

**SHELDON PARKS AND RECREATION DEPARTMENT  
SHELTER HOUSE RENTAL RATES AND REGULATIONS**

Below please find listed the rates and regulations for renting the City of Sheldon City Park Shelter House. All rules and regulations are mandatory unless stipulations are otherwise stated. Please read the form below with listed rules and regulations.

- All rental fees and deposits must be paid in full at time of reservation.
- The rental party is responsible for the locking and unlocking of the shelter house. A \$10 key deposit is required for all rentals. The shelter house rental key must be picked up at the Sheldon City Office between the hours of 7:30am and 4:30pm Monday-Friday. The key is to be picked up no earlier than the day before the rental date or the last business day prior to the rental. **The rental party must return the key immediately following the rental. Failure to do so will result in forfeiture of the key deposit.** The key can be returned to the City Offices during business hours, to the Sheldon Police Department or placed in a sealed envelope in the utility drop box after hours. **Failure to return the key will result in forfeiture of the deposit and additional costs of changing locks and replacing ten (10) keys.**
- The shelter house deposit (\$20) will not be refunded if area is not restored to acceptable condition. Any damage to facility will cause forfeiture of this deposit and possible assessment of damages.
- Facility must be swept for any garbage or debris left from rental party. Brooms and cleaning supplies are available in the shelter house.
- Tables must be arranged in the same order as previously found.
- No tape or sticky substance may be used on the walls of the shelter house.
- Absolutely NO ALCOHOLIC BEVERAGES ALLOWED, and no smoking on the premises.
- Loud music or excessive noise will not be tolerated & expulsion and forfeiture of deposit will occur.
- Violation of these rules can result in the expulsion from premises and/or forfeiture of \$20 deposit. Any abuse of premises or damage to building or furnishings will result in assessment of charges, repair or replacement costs.
- A 72 hour notice of cancellation during City Office working hours is required or loss of deposit. Office Hours: 7:30am-4:30pm Monday-Friday

REMEMBER: No refrigerators, stoves or cooking facilities are available inside the shelter house. This is a public facility, please help take care of it so that you and others may enjoy it now and in the future.

Rental Rates:

½ Shelter House	\$60.00 (fee includes \$20 deposit/ \$10 key deposit)
Full Shelter House	\$90.00 (fee includes \$20 deposit/ \$10 key deposit)

Date Reserved: \_\_\_\_\_ Reservation Date: \_\_\_\_\_ Fee: \$\_\_\_\_\_

Name \_\_\_\_\_

Address \_\_\_\_\_

City/St/Zip \_\_\_\_\_

Phone # (Home) \_\_\_\_\_ (Work) \_\_\_\_\_

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

## UTILIZATION/EMERGENCY

The City Park Shelter House was built for the purpose of enjoyment by the residents of Sheldon and the surrounding area. Every attempt should be made to make certain the facility is utilized to the fullest extent for which it was intended. Persons using the facility and those responsible for supervising its use should make every effort to have the Shelter remain in an attractive condition.

A. In the event it is desirable to reserve the facility to insure its availability, the following procedures and guidelines must be followed:

1. Half or the whole shelter can be reserved up to one year in advance by contacting the City office at (712)324-4651 between the hours of 7:30-4:30pm, Monday-Friday.
2. The areas will be reserved on a first contact basis. Payment must be made at time of reservation. A 72 hour cancellation notice must be made during City office working hours or loss of deposit.
3. The following fee schedule will apply for reserved usage:

½ Shelter	\$60.00 (fee includes \$20 deposit/ \$10 key deposit)
Full Shelter House	\$90.00 (fee includes \$20 deposit/ \$10 key deposit)

4. It is each group's responsibility to restrict their use to the areas reserved.
5. Persons using the Shelter will be responsible for clean-up and care of the reserved area(s).
6. The deposit is refundable after facility use. Deposit will be sent to person on rental agreement after City approval. (approx. 1 month)
7. Shelter closing time is 10:30pm. Park closes at 11:00pm.
8. Absolutely NO ALCOHOLIC BEVERAGES OR SMOKING ALLOWED!
9. Loud music or excessive noise will not be tolerated & expulsion and forfeiture of deposit will occur.