

# Shelter House Reservation Policy

1) Reservations must be made by completing the reservation form, the responsible party must sign the form. Reservations forms are to be turned into City Hall.

2) Reservations made 72 hours in advance maintenance will:

- ♦ Dump the trash and make sure the shelter house is swept out prior to the scheduled reservation.
- ♦ Bathrooms are clean.

Maintenance may not be able to service the park on reservation with less than 72 hour notice.

3) There will be a \$25.00 deposit, refundable if the shelter house and surrounding grounds are left clean and there is no damage to the property.

4) All city codes and ordinances will be upheld with reservations to the shelter house.

5) Bathrooms will not be available once maintenance has winterized them until spring when they are back up and running for the season.