



# Park Shelter Reservation Form

Location to be Reserved: Hay Lake Picnic Shelter \_\_\_\_\_ Warming House \_\_\_\_\_

Date to be Reserved: \_\_\_\_\_ Time (to/from): \_\_\_\_\_

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

Street Address: \_\_\_\_\_ E-mail: \_\_\_\_\_

City/ State/ Zip: \_\_\_\_\_

Description of Use (including approximate number of people): \_\_\_\_\_

**Acknowledgement/ Signature:**

I hereby acknowledge receipt of a copy of this reservation form and the Park Shelter Reservation Policy, and accept the responsibilities listed therein. I understand that violation of the policy may result in withholding of any required deposit and/or the denial of future use of the facilities.

Signature:	Date:
City Representative Signature:	Date:

Rental fee: \_\_\_\_\_ Date fee paid: \_\_\_\_\_  
 Sales tax: \_\_\_\_\_ Deposit amount: \_\_\_\_\_  
 Total: \_\_\_\_\_ Date paid: \_\_\_\_\_