



Park Shelter Reservation Form

Date(s) of Event: _____

Start and End Time of Event _____

Applicant/Sponsoring Organization/Responsible Park Reservation: _____

Type of Organization: Private Public Non-Profit SSN/TIN: _____

Contact Person: _____

Address: _____

Contact Telephone #: _____

Contact Email : _____

Activity Type: _____

PARK REQUESTED (FEE \$25.00)	
_____	First Ward Park (6)
_____	Little Bear Park (2 nd Ward) (6)
_____	5 th Ward Park – North (6)
_____	5 th Ward Park – South (6)
_____	Horseshoe Pond Park – Pond * (4)
_____	Horseshoe Pond Park – Citadel * (4)
_____	County Softball Shelter * (4)
_____	# parks X \$25 = Total \$ _____

TABLES (\$10 PER EXTRA TABLE)	
Each shelter has 6 tables. At NO time may a renter take picnic tables from another shelter. If additional tables are needed, they will be \$10/table and will be moved by the Maquoketa Public Works Department. If a reservation request is made with less than a 48-hour notice, there is no guarantee tables can or will be moved upon request.	
* These parks only have 4 tables available.	
_____	# tables X \$10 = Total \$ _____

Grand Total = _____ Parks + _____ Tables = \$ _____
*To be turned in with Park Reservation Form ** Payment MUST be made before reservation can take place.

It is hereby acknowledged that I am authorized to sign this agreement on behalf of the organization named above. The City of Maquoketa shall be held harmless for any damages to persons or property arising from the sponsored activity, I further certify that during the use of the facility named by the above organization, I will be responsible for the protection of the facility and its contents, that I will turn off lights, clean up scattered debris, and extinguish all fires which were started by the individual/organization named above. I also understand that if I or my organization fails to use the park facilities responsibly or in conflict with City rules, I/we may be barred from further use of City park facilities.

Signature of Applicant _____ Date _____

Office Use: Total Paid \$ _____ **Date:** _____ **Receipt #:** _____ **Staff:** _____

City Rules/Regulations

- A responsible adult MUST always be present during sponsored activities at City of Maquoketa park shelters.
- The renter will be responsible for bringing their own garbage bags for the collection of garbage. Renters shall remove garbage from premises and dispose of said garbage on their own.
- The City of Maquoketa assumes no responsibility for property brought into the park or shelter.
- Any group using a park shelter shall return the shelter to the same condition as before they used it.
- Any conduct detrimental to the purposes of the City of Maquoketa, such as, but not limited to, gambling and the use of alcoholic beverages (with the exceptions noted below), etc. is prohibited in the park shelter and on park property.
- Bottled and canned beer and wine coolers are allowed at the following locations with a signed rental agreement on file at City Hall.
 - * First Ward Park Pavilion
 - * Fifth Ward Park North and South Pavilions
 - * Two Horseshoe Pond Park Pavilions
 - * Horseshoe Pond Park Camper Pads.