

City of Arcadia

SHELTER HOUSE RENTAL POLICY

SHELTER HOUSE RULES AND PROCEDURES

- NO SMOKING! It's the law in public buildings.
- Use cuttings boards under roasters, coffee pots, crock pots and anything that is hot.

This helps prevent warping or burn marks on the counter top.

- Do not tape or pin anything to the walls, doors or counter/island. If you move tables, please put them back the way you found them!
- If using air conditioning, keep doors closed!

DIRECTIONS FOR CLEAN UP

- Pick up all trash both inside and outside of shelter house and patio area. Empty all garbage cans and put new bags in cans. Place all garbage in dumpster.
- Wipe and dry all tables, counter tops and appliances as well as the kitchen sink.
- Sweep all floors including the kitchen area and wet mop any spills. This includes sweeping the rugs off. DO NOT put chairs on tables.
- Bathrooms-pick up trash, wipe down sink, sweep floors and wet mop if necessary. EMPTY ALL garbage. Leave all used wet towels spread on counter top to dry. DO NOT take home to wash!
- Make sure all appliances are empty and wiped down.
- Set A/C to 75 and leave ceiling fans on low, turn off lights. (close window blinds in summer) In winter, return thermostat to 60 degrees, open window blinds for heat.
- Lock all doors and return keys to the drop box located at City Hall.

DETAILS

To book the shelter house at the City Park, you must call City Hall at 712-689-2442. There is a \$100.00 rental fee and a \$125.00 deposit required. Both fees must be submitted to confirm reservation. Two separate checks, both made out to the "City of Arcadia", should be provided. Payment along with the completed form, can be dropped off at City Hall (205 W. Front St) or mailed to City of Arcadia, PO Box 41, Arcadia, IA 51430. The \$125.00 deposit will be returned in full if all rental rules and regulations are followed. If the facility is not cleaned, or if items are missing or damaged is detected, the deposit check will be cashed. If you have any questions, please feel free to contact City Hall. You can e-mail cityofarcadia@gmail.com to make arrangements for key pickup.

Please note: If pictures have been removed and rehung and/or ALL trash cans are not emptied and new bags placed in ALL containers, your deposit check will be cashed and a fee of \$50.00 will be taken.

We hope you have a wonderful event

SHELTER HOUSE RENTAL AGREEMENT (PLEASE PRINT)

NAME: _____ PHONE _____

ADDRESS: _____ City _____ State _____ Zip _____

RENTAL DATE: _____

Deposit PAID ___ \$ _____ # _____ RENTAL FEE
PAID ___ \$ _____ # _____

I have read the Arcadia Shelter House rental policy and agree to the terms stated therein. I agree to be responsible for any damage done to the building while it is being used by me or my party, and to the fullest extent of the law, I agree to defend, pay in behalf of and hold harmless the City of Arcadia against any and all claims, demands, suites, losses, including all costs connected there with, for any damage which may be asserted, claims or recovered against or from the City of Arcadia, its elected and appointed officials, and employees, by reason of personal injury, including bodily injury or death; and/or property damage, including loss of thereof, which arises out of the alleged negligence of the renting party and/or in any way connected or associated with this agreement. If these rules are followed and there are no items missing or damage done, the \$125.00 damage deposit check will be ___ shredded or _____ returned to you. (please check one)

Signature of
Renter: _____ Date: _____

We hope you have a wonderful event!