



**City of Clarence**

411 Lombard St  
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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)
  - \$30.00 rental, plus \$30.00 cleaning/damage deposit
- **West Enclosed Shelter** (rustic, closest to the Statue of Liberty Replica)
  - \$30.00 rental, plus \$30.00 cleaning/damage deposit
- **Kitchen Shelter** (enclosed kitchen, outdoor seating, adjoining the public restrooms)
  - \$55.00 rental, plus \$55.00 cleaning/damage deposit
- **City Park Pavilion** (modern, heat/AC, kitchen, private restrooms, event space)
  - \$160.00 rental, plus \$160.00 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