

# City of Sigourney

## Park Shelter Reservation Form

The undersigned has been granted the privilege of reserving the below mentioned shelter for the time specified. The undersigned assumes responsibility for the proper care of fixtures and general maintenance of the shelter. These privileges are granted to the undersigned party with the understanding that all park rules and regulations will be strictly obeyed.

Date of Reservation \_\_\_\_\_ Time \_\_\_\_\_ to \_\_\_\_\_

Contact Name \_\_\_\_\_ Shelter Number \_\_\_\_\_

Family/Group/Organization Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ ZIP \_\_\_\_\_

Day Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_

Reservation Policy- Shelter reservations must be made 48 hours before the requested time.

Refund Policy- Refunds of reservation fees may be issued only when cancellations are made at least five (5) days prior to the date of reservation. Refunds will not be made from bad weather.

Cleanup Policy- Trash receptacles are provided and all trash is to be placed in them. Please collect any waste that blows into the park area surrounding the shelter. Tables and floor must be free of debris and all tables must be returned to the cover of the shelter.

Fee Schedule-

Shelter #1 \$15.00

Shelter #2 \$10.00

Shelter #3 \$10.00

Shelter #4 \$10.00

Shelter #5 \$10.00

## **Legion Park Shelter Reservation System**

**Who may use the Shelters?** Any person or group may reserve a shelter. We do request during the busy summer weekends that you reserve a shelter to fit your group size. Reassignments according to group size may be necessary.

**What shelters are available?** Legion Park has five shelters available.

**Shelter #1** has electricity and seats 90-125 people.

**Shelter #2** does not have electricity and seats 30-45 people.

**Shelter #3** has electricity and seats 30-45 people.

**Shelter #4** has electricity and seats 30-45 people.

**Shelter #5** has electricity and seats 30-45 people.

**Where can I reserve a shelter?** Reservations must be made 48 hours in advance of the time requested and may be made up to one year in advance. Anyone may still use the shelter on a first come/first serve basis, however, a group with a reservation will have preference over on that does not. Time slots on July 4<sup>th</sup> may be blocked for activities sponsored by civic organizations.

**Where can I make reservations?** A group can make a reservation by contacting the city clerk's office.

**Why do I need to reserve a shelter?** To eliminate problems associated with a first come/first serve system. Some of these problems include: two groups wanting a particular shelter at the same time; a person having to "camp out" to insure their group will get the shelter when they want it; and small groups using the larger shelters during the busiest weekends.

**How do I reserve the shelter and how will another group I know I have preference?**

The group contact person will complete a form provided by the city and pay the rental fee. Checks may be made payable to the City of Sigourney. Reservations will only be confirmed upon payment of the fees. A sign will be posted at the shelter 24 hours before the reservation time. Groups may contact the city clerk's office to inquire about shelter availability. In order to get a refund for a cancellation, the clerk's office must be contacted at least five calendar days before the reservation date; Refunds will not be made for bad weather. Group (individual) reserving the shelter will be responsible for cleaning up after their events.

# Map of Legion Park Shelters

 = Handicap Accessible

 = Electricity Available

Restrooms

Shelter 1



Shelter 3



Shelter 2



B  
i  
k  
e  
  
P  
a  
t  
h

Shelter 4



Shelter 5  
(Lions Club)



Pool

