

FALK PARK SHELTER

City of Wheaton Reservation Request

CONTACT INFORMATION			
Name of Contact:		Name of Organization:	
Street Address:	City:	State:	ZIP:
Day Telephone Number:		Evening Telephone Number:	
EVENT INFORMATION			
Event:		Estimated Attendance:	
Reservation Date:	Start Time:	End Time:	
Time Allotment (Please choose one):	<input type="checkbox"/> All day use of building: <input type="checkbox"/> \$125.00 rental fee, plus \$75.00 deposit		
	<input type="checkbox"/> Up to four hours use of building: <input type="checkbox"/> \$75.00 rental fee, plus \$75.00 deposit		
	<input type="checkbox"/> Youth Organization/Non profit: <input type="checkbox"/> \$25.00 rental fee, plus \$75.00 deposit		

DIRECTIONS FOR USE OF THE FALK PARK SHELTER:

- A. A responsible adult making arrangements for the group will come to the City Clerk's Office and will:**
 - Read the "Falk Park Shelter Policy" on the reverse side of this reservation form.
 - Sign this statement, pay the \$75.00 mandatory deposit and appropriate rental fee in two separate checks.
- B. Reservations will be accepted up to one year in advance, according to availability and on a first-served basis.**
- C. The Falk Park Shelter must be left in a clean condition. Any damages to the building or premises will be the responsibility of the individual renter or organization.**
- D. Keys for the shelter may be obtained at City Hall during the regular business hours of Mon. – Thurs. 7:00 am to 4:30 pm or Friday 7am – 11am.**
- E. The lights must be turned off and the doors must be locked before leaving. The keys may be left in the drop box at City Hall.**
- F. Cancellations should be made as far in advance as possible. Persons or organizations canceling their reservation three days or less before the reservation date will forfeit their rental fee.**
- G. The City Council reserves the right to cancel a reservation or to refuse a reservation for any infraction or misrepresentation of these policies.**

The undersigned accepts full responsibility for the Falk Park Shelter Building while in use by the above renter(s) or organization(s):

Representative: _____

(For Office Use Only)					
\$75.00 Deposit Fee Paid:	<input type="checkbox"/> Cash	<input type="checkbox"/> Check	Ck No.: _____	Date: _____	By: _____
Rental Fee Paid	<input type="checkbox"/> Cash	<input type="checkbox"/> Check	Ck No.: _____	Date: _____	By: _____
Key Obtained By:				Date: _____	By: _____
Key Returned By:				Date: _____	By: _____
\$75.00 Deposit Fee Returned To:				Date: _____	By: _____

City of Wheaton, City Hall, 104 9th St N, Wheaton MN 56296
Telephone: (320) 563-4110 Fax: (320) 563-4823

FALK PARK SHELTER
City of Wheaton Shelter Policy

Falk Park Shelter Building was constructed with tax funds and should be of maximum use to the public. However, it must be under certain conditions. The Falk Park Shelter shall, therefore, be administered under the following general policy:

1. A "Falk Park Shelter Reservation Request" form (found on the reverse side of this policy form) **MUST** be signed by a responsible party and a copy filed with City Hall.
2. Facilities shall not be reserved for money-making projects, such as rummage or auction sales or similar functions. Reservations will be made for non-profit organizations where profits will be donated for community or park and recreation purposes.
3. The \$50.00 mandatory deposit will be refunded after the building is inspected. If property is damaged in any way, the user(s) will be responsible for all costs of repairs or replacement of property.
4. Food and beverages may be served in the shelter room. Alcohol is not allowed.
5. Groups or persons using the Falk Park Shelter may set the room up as they wish, but are expected to leave it in the good order in which it was found with chairs and tables returned to their original places.
6. No smoking will be allowed in the Falk Park Shelter building.
7. Reservations may be made up to one year in advance. No provision will be made to reserve the Falk Park Shelter on a constant basis. The Falk Park Shelter will need to be booked for each event. Storage of equipment or supplies for the groups using the room will not be allowed.
8. A reservation sign in the name of the applicant will be posted.
9. Garbage cans & liners are provided.
10. The Shelter must be cleaned the same day as the reservation, as it may be needed for use again that day or the next day.

The above policies may be waived or modified under the discretion of the City Council.

Adopted January 27, 2005

☐ COPY TO RENTER(S)

☐ ORIGINAL FOR CITY RECORDS

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