

**CITY OF REMSEN'S BECK PARK SHELTER HOUSE**  
**POLICIES AND WAIVER**

I agree to be bound to the following policies and agreements in order to be assigned a key and access to the Beck Park Shelter House located at 105 Madison Street, Remsen, Iowa 51050.

1. I agree I am an adult (over the age of (18) eighteen).
2. I acknowledge I am responsible for my key and agree it will remain in my possession and only be used by myself and not given to anyone else.
3. I agree that all persons affiliated with my reservation will be my responsibility and will follow all the policies set within.
4. I agree NOT to hold the City of Remsen liable for any injuries that occur while using the property.
5. I understand the City of Remsen does not assume liability or responsibility for lost or stolen goods.
6. Rental fee of \$60.00 is due to City Hall (008 W 2<sup>nd</sup> St) at the time of reservation. If no payment is received one week after the reservation, the name will be deleted from the calendar.
7. **Paid reservation access is from 6:00am – 11:00pm the day of rental ONLY.**  
**\*\*PLEASE NOTE: If you are renting the Shelter House on a week day, you may not access it until 1:00PM, as precedence is given to the Elderly Nutrition Project.**
8. If you wish to cancel a reservation, an official written notice must be received at City Hall. If notice is acknowledged 90 days prior to the reservation, a full refund will be given. If notice is given less than 90 days prior, no refund will be given unless the facility happens to get rented by another party. In this case, a full refund will be given.
9. I agree to respect the building and property. I will notify City Hall and pay to replace anything damaged during my use.
10. I will not use the stove to cook anything which produces smoke or grease-laden vapors.
11. I understand there is to be NO SMOKING anywhere in the building or NO ANIMALS of any kind in the building. Under the ADA, a service animal is allowed for a person with a disability and they are solely responsible for the care and supervision of the animal.
12. If there are animals outside the building on park grounds in which are affiliated with my reservation, I will see that feces deposited will be disposed of in a sanitary manner in accordance with City Code 55.17 Pet Sanitation.
13. I agree to clean up after use in the building and outside grounds including the following:
  - a. Pick up & properly dispose of trash in outside dumpster. If it's not present or full, place inside by the west door.
  - b. Wipe up any spills or elements tracked into the building
  - c. **CLEAN** picnic tables, tables, chairs, or any other city property used and put back where they belong
  - d. Flush toilets, turn off faucets and lights, and pick up trash in restrooms
  - e. Turn the thermostat back to where it was when arrived
  - f. Close and ensure all windows and doors are locked and turn off all lights
14. I agree to pay a **\$50.00 CASH deposit** when checking out a key. Upon return of the key, I will personally pick up the deposit. If major damages are reported during my use, my deposit will be consumed by the City, with the possibility of additional costs as stated in #9.
15. If a replacement key is requested and assigned due to loss, theft, damage, or misuse, the original \$50.00 cash deposit will not be returned and an additional \$50.00 cash deposit will be required.
16. If the key is not returned within **(7) seven days following the date below**, the deposit will be consumed by the City and will not be returned to me **(under any circumstances)**. There is a drop box located on the south side of City Hall for key returns after hours.
17. I understand the City has the right to refuse reservations or keys to anyone.

Individual / Organized Group (Print Name(s)): \_\_\_\_\_ Contact Phone #: \_\_\_\_\_

I am requesting access to Beck Park Shelter House the following date(s): \_\_\_\_\_

*I have read and understand all of the above terms and agree to abide by them.*

Signature: \_\_\_\_\_ Date: \_\_\_\_\_ City Office Employee Witness: \_\_\_\_\_

Reservation Paid \_\_\_\_\_ Deposit Paid (CASH) \_\_\_\_\_ KEY# \_\_\_\_\_ Returned: \_\_\_\_/\_\_\_\_/\_\_\_\_