

**CITY OF GRAETTINGER**  
**GRAETTINGER SHELTER HOUSE RULES**  
Office hours Monday-Friday 8:00 A.M. – 5:00 P.M.  
**RENTAL AGREEMENT/POLICIES**

NAME: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_ Phone number: \_\_\_\_\_

Date of rental \_\_\_\_\_

Signature: \_\_\_\_\_

**Rent**

Rental Paid \_\_\_\_\_ Ck \_\_\_\_\_ Cash \_\_\_\_\_ No refunds!!!

Circle Park Shelter you are renting:

Evergreen West Shelter, Evergreen, East rental, Citizen's shelter,  
Fahnestock Park, Citizen's shelter & Kitchenette

- Reservation can be made at city hall, 712-859-3742, Monday-Friday, from 8A.M. to 5 P.M.
- Fee for the shelter house at Evergreen Park and Fahnestock Park is \$25.00 with a \$50.00 deposit.
- Fee for the shelter house and kitchenette at Citizen's Memorial Pak is \$50.00 with a \$200.00 deposit.
- Key may be picked up by responsible adult one or two days before the reservation at city hall during business hours.
- Key must be returned to city hall the next business day or dropped in the city drop box on the west side of the city hall entrance at 106 S. Cedar Avenue.
- Reservations taken after January 1 of each New Year.
- No fee will be charged to non-profit organizations.

**DEPOSIT**

Date of Deposit: \_\_\_\_\_ Paid: \_\_\_\_\_ Ck \_\_\_\_\_ Cash \_\_\_\_\_

- A deposit of \$50.00 or \$200.00.
- Refunds will be mailed out after facility has been checked, cash deposits can be picked-up during office hours.
- Please leave the shelter as clean as you found it.

**Requirements for a full refund!!**

- Wipe off all picnic tables.
- Kitchen cleaned; remove all food, wipe off counter tops/sink, clean stove (including drip pans) and refrigerator.
- Sweep kitchen, a broom is in the kitchenette.
- Pick up trash around an inside the shelter house, remove all garbage to the trash container outside the shelter.
- Check and Clean restroom.
- Lock all doors and shut off all lights in the kitchen and rest room.

This section for City Use Only:

Date Checked: \_\_\_\_\_ Deposit Refunded: \_\_\_\_\_

List of Damages: \_\_\_\_\_,

Hours to clean or make repairs: \_\_\_\_\_ Employees signature \_\_\_\_\_.