key. The \$60 deposit will be refunded upon return of the shelter key and notification from the Public Works Department that the shelter has been properly cleaned and no damage has occurred. If a shelter key is lost, renter will be responsible for all costs to replace the locks and keys. **REFUND POLICY:** If cancellation is made 14 days prior to the reserved day, a full refund is given. If less than 14 days, half the fee is refunded.

ATTN: If you are reserving the Lions Shelter and are requesting use of the lights outside under the shelter, there is an additional **\$10 per day** charge. Use of the roll down doors requires at least a twenty-four (24) hour notice and Village Administrator approval. If approved, the rental fee is an additional **\$250 per day** plus a refundable security deposit of \$1,200. If use of the facility is for more than one day, the additional \$200 fee is only charged when the roll down doors are actually moved by the Public Works Department. If additional movement of the roll down doors is requested during the same day, the fee is **\$100 for each new adjustment**. If the roll down doors are damaged in any way, renter will be liable for all repair or replacement costs and will forfeit security deposit. **Unauthorized use of the roll down doors at the Lions Shelter is PROHIBITED and will result in forfeit of security deposit plus an additional \$200 rental fee.**

My signature below indicates that I agree to accept responsibility for the observance of shelter regulations and any and all damages or excessive cleanup expenses that may be incurred as a result of the use of the above shelter. In addition, I will be responsible for locking the shelter at the conclusion of my use.

Signature/Date

Approved By/Date