

**City of Elk Run Heights
5042 Lafayette Road
Elk Run Heights, IA 50707**

Lisa Smock, Mayor
Julie Eastman, City Clerk
WWW.Elkrunheightsia.com

City Hall Telephone: 319-232-0020
Fax Number: 319-833-0225
City Clerk Email: cityclerk@elkrunheights.com

**PARK SHELTER & DIAMOND RESERVATION REQUEST
RENTAL FEE \$25.00**

NAME: _____

ADDRESS: _____

PHONE #: _____

DATE(S) REQUESTED: _____

SHELTER #1: _____

SHELTER #2: _____

SHELTER #3: _____

DIAMOND #1: _____

POLICIES AND TERMS:

1. Please complete the form and return it with payment to the City Hall. The date will not be reserved until the previous is complete. Make checks payable to: City of Elk Run Heights.
- THE PERSON WHO RENTS THE SHELTERS SHALL BE RESPONSIBLE TO CLEAN ALL GARBAGE, FOOD, DECORATIONS, STAPLES, AND ANY OTHER SUBSTANCE USED TO HOLD UP DECOR. By not complying with this agreement the City has the right to deny any further rentals to the person.
2. Any problems that are encountered can be addressed to the Mayor.

Signature

City Clerk Signature

Date

Date

PLEASE POST 24 HOURS IN ADVANCE FOR SHELTER RENTALS

MAYOR'S PARK SHELTER AND DIAMOND RESERVATION GUIDELINES

Shelter #1 – first shelter that faces McCoy Road

Shelter #2 – Second block shelter near basketball court

Shelter #3 – last shelter house by ball diamonds

Ball Diamond

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- A person of 18 years or older must fill out Reservation Request Form and make payment of \$25.00 before date(s) can be reserved.
- A copy of the Reservation Request Form must be posted at the appropriate picnic shelter and/or ball diamond in plastic frame for proof of reservation and 24 hours before function.
- The Reservation Fee covers the 24 hours of the date of reservation. Please follow curfew hours for unaccompanied minors of 10:00 p.m. to 5:00 a.m. Sunday through Thursday & 12:00 a.m. to 5:00 a.m. Fridays and Saturdays.
- The person making the reservation(s) will be held responsible for all clean-ups. Failure to clean will result in a \$20.00 clean-up charge.
- It is unlawful for any person to use or consume alcoholic beverages upon public property.
- Underage children shall always be accompanied by an adult.
- Vehicle parking shall be allowed only in proper areas – do not park on the grass.

I have read the reservation guidelines and agree to follow.

Signature

Date