

CITY OF MANTORVILLE
PARK SHELTER RENTAL REQUEST

Applicant: _____

Name of Organization (if applicable): _____

Street Address: _____

City: _____ State: _____ Zip: _____

Contact Number: (H) _____ (W) _____ (C) _____

Email (for reservation confirmation) _____

Date of Reservation: _____

Type of Event: _____

Reservation start time: _____ Reservation stop time: _____

The above named applicant agrees to abide by all park rules and city ordinances. Reservations are for the north park shelter only. Reservations do not include exclusive use of the park. Cancellations due to inclement weather will not be refunded. Cancellations not made at least 7 working days in advance will not be refunded.

By signing this, I (we) agree to rent the facility at my (our) own risk and release the City of Mantorville and its employees from any claims, injuries, or damages, including all claims from third parties.

Signature of Applicant

Office use only

Rental fee \$ _____ Cash _____ OR Check # _____ Date Paid _____

Approval Signature

CITY OF MANTORVILLE PARK SHELTER RENTAL POLICY

I. Purpose

The purpose of this policy is to ensure the availability of the north park shelter facility in Riverside Park upon reservation.

II. Fees

Use of the park shelters is on a first come first serve basis. To ensure the use of the north shelter for a specific date, reservations will be taken. To reserve the shelter, a completed application must be turned in to the City Clerk's office along with the fee as established yearly by the City Council on the Master Fee Schedule.

III. General Guidelines and Conditions

Shelter rentals are available from May 1 – October 1 between the hours of 7 am – 10 pm. Reservations can be made as of January 1 of the year in which rental is requested.

All garbage is to be placed in the containers provided by the City. If additional containers are needed, all arrangements including cost will be made by the renter prior to the event. Park facilities must be left in pre-event condition.

In the event that the park shelter is being occupied by parties who have not reserved the park shelter, please call the Dodge County Sheriff's Dispatch Center at 507-635-6200.

A reservation list will be posted in the shelter and at City Hall.

The City reserves the right to refuse or stop any function that violates any of the said regulations of the policy, federal, state and local laws. All activities must conform to city code.

Rental of a park shelter does not include exclusive use of park facilities. Parking is allowed in designated area's only. Vehicles are not allowed on the grass, sidewalk, etc. Dogs are allowed but must be on a leash and cleaned up after. All park rules apply.

There are no refunds due to inclement weather. Refunds will only be given if reservations are cancelled 7 working days or more in advance.

Questions? Please call Mantorville City Hall at 507-635-5170

or email info@mantorville.com