

City of Alliance Shelter House Rental Policy

The following Policy is in effect for rental of the Shelter House located at Central Park.

- RENTAL:** There is a \$30 rental fee for the first six hour period, each additional six hour period or portion thereof will require an additional \$20 fee. The weekend rate is \$120 for two days. Set-up, food storage, decoration are not permitted outside of the rental period. *If any food or decorations are left in the shelter house, this may result in the charge of an additional fee.* This rental fee is for use of the Shelter House Building only. **The rental fee shall be paid upon collection of the key.**
- SIGNED POLICY AGREEMENT:** Between the renter and the City, is required when making a reservation for the shelter. This agreement states that all policies are understood and agreed upon.
- DAMAGE/RENTAL DEPOSIT:** A \$25 damage/rental deposit in the form of a check is required at the time of reservation. The check will be returned if the Shelter House and surrounding park areas are determined to be in satisfactory condition following a thorough inspection. If there is damage to the facility or park, the key returned late or not collected at the City office, so that it is necessary for City staff to be available after hours, the appropriate fee will be taken from the deposit.
- CANCELLATION OF RESERVATIONS:** There will be a minimum rental charge of \$25.00 for any reservation that is made and not canceled at least **one week prior** to reservation date.
- The Shelter House is rented on a first-come-first-serve basis and will only be confirmed upon the signing of the policy agreement and payment of the damage/rental deposit.** Reservations will be taken up to one year in advance of date of use.
- The Shelter House **cannot** be used for product promotion or sale.
- No materials will be left in the Shelter House overnight.
- Alcoholic beverages are prohibited.**
- If the rental occurs during the business week (Monday - Friday), the key shall be picked up at the City Manager's office on the day of rental. If the rental is scheduled for a weekend or a holiday, the key shall be picked up no later than the business day preceding that weekend or holiday. The key is to be returned to the City Manager's office the first working day following the day of rental. *Failure to return the key will result in an additional \$5.00 fee which will be deducted from the damage deposit.*
- Please assure that electric, water, and heat have been shut off prior to securing the facility, and place trash in the dumpster.**

Renter' Signature

Printed Name

Name of Organization

Mailing Address

Phone Numbers (work/home)

City State Zip

Type of Activity

Date/Time of Activity

Date Deposit Paid

Date Key Returned

Date Rental Paid

Date Deposit Returned