



Parks and Recreation Department
 1900 N.W. 114th St.
 Clive, IA 50325
 Phone: 223-5246 ♦ Fax: 457-3092

Date reservation made: _____

Reservations are accepted no sooner than the first business day of the month, 4 months in advance (including month of desired reservation) and no later than 5 business days prior to rental. Cancellations or revisions to reservations by the renter must be made a minimum of 10 business days in advance of the date of the reservation and will carry a fee of \$5 for any change.

CITY OF CLIVE PARKS AND RECREATION DEPARTMENT
PORTER GREENBELT SHELTER
 10495 Maddox Parkway

Time	Cost
8:00 a.m. – 2:00 p.m. <u>OR</u> 4:00 – 10:00 p.m.	\$55
8:00 a.m. – 10:00 p.m.	\$95

Date of Reservation (_____) Start _____ End _____
Day of week Month/Day/Year

Total Fees _____

Name _____

Address _____ City _____

State _____ Zip _____ E-mail Address _____

Phone #s: Home _____ Work _____ Cell _____

Name of Group/Event _____

Number of People Expected _____

Will beer be served? YES / NO (SINGLE-SERVE BEER & WINE COOLERS ONLY – NO KEGS!)

Payment Policy – A check or credit card can be accepted for the fee payment. Checks are to be made payable to City of Clive. Reservation is confirmed when completed form and payment are received. A driver's license must be presented for rental reservation. The undersigned will be held responsible for the damage caused to any facilities and will be charged at the rate of 1.5 times the employee's hourly rate for time required to repair, clean up, etc. Minimum charge of \$50 per hour.

Reservation Change/Cancellation Policy – Any changes to reservations by the renter must be made a minimum of 10 business days in advance of the date of the reservation and will carry a fee of \$5 for any change. If the cancellation is made within 10 business days of the rental, no fees will be returned to the renter.

Alcohol Policy – It is unlawful to dispense or consume all alcoholic liquor, except single-serve beer and wine coolers, within or about any rental facilities under the authority of the Clive Parks and Recreation Department. **NO KEG BEER IS ALLOWED PER CITY OF CLIVE ORDINANCE.** All such items will be confiscated. **A REFUND WILL NOT BE ISSUED.**

Noise Policy – Amplified and/or loud music will NOT be allowed. Complaints of amplified or loud music will result in the renter's immediate removal from the facility. **A REFUND WILL NOT BE ISSUED.**

Rental Time – The renter is responsible for their event schedule. The start and end time are the stated hours of arrival on the premises and departure from the premises. The police will be contacted for any rental event that is still on the premises after the rental period has ended.

If the facility is being used for a fund-raising project, all tickets must be advanced sales. No public parties or group activities charging or collecting admission on the premises will be allowed. Beer may not be a reason for promoting advanced sales.

