

City of Napoleon

Shelter House Rental Policy

Reservation

- Individuals or groups may reserve an available date during the open calendar year
- City of Napoleon residents will be given priority to reserve dates during December of the preceding year for the next open calendar year
- Application Fee and Security Deposit Due at Time of Reservation:

\$ 5.00 application fee (nonrefundable) due
\$50.00 security deposit due
\$55.00 <- TOTAL FEE DUE

- Application shall be signed by an individual or authorized individual of the group reserving the facility. The person signing assumes liability for the group.

Key Pick-up and Payment of Rental Fee

- Prior to rental, applicants shall pick up the key to the facility at the City Building
- The rental fee shall be due at the time of key pickup
- Applicant shall sign rental agreement and agrees to be subject to all terms and conditions listed there in.

Key Return

- Facility keys shall be returned to the City Building on the next business day following rental. Renter's security deposit will not be processed until keys is returned
- Failure to return the facility keys within ten (10) business days of the rental will result in a **\$50.00 replacement fee.**
- After inspection by City personnel (generally with 1 business day), the security deposit shall be refunded if facility has been completely cleaned, tables and chairs put away, and no damages noted as per the shelter house facility inspection form.
- Refunds shall be made to applicant within thirty (30) days after the rental date.
- Disputes shall be presented to the Parks and Recreation Director for a decision. Applicant may appeal Directors decision to the City Manager who shall make the final decision.

Cancellations

- A refund of the security deposit shall be issued if a cancellation is made seven (7) or more calendar days prior to the scheduled rental date. Any refund shall be made to the applicant within 30 days after the cancellation date.
- Cancellations made less than seven (7) days prior to the rental date will cause the applicant to forfeit the security deposit to the City.