



1900 N.W. 114<sup>th</sup> St., Clive, IA 50325  
 Phone: (515) 223-5246  
 Fax: (515) 457-3092  
 Email: parksandrec@cityofclive.com

Today's date: \_\_\_\_\_

# LINNAN SHELTER

8500 Alice Avenue

Time of Reservation	Cost
<input type="checkbox"/> 8:00 a.m. – 2:00 p.m.	\$55
<input type="checkbox"/> 4:00 p.m. – 10:00 p.m.	\$55
<input type="checkbox"/> 8:00 a.m. – 10:00 p.m.	\$95

## Renter Information

Date of shelter use: \_\_\_\_\_ Start time: \_\_\_\_\_ End time: \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

E-mail: \_\_\_\_\_ Phone #: \_\_\_\_\_

Name of group/event: \_\_\_\_\_ Number of people expected: \_\_\_\_\_

## Reservation Questions

- Will alcohol be served?  YES /  NO (Single-serve beer & wine coolers only. No kegs!)
- Will alcohol be sold?  YES /  NO (If yes, a liquor license/beer permit application will be required.)
- Will you use amplified sound?  YES /  NO (If yes, a noise permit is required.)
- Will you post temporary signage?  YES /  NO (If yes, a temporary sign permit will be required.)
- Will you use a tent(s) larger than 200 sq. feet?  YES /  NO (If yes, a tent permit will be required.)
- Will you use inflatable rides or devices?  YES /  NO (If yes, a tent permit may be required.)

*Call (515)223-5246 to obtain any permit applications.*

## Rental Policies

**Reservation Change/Cancellation Policy:** Reservations are accepted no sooner than the first business day of the month, 4 months in advance (including month of desired reservation). Any changes to reservations by the renter must be made a minimum of 11 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 refund will be issued.

**Rental Time:** The police will be contacted for any rental event that is still on the premises before or after the paid rental period. 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.

**Renter shall fully comply with all applicable state laws, City ordinances and rules applicable to the use of the facility. Smoking is prohibited on playgrounds and in park shelters located on City property, including adjacent areas within 50 feet of playgrounds and park shelters (in compliance with the Iowa Smokefree Air Act). The City of Clive reserves the right to refuse the rental of the facilities.**

The renter shall be responsible for any and all damage to the facility occurring during the term of the rental. That renter shall indemnify and hold harmless the City of Clive, its officers, agents and employees, from and against any and all loss, liability or damage arising out of renter's use of the facility, including all costs, expenses and attorney fees incurred in defending any claims arising out of the use thereof, except to the extent that the injuries or damages resulting in such losses or liabilities arise by reason of the negligence of the City of Clive, their successors or assignees. That renter takes the facility as renter finds it and voluntarily assumes all risk of loss, damage, or injury (including death), that may be sustained by renter or any property of any of the undersigned while in, on or upon said facility.

Renter's signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Payment:**  Cash  Check # \_\_\_\_\_ Credit Card:  Visa  MasterCard  Discover

Name on card: \_\_\_\_\_ Total fees: \_\_\_\_\_

Card number: \_\_\_\_\_ Expiration date: \_\_\_\_\_ CVV/CVC #: \_\_\_\_\_

Cardholder signature: \_\_\_\_\_ Date: \_\_\_\_\_

**For Office Use Only:** Date received \_\_\_\_\_ Received by \_\_\_\_\_ Date given to Parks staff \_\_\_\_\_ Given by \_\_\_\_\_