



Trail to the Past. Road to the Future.

PARK SHELTER RENTAL APPLICATION

APPLICATION DATE: _____

FEE: \$40.00

APPLICANT INFORMATION

Applicant Legal Name: _____
first middle maiden/last

Co-Applicant Legal Name: _____
first middle maiden/last

Name of Organization (if applicable): _____

Street Address: _____ City: _____ State: _____ Zip: _____

Phone Number: _____ Alternate Phone Number: _____

Email: _____

RESERVATION INFORMATION

Date(s) of Reservation: _____

Reservation Start Time: _____ Reservation Stop Time: _____

Type of Event: _____

*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 the exclusive use of the park. To reserve the shelter, a completed application must be turned in to the City Clerk's office along with the fee. 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 reserve 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.

- I understand that if I reserve the shelter, I must follow these guidelines:*
- 1. 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.*
 - 2. Park facilities must be left in pre-event condition.*
 - 3. 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.*

- I also understand that:*
- 1. A reservation calendar will be posted in the shelter and at City Hall.*
 - 2. 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.*
 - 3. Parking is allowed in designated areas only. Vehicles are not allowed on the grass, sidewalk, etc.*
 - 4. Dogs are allowed but must be on a leash and cleaned up after.*

Signature of Applicant _____ Date _____

Signature of Co-Applicant _____ Date _____

FOR OFFICE USE ONLY

Date Received: _____ Amount Paid: _____ Method of Payment: _____ Date Paid: _____

Does it need Park Board Approval? Yes No why?: _____

Application Approved? Yes No if no, list reasons for denial: _____ Date Approved: _____

City Clerk-Treasurer or Deputy City Clerk _____ Date _____



CITY OF MANTORVILLE
PARK SHELTER RENTAL POLICY
Reservation Fee \$40.00

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 7am - 10pm. 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 calendar 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 the park shelter does not include exclusive use of park facilities. Parking is allowed in designated areas 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.