

RENTAL GUIDE FOR ROCKFORD SHELTER HOUSES

**THIS IS A SMOKE FREE FACILITY
PARKS CLOSE AT DUSK**

FEES FOR THE SHELTER HOUSE:
CALL CITY HALL AT 756-3718 FOR RESERVATIONS

Rental fee must be paid at the time your reservations are made.
Enclosed Shelter \$10.00.
Open Shelter \$7.00.

The building will be unlocked at the time you specify on the rental application. No key will be issued.

You will be responsible for putting up and taking down all decorations, tape, tables, chairs, etc. the same day of rental.

Garbage must be bagged and left inside shelter for custodian to pick up.

The parties who have rented the facilities are responsible for making sure all rules are obeyed. They, along with any violator, can and will be charged for damages that are incurred while the shelter is being rented. If any damage is done to the building while rented, repairs must be paid for by the renter. At anytime, Law Officers or the Mayor can make an inspection of any party or gathering within the building. If laws are being violated the party will be shut down at the discretion of Law Officers or the Mayor.

Please report to us any problems or areas that need attention, so it can be of good use to the next renter. If you have any complaints or praises let us know so we can relay the messages to the proper people. If you need any help or have any difficulties while using the center please call:

CUSTODIAN – MINDY GRADY - 641-220-3380

OPEN / ENCLOSED

DATE OF RESERVATION: _____ **TIME:** _____

NAME: _____ **PHONE:** _____

ADDRESS: _____

PAID: _____