

CITY OF SHULLSBURG

190 N. JUDGEMENT STREET
SHULLSBURG, WISCONSIN 53586
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Verne Jackson, Mayor

Marsha L. Einsweiler, City Clerk

SHELTER HOUSE RENTAL

THE FOLLOWING GUIDELINES SHOULD BE FOLLOWED FOR RENTAL OF A CITY SHELTER HOUSE.

1. A \$100.00 fee and a \$100.00 deposit is due to reserve the East Shelter House or the West Shelter House. Reservations are made on a first paid first served basis. (Fees are subject to change at the recommendation of the Park Committee and approval of the City Council)
2. The deposit is refundable if the shelter house is cleaned and swept after its use. **Cancellation Policy- If cancellations are made 30 days or more before the reservation date, fees and deposit will be returned in full. Fifty Percent (50%) of the deposit will be forfeited if the cancellation is made 15 to 30 days before the reservation date, any fees already paid will be returned in full. One Hundred Percent (100%) of the deposit will be forfeited if cancellations are made 14 or less days before the reservation date unless unforeseen circumstances arise such as weather or family emergencies.**
3. Shelter Houses are available at any time as long as prior arrangements and times have been scheduled.
4. **Unauthorized Vehicles are not allowed to drive on the park grounds. If this rule is violated, the deposit will be forfeited.**
5. The responsible individual must complete the user agreement form below and return it to the city office along with the fee and deposit. **Please make two checks payable to the City of Shullsburg, one for the rent and one for the deposit. Cash will not be accepted for the deposit. Please do not send the rent check until after January 1st.**
6. A key for the shelter house can be signed out at the City Office Monday –Friday. **If you fail to pick up a key during normal business hours and a city employee has to be called to open the shelter house you may be charged a “call out” fee of not more than \$80. Attempt to contact the Badger Museum for a key prior to contacting another city employee.**
7. Return of Key- If the key is not returned by the following Monday, the deposit will be forfeited. You may leave the key in the “drop box” that is located outside the front entrance of the Shullsburg Community Townsend Center.

CITY OF SHULLSBURG
PARK SHELTER HOUSE RENTAL
AGREEMENT

I _____
Name Address

AGREE TO FOLLOW THE GUIDELINES.

I WOULD LIKE THE EAST WEST SHELTER HOUSE

PURPOSE OF RENTAL _____.

DATE _____ TIME NEEDED _____.

PHONE _____

EMAIL _____

By signing below you acknowledge that you have read and received a copy of the Shelter House Rental guidelines.

Signature Print Name Date

OFFICE USE ONLY

Fee Received _____ Deposit Received _____

Date _____ Date _____

Deposit Returned _____ Date _____ How Returned: Mail _____ In Person _____

Deposit Not Returned – Reason _____