

Shelter Rental Policy

Rental Application

Description

Renter Name: _____

Shelter Request For (Required):

(Select only one option)

- Shelter B
- Shelter C
- Wetlands Nature Area

Rental Date (Required): _____

Number attending (Required): _____

Arrival Time (Required): _____

Please allow time for set up. Earliest arrival time is 8:00 AM

Departure Time (Required): _____

Please allow time for clean up. Must be done by 11:00 PM

RENTAL POLICY

1. Reservations

- a. Reservation must be made a minimum of two (2) weeks prior to requested date. No reservation is final until the rental fee is paid and a written confirmation is given. The shelter is reserved to the first money to arrive. We highly recommend that you do not advertise or send invitations for your date until you have written confirmation in hand.
- b. Payment for rental fee is due at time of reservation.
- c. In the event of a cancellation, all monies paid will be returned if cancellation is made no later than one (1) week prior to reserved date. If cancellation is made less than one (1) week prior to reserved date, any monies paid will be forfeited.
- d. The shelter will not be available to rent on the following holidays: New Years Eve, New Years Day, Good Friday, Easter Sunday, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, Christmas Eve, Christmas Day.

2. Renters Responsibilities

- a. A responsible adult must be present at the shelter at all times during the rental period.
- b. Renters will be responsible for stating arrival and departure times as part of the rental application. All rentals must be finished and cleaned up at 11:00 PM when the park closes per City Ordinance.
- c. The shelter and property are owned by the City of Nappanee. Alcoholic beverages are strictly prohibited.

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- d. Renters will be responsible for any and all damages at the replacement cost (material and labor) as determined by the Nappanee Parks and Recreation Department through the inspection process. This includes but is not limited to: any damage to picnic tables, posts or other building areas.
- e. All trash must be placed in trashcans. This includes table coverings, food, and decorations. No trash is to be left outside of trashcans or on the ground.
- f. Any food or drink must be cleaned up and floors must be swept. This includes sweeping up any balloons, glitter or small decorations.

To print a copy of these rules, please go to the Documents tab on the home screen.

I have read and understand that I am responsible for any damage resulting from my use of the Nappanee Parks & Recreation facility (Required):

Please check if yes

Signature (Required): _____