

# 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 based upon the rate schedule shall be due at this time
- Applicant shall sign rental agreement and agrees to be subject to all terms and conditions listed there in.

### Key Return

- Facility key shall be returned to the City Building on the next business day following rental
- After inspection by City personnel (generally with 1 business day), the security deposit shall be refunded if facility has been cleaned and not damaged.
- 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.