

CITY OF CHANUTE Shelter House Reservation

Name: _____
(Please Print)

Organization/Function: _____

Address: _____

Phone Number: _____

Facility Requested: _____

Date Requested: _____

Time Requested: _____

Number Expected in Attendance: _____

(The Parks Dept will make available tables at a ratio of 1 table to 8 persons.)
(The Parks Dept will make available trash barrels at a ratio of 1 barrel for every 4 tables.)

Reservation Policy

1. Reservations may be made only during the calendar year, i.e., not for the following year.
2. Written applications are requested and will be approved based on order received.
3. Reservations shall be submitted to the City Complex at least 14 days in advance of the requested date.
4. Shelters may not be reserved for more than four hours, however, if no other reservations are received for the same date, the shelter may be occupied for more than four hours.
5. Reservations will be accepted for groups of 100 or more. If a shelter has not been reserved within 14 days of a given date by such a group, the shelter may be reserved for a group of 25 or more. No reservations will be accepted for groups smaller than 25. Such groups may utilize a shelter on a first come, first serve basis if not reserved or already occupied.
6. A written confirmation will be provided to the applicant and Police Dept. (Chanute Municipal Code 12.24.180.)
7. Contracting party must be at least 21 years of age. Contracting party is responsible for the conduct of their activity and the behavior of all those in attendance. Charges for damage, breakage and mis-treatment of equipment will be made if necessary.
8. The contracting party will be responsible to leave the area in a clean and neat appearance. Place trash and garbage in proper receptacles.
9. Set up fees must be paid at the time of the reservation. Should it be necessary to cancel your activity please notify us as soon as possible before the event. Set up fees are non-refundable unless the Parks Department is notified of cancellation three (3) working days prior to the scheduled event.

I hereby acknowledge I have read the above policy.

Signed by: _____

Date: _____

Permission Granted: Yes _____ No _____

Signed by: _____
City of Chanute Parks Department

Date: _____

Rental Item	Price per Item	How Many	Total Per Item
Picnic Tables	\$2.00		
Trash Barrels	\$1.00		
Benches	\$5.00		
Bleachers	\$10.00		

Set Up Fee: \$ _____

Paid by: Cash or Check

Cc: Police Department