

# SHELTER RENTAL AGREEMENT

NAME OF SHELTER: ECKHARDT PARK/LARGE \_\_\_\_\_  
ECKHARDT PARK/SMALL \_\_\_\_\_  
BIGLEY PARK/LIONS \_\_\_\_\_

DATE OF RENTAL: \_\_\_\_\_

APPROXIMATE ARRIVAL TIME: \_\_\_\_\_

NAME OF REUNION: \_\_\_\_\_

NAME OF CONTACT: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_

PHONE: \_\_\_\_\_

\$50.00 FEE PAID BY: CHECK NO. \_\_\_\_\_

CASH \_\_\_\_\_

RECEIPT NO. \_\_\_\_\_

ADDITIONAL INFORMATION \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

I HAVE RECEIVED A COPY OF THE PARKS POLICIES.

SIGNED \_\_\_\_\_ DATE \_\_\_\_\_

CITY AGENT SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

# VIROQUA PARKS & RECREATION

## PARK RESERVATION POLICIES

- 1) Shelters are available in Eckhardt Park (2), Bigley Park, and Hanson Park.
- 2) All shelters have electricity. Restrooms are near the shelters.
- 3) Requests for park shelter reservations for a calendar year will be accepted on a first come, first serve basis.
- 4) To reserve a shelter, please call City Hall at 637-7522 for availability.  
**Reservations will be held for one week.** Interested parties must fill out the necessary forms and submit the fee in person within this time limit or the reservation will be cancelled. City Hall is located on the corner of N. Main and W. Decker. Office hours are Monday through Friday from 7:30 to 4:30.
- 5) Rescheduling or cancellations are permitted up to one (1) week of the scheduled reservation.
- 6) Inclement weather/rain will not be a reason for a refund.

## PARK RULES AND REGULATIONS

- 1) PARK HOURS-All city parks are open from Dawn to 10PM, unless special hours are approved by the Park & Recreation Committee.
- 2) Playground apparatus' are open from 8am to dusk, which includes Eckhardt Enchantment.
- 3) Playground apparatus' will open and close according to weather conditions.
- 4) All litter must be picked up & placed in trashcans and/or the dumpster provided by the City. Because City employees are not scheduled to work on weekends, it is suggested that groups bring additional garbage bags to dispose of litter should city containers be full. Please tie bags tightly and leave next to the garbage cans/dumpster.
- 5) Vehicles must be parked in the designated parking areas. **No vehicles are allowed in the park and/or on the blacktop walkways.**
- 6) Dogs are allowed in parks on leash. It is the owner's responsibility to pick up after the dog.
- 7) Volume of radios, speakers, etc. must be at a moderate level in consideration of other park users.
- 8) The user must take any used or unused charcoal or ashes home.
- 9) If party favors are used, they must be taken down and put in separate trash bags brought by the user. All nails and staples must be pulled out and properly disposed of.
- 10) Please remember all park rules and regulations are designed to assure the greatest comfort, safety, convenience and public welfare of the citizens of Viroqua.