

# BATTLE LAKE LIONS SHELTER RESERVATION FORM

- **Call City Hall to check on availability of the Shelter(s) at 218-864-0424 prior to filling out the form.**
- This reservation is for the use of the picnic shelter only. Other areas of Lions Park may still be used by other members of the public. Be aware that regular maintenance such as mowing and trimming may occur while you are using the shelter.
- Reservations are taken on a first-come, first-served basis.
- The City does not post reservations - you are encouraged to post a sign stating the shelter is being used and the time period it will be used.
- You are responsible for the removal of your garbage.
- No tobacco or alcohol allowed.
- Use of the kitchen must be arranged through the Battle Lake Lions - see bottom of this form.
- No fee for use of the shelter but donations to the City Park Department are appreciated.
- **Dependent on the use, your reservation my require a special event permit as defined by the City's policy which will require the City Council approval and a Certificate of Insurance for the event:** SPECIAL EVENT: is any festival, rally, street dance, sports event or other attended outdoor gathering, entertainment or celebration that is to be held in whole or in part upon publicly owned property or public right-of-way, or, if held wholly upon private property, will affect or impact the ordinary and normal use by the general public of public property or public rights-of-way and/or will create excessive noise or disruptions in a residential area within the vicinity of the event.

Name \_\_\_\_\_ Phone \_\_\_\_\_

Email address \_\_\_\_\_

Organization (if applicable) \_\_\_\_\_

Date(s) needed \_\_\_\_\_

Beginning time needed: \_\_\_\_\_ Ending time needed \_\_\_\_\_

Which shelter are you requesting:

Large Shelter

Small Shelter

Both Shelters

**Are you requesting use of the kitchen in the large shelter?      Yes      No**

1. \$50.00 DEPOSIT REQUIRED FOR USE OF KITCHEN AT THE LIONS SHELTER. MAKE CHECKS PAYABLE TO BATTLE LAKE LIONS CLUB. DEPOSIT TO BE PAID PRIOR TO DATE OF RENTAL. **SEND DEPOSIT TO: BATTLE LAKE LIONS CLUB, PO BOX 131, BATTLE LAKE, MN 56515**
2. REFUND OF \$25 REFUND IF SHELTER KITCHEN IS CLEANED.
3. ACCESS TO SHELTER/KEY PROCEDURE: YOU WILL BE GIVEN A KEY TO THE SHELTER KITCHEN UPON PAYMENT OF THE DEPOSIT. WHEN YOUR EVENT HAS ENDED, PLEASE LEAVE THE KEY ON THE HOOK DESIGNATED FOR THE SHELTER KEYS, LOCK THE DOOR KNOB, WITH THE KEYS INSIDE THE SHELTER. FAILURE TO BE RESPONSIBLE WITH THE SHELTER KEYS WILL RESULT IN FORFEITING THE \$25.00 REFUND ALLOWED FOR A CLEAN SHELTER.
4. YOU ARE RESPONSIBLE FOR YOUR GARBAGE.
5. PLEASE DO NOT USE THE LIONS DESIGNATED REFRIGERATOR.

I have read and understood the requirements for use of the shelter(s) and/or kitchen.

\_\_\_\_\_  
Signature