

JEFFERSON PARKS AND RECREATION DEPARTMENT
317 South Main Street, Jefferson, WI 53549
674-7720
PARK SHELTER RENTAL AGREEMENT
www.jeffersonwis.com

- **Fees** - \$75/weekends and \$40/weekdays. Make checks payable to *City of Jefferson*.
- **Refunds** – will be granted if cancellation is at least 15 days in advance of reservation date.
- **Reservations** – are accepted beginning at 8:00 a.m. on the first working day in January. After that day all reservations made over the phone will be valid only if the rental fee is paid and the permit issued within seven (7) days of the call.
- **Park Hours** – 8:00 a.m. – 10:00 p.m.
- **Deposit** - \$100 in a separate check. This will be returned to the renter if the premises have been cleaned and no damage has been done to the shelter. **RENTERS ARE ENCOURAGED TO BRING ALL NECESSARY SUPPLIES AND EQUIPMENT TO PROPERLY CLEAN THE SHELTER AFTER USE.**
- The Park and Recreation Commission have the authority to refuse future use to any group or person who abuses park facilities or violates any rules.
- The City is not responsible for anything left, lost or stolen on the premises.
- The following are **PROHIBITED** in City of Jefferson Parks: **Pets. Camping. Glass Bottles. Motorized Vehicles** except in designated parking areas. **Fires** except in personal grills. Unburned fuel and ashes shall be disposed of in such a manner as to prevent fire or damage.
- **Electric** - Please do not plug in more than one appliance per outlet box or an overload may occur.
- **Ball Diamond Reservations** - Ball diamonds at parks can be reserved. Persons should secure a diamond reservation at the time of their shelter reservation.
- **Vandalism** – Please help to protect your parks by reporting all vandalism.
- City of Jefferson Police Officers or City employee has the right to enter the rented premises at any time.

If you have questions regarding handicapped accessibility, please contact our office by phone 920/674-7720 or in writing.

Facility Requested: _____ **Date Requested:** _____

The person named as being in charge, by payment of the fee and accepting the permit, hereby agrees to accept the responsibility for the care and preservation of the public property used. If there is additional damage or cleaning that is needed which goes beyond the deposit amount, the person in charge agrees to pay the entire costs of whatever repairs are deemed necessary by the Parks and Recreation Department within 30 days of the rental.

Signature of the Person in Charge Phone _____ Date _____

Address City, State, Zip _____

Reservations guaranteed only when the fee is paid and permit is signed. First copy of this agreement must be returned to the Jefferson City Hall no later than _____. Please retain the yellow copy for verification of date and time of rental.

Issuing Official: _____ Date Issued: _____ Date Paid: _____

Rental Fee: cash check # _____ amount \$ _____ Deposit: cash check # _____

White/City - Yellow/Renter