

Village of Spring Green

154 N. Lexington Street, PO Box 158
Spring Green, WI 53588
608/588.2335

SHELTER RESERVATION FORM

Organization Sponsoring the Activity _____

Date (s) of the Activity: _____

Type of Activity: _____

Person in Charge: _____ Phone: _____

Which Shelter will be used?

- | | |
|--|--|
| <input type="checkbox"/> Veterans Park #1 - Pool Shelter | <input type="checkbox"/> South Park #1 |
| <input type="checkbox"/> Veterans Park #2 - Ball field Shelter | <input type="checkbox"/> South Park #2 – Closest to playground |

There is a non-refundable fee of \$40.00 per day to reserve one of the shelters.

There is a security deposit of \$50.00 per event which will be returned if there are no repairs and/or cleanup to be completed by Public Works as a result of the event.

Signed: _____
Person in charge of the activity

Address to Return Deposit to:

Receipt No. _____

Date Paid _____

*****PLEASE DO NOT PARK ON THE GRASS/NO GLASS BOTTLES ALLOWED IN PARK*****

*****SEE REVERSE SIDE FOR INFORMATION REGARDING YOUR SECURITY DEPOSIT REFUND*****

Thank you for reserving a shelter with the Village of Spring Green. Renting a park shelter entitles you to the responsibility of properly cleaning and maintaining the area following your event. Below is a checklist that will assist you so that the Village will be able to return your security deposit to you.

_____ Floors need to be swept

_____ Table tops need to be wiped clean

_____ If you moved extra picnic tables or benches into the shelter, return them to original spot

_____ Garbage cans will have plastic bags in place. You are responsible for removing the garbage bags and placing them in the nearby dumpster. You must place a new bag in the garbage can. New bags are located in the bottom of the can. If the dumpster is full and your bag won't fit, you must take it to the next closest dumpster or take the trash with you.

_____ Be sure to turn off any lights in the shelter prior to leaving.

The Village crew will have the shelter and surrounding area clean prior to your event and will inspect it the same day following your event. Assuming the shelter and surrounding area meet the above requirements, your security deposit will be returned to you at the address indicated on the reservation form.

Again, thank you for using the facilities in the Village of Spring Green.