

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 Public Works Department that the shelter has been properly leaned 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.

Attention: 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 forfeiture 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 above use of the above shelter. In addition, I will be responsible for locking the shelter at the conclusion of my use.

Signature

Date

FOR OFFICE USE ONLY

Date of Application: _____ Approved By: _____ Date: _____