

LA CYGNE COMMUNITY PARK SHELTER RESERVATION APPLICATION

- \$30.00 Daily Reservation Fee (Open or Enclosed Pavilion)
- \$50 Refundable Deposit (Enclosed Pavilion only)

ALL FEES MUST BE PAID IN ADVANCE BEFORE PICKING UP THE KEY FOR USE.

IF YOU DO NOT CLEAN UP AFTER YOURSELF, YOUR CLEANING DEPOSIT WILL BE RETAINED IN ADDITION TO THE ENTIRE FEE. THE SHELTER WILL BE INSPECTED PRIOR AND AFTER USE FOR DAMAGE. YOU WILL BE RESPONSIBLE FOR ANY REPAIR COSTS INCURRED DUE TO DAMAGE DURING YOUR USE OF THE PAVILION.

The La Cygne Community Park Board reserves the right to decline a reservation to any organization for any reason.

Open Pavilion

Enclosed Pavilion

Name: _____ Phone Number: _____

Address: _____ Email: _____

Date of Reservation: _____ Purpose: _____

THINGS TO BE DONE BEFORE RETURN OF DEPOSIT

Brooms and Mops are located in the Southwest Corner of the Enclosed Pavilion

- Dispose of all trash
- Sweep and mop floors
- Wipe down all tables and chairs
- Fold clean tables and chairs and return to proper storage area
- Return the key to the La Cygne City Hall.

The Undersigned agrees to abide by the rules and regulations pertaining to the use of the La Cygne Community Park Enclosed Pavilion and the rules and regulations of the La Cygne Community Park as established by the La Cygne Community Park Board, Lincoln Township, and La Cygne City Council.

Signed: _____ Date: _____

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To be completed by the City Representative:

Daily Rental Received _____
Check No.

Refundable Deposit Received _____
Check No. (Shred or Mail Back)

City Representative: _____ Date: _____