

RENTAL FEES:

General Rental: Whole Day \$125/day May 1st to Aug. 31, \$100/day all other months, \$50/day for Monday-Thursday

(\$250.00/ refundable deposit)

2 Separate Checks make payable to the City of Roland

Please Note: You are not allowed to access Shelter House prior to reserved date

Alcohol Policy:

The following policy has been set for the serving of alcohol at Erickson Park Shelter House

1. Beer or wine may be served; this includes champagne and sparkling wines.
2. For the champagne & sparkling wine, the alcohol content CAN NOT be more than 17% by weight or 21.5 % by volume.
3. The party **CAN NOT CHARGE** for any beer or wine under any circumstances.
4. If the Lessee hires a caterer who has a Food & Beverage License, hard liquor May be served, but it must be paid for by the Lessee and Lessee CAN NOT CHARGE for drinks. Proof of insurance will be required by the Lessor
5. All drinkers must be 21 years old or older

Lessee

Lessor Representative

Phone #: _____

Date: _____

Rental Date:

Deposit Return Date:

Erickson Park Shelter House

515-388-4861

Contact & Hours: Roland City Hall is the contact agency for Erickson Park Shelter House. Office Hours: 8-5 p.m. M-F. Roland City Hall is closed on holidays or as posted.

Rental Agreement: Shelter will NOT be guaranteed to renter until the rental fee deposit has been received. If a reservation is made and NOT cancelled a minimum of 2 weeks prior to the date of rental, the rental fee will not be returned.

Fees: Two (2) separate checks are to be submitted for the reservation, security deposit and the rental fee. The rental fee will be immediately deposited upon receipt. The security deposit will be returned hence no damage to the Shelter House.

We do not allow patrons to access shelter house prior to reserved date.

Key: The lessee may pick up the key to the Shelter the week of rental date, unless otherwise arranged. The key must be returned one (1) day after the rental use, either during office hours or dropped in the drop box, unless otherwise arranged. Shelter House keys are the property of the City of Roland, and as such shall not be duplicated.

Cleaning: The Lessee is expected to remove all food and trash from the Shelter, sweep and mop the floors. Make sure all tables and chairs are wiped down with disinfectant cleaner, and return the table and chairs to their original locations. Garbage should be hauled to the outside dumpster (by softball fields). Clean-Up deadline is no later than 8 a.m. following the leased days.

RULES:

1. Nothing is to adhere to the walls, ceilings, woodwork etc. The use of adhesives, nails, thumb tacks or staples for hanging decorations or other items on any surface of the shelter are prohibited.
2. Do NOT mark on or decorate the windows. Do NOT sit or stand on any windowsills.
3. No smoking is allowed in or around the perimeter of the shelter, including the sidewalk area.
4. Kitchen Utensils and other items belonging to the premises are not to be removed from the shelter.
5. Tables and chairs are to be returned to the area they were found, after wiping them down with a cleaning product. Do NOT lean tables or chairs against the walls.
6. Tables and chairs are not to be taken outside of the shelter.
7. Remove all food and garbage from the premises. Garbage may be placed in the dumpster by the softball fields.
8. The area must be cleaned and counters, appliances wiped off and oven cleaned. (If used). All floors must be swept clean and mopped. Brooms, dustpan, mop will be provided for floor cleaning.
9. Lessee agrees to be personally responsible for turning off all lights and securely locking all doors, including restrooms.
10. Resident's, organizations, and businesses within the corporate limits of Roland may have liquor on the premises provided a waiver is signed releasing the Lessor from all liability.
11. Fire extinguishers must NOT be covered so they are easily visible.
- 12. YOU MAY NOT ACCESS SHELTER HOUSE PRIOR TO RESERVED DATE**