



Village of West Salem

175 South Leonard Street, West Salem, Wisconsin 54669 (608) 786-1858
Fax (608) 786-1988

PARK SHELTER RESERVATION FORM

Name: _____ Phone: _____

Address: _____

Reason for requesting a shelter: _____

Date(s) requested: _____

Facility Requested: _____ Village Park Shelter _____ Lions Shelter

**Shelter rental fee is \$50.00 per day along with a \$50.00 Deposit.
The \$50.00 rental fee is due within ten (10) days after the reservation is made.**

Date Reservation Made _____ Date Fee Paid _____ Date Deposit Paid _____

Just prior to the Reservation Date you will need to stop at the Village Administration Office to pay the \$50.00 deposit and pick up the key. The \$50.00 deposit will be refunded upon return of the shelter key and notification from the Public Works Department that the shelter has been properly cleaned and no damage has occurred. If a shelter key is lost, renter will be responsible for all costs to replace the locks and keys at the given shelter house.

REFUND POLICY: If cancellation is made fourteen (14) days prior to the rented day, a full refund is given. If less than fourteen (14) days, half the fee is refunded.

ATTN: If you are reserving the Lions Shelter and are requesting use of the lights outside under the shelter, there is an additional \$10.00 per day charge. Use of the roll-down doors requires at least twenty-four (24) hour notice and Village Administrator approval. If approved, the rental fee is \$250.00 per day plus a refundable security deposit of \$1,200. If the roll-down doors are damaged in any way, renter will be liable for all repair or replacement costs and will forfeit security deposit. **Unauthorized use of the roll-down doors at the Lions Shelter is PROHIBITED and will result in a non-refundable deposit plus an additional \$200.00 rental fee.**

My signature below indicates that I hereby agree to accept the responsibility for the observance of shelter regulations and any and all damages or excessive cleanup expenses that may be incurred as a result of the use of the above shelter. In addition, I will be responsible for locking the shelter house before leaving.

Signature/Date

Approved By/Date