



City of Clarence

411 Lombard St
PO Box 418
Clarence, IA 52216

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City of Clarence Park Shelter Rental Agreement

Park shelters and pavilion rentals are on a first come, first served basis. Please contact City Hall with any questions you may have regarding the booking calendar for any of these park buildings.

- **East Enclosed Shelter** (rustic, closest to the Splash Pad)
 - \$25.00 rental, plus \$25.00 cleaning/damage deposit
- **West Enclosed Shelter** (rustic, closest to the Statue of Liberty Replica)
 - \$25.00 rental, plus \$25.00 cleaning/damage deposit
- **Kitchen Shelter** (enclosed kitchen, outdoor seating, adjoining the public restrooms)
 - \$50.00 rental, plus \$50.00 cleaning/damage deposit
- **City Park Pavilion** (modern, heat/AC, kitchen, private restrooms, event space)
 - \$150.00 rental, plus \$150.00 cleaning/damage deposit

Please pay rental fee and cleaning/damage deposit on two separate checks. The cleaning/damage deposit check will be destroyed upon a successful post-rental inspection. All rental fees are due when keys are picked up. No charge is made for service and non-profit organizations which have been approved in advance by City Council. No charge is made for City Government related functions.

LIABILITY

All renters shall hold the City of Clarence harmless from any and all claims arising by virtue of the activities of the group at the park shelters/buildings. All renters agree to indemnify the City of Clarence for any costs or attorney's fees incurred resulting from a claim arising under the above circumstances.

All renters agree to the following:

- **The Pavilion parking lot is for Pavilion rentals only.**
- **Occupation of the space is from 6am-9pm on the day of the rental only.**
- Return picnic tables, tables, and chairs to their original place.
- Clean off tables, chairs, and sweep floors.
- Clean out refrigerator if used. Clean kitchen appliances if used. Clean Pavilion restrooms if used.
- Remove any decorations including tape/tacks used to install them. **Do not use tacks or tape on Pavilion drywall.**
- Pick up any trash outside of the building.
- Bag all trash. Trash bags may be left inside the shelter.
- Remove all belongings and have shelter completely cleaned by the end of the day of the rental.
- Turn off all lights before leaving. Set thermostat to posted levels if at the Pavilion.
- Lock all doors and windows after use.
- Return keys to City Hall. Keys may be left in the outside drop box at City Hall.

PUBLIC RESTROOM DOORS WILL LOCK AUTOMATICALLY AT 9:00 P.M.

Name: _____ Phone: _____

Address: _____ Email: _____

Circle: East / West / Kitchen / Pavilion Date of Rental: _____ Key#: _____

Signature of Renter

Date

Attest

Date