



Village of West Salem

175 South Leonard Street, West Salem, Wisconsin 54669 (608) 786-1858
Fax (608) 786-1988

VILLAGE OF WEST SALEM PARK SHELTER RESERVATION FORM

Name: _____

Address: _____ Phone Number: _____

City: _____ State: _____ Zip: _____

Reason for requesting a shelter: _____

Date(s) requested: _____

Facility requested:

Village Park Shelter _____ Lions Shelter _____

*****SHELTER RENTAL FEE IS \$50.00 PER DAY ALONG WITH A \$50.00 DEPOSIT***
THE \$50.00 DEPOSIT WILL BE REFUNDED UPON RETURN OF SHELTER KEY(S) AND NOTIFICATION FROM THE
PUBLIC WORKS DEPARTMENT THAT THE SHELTER HAS BEEN PROPERLY CLEANED AND NO DAMAGE HAS
OCCURRED.**

***ATTN: If you are reserving the Lions Shelter and are requesting use of the lights outside
under the shelter, there is an additional \$10.00 charge per day. Use of the roll down doors
requires prior Village Board approval. If approved, the rental fee is \$250.00 per day plus a
refundable security deposit of \$1,200.00. If the roll down doors are damaged in any way,
renter will be liable for all repair or replacement costs and will forfeit security deposit.
Unauthorized use of the roll down doors at the Lions Shelter is PROHIBITED and will result in
a non-refundable deposit plus an additional \$200.00 rental fee.***

**If a shelter key is lost, you will be responsible for all costs to replace the locks at
the given shelter house.**

My signature below indicates that I hereby agree to accept the responsibility for the observance of shelter regulations and any and all damages or excessive cleanup expenses that may be incurred as a result of the use of the above shelter. In addition, I will be responsible for locking the shelter house before leaving.

Signature/Date

Approved By/Date