

# GUIDELINES FOR SHELTER/PAVILION RENTAL

There is a fee of \$20.00 to rent any of the open shelters at the park. We are required to charge sales tax which will bring the total to \$21.40

There is a fee of \$25.00 to rent ½ of the pavilion. With tax the charge is \$26.75

There is a fee of \$50.00 to rent the entire pavilion. With tax the charge is \$53.50

There is also a \$75.00 refundable deposit for the rental of the pavilion.

Shelter and Pavilion rental and deposit are to be paid prior to using either location. If payment is not received then you will not receive a key to the pavilion and the shelters may be rented to another party. You will be issued a receipt when payment is received. Please keep this receipt with you the day of the event for proof of payment.

The Town Hall closes at noon on Fridays. All payments and pick-up of key must be done prior to noon.

The shelters, pavilion AND the park grounds need to be left in the same condition as it was upon your arrival in order to get a refund of your deposit:

- Floors should be swept and spills cleaned up
- Tables and chairs in original location
- Trash taken out and disposed of in dumpsters by pool, not in the trash containers outside of shelters
- Shelter is to be locked when leaving and the key is to be returned to Town Hall. (The key may be put in the drop box located in the alley.)

Each location will be inspected after use by our park groundskeeper. If it is deemed that the above items have not been completed the \$75.00 deposit will be kept for cleaning fees. *ALL park rules must be followed.*

I \_\_\_\_\_ have read and clearly understand the above conditions for rental of a location at the Fowler Town Park. I understand that in order to receive my \$75.00 deposit back I must have the pavilion clean and all rules above must be followed.

Signature: \_\_\_\_\_

Phone Number: (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

Date of Rental: \_\_\_\_/\_\_\_\_/\_\_\_\_

## **Pavilion Rules**

1. No staples, tape, glue, push pins should be used anywhere in the building.
2. No smoking in the building.
3. No alcoholic beverages in the building.
4. Remove all garbage bags from barrels and put them in the dumpster across from the restrooms.
5. Sweep the floor when you are finished. Brooms are located in the small room on the southwest side of the building.
6. If you move the tables, put them back where they were.
7. Lock and return the key to town hall.

If any of these rules are not followed, you will lose your deposit.

## **Shelter Rules**

1. No staples, tape, glue, push pins should be used anywhere in the shelter.
2. No alcoholic beverages.
3. If you move the tables, put them back where they were.