

## ***SHELTER Rental Form***

*607 W 1st St - McPherson, Kansas 67460*

NOTE: THOSE RENTING SHELTERS ARE RESPONSIBLE FOR THE ENFORCEMENT OF THE RULES AND REGULATIONS GOVERNING THE USE OF THE SHELTER AND IT IS THE OBLIGATION OF THE PERSON OR ENTITY GRANTED PERMISSION FOR THE USE OF THE FACILITY TO ENFORCE THESE RULES AND REGULATIONS.

The City of McPherson has eleven shelters available for rent to host your family reunion, birthday party, graduation party, company picnic or other special gatherings. Shelter reservations are available all year for the City of McPherson. Reservations must be made at least seven days in advance.

Rental fees are due at the time of reservation. Reservations can be made at the Parks Office, 607 W 1<sup>st</sup> St, McPherson, KS 67460. Checks should be made out to "City of McPherson".

**Please check one:**

Half Day (4 hours) \$50  Full Day \$100

**Wall Park Shelter:** Please select one:  South  Middle  North

**Lakeside Park Shelter:** Please select one:  Number 1  Number 2

Number 3  Number 4  Number 5  Number 6

**Oak Park Shelter:**

**Linnea Park Shelter:**

Requested Date:

Time In:  Time Out:

\_\_\_\_\_ Type of Event: \_\_\_\_\_

\_\_\_\_\_ Number Attending

Name or Organization: \_\_\_\_\_

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

City, ST, Zip: \_\_\_\_\_

Email Address: \_\_\_\_\_ Phone: \_\_\_\_\_

Rent Paid \$ \_\_\_\_\_ Receipt # \_\_\_\_\_

**Refund/Change Notice:**

No refunds once the reservation is complete if facilities are available. Change of date or facility location can be completed two weeks prior to the original rental date at no charge by calling the Parks Office, Monday - Friday, 9:00 a.m. to 3:00 p.m. at 620.245.2565 Rental is only for the hours paid for, if set up etc. is desired you must pay rent on the total time.

A \$50.00 cleaning deposit is required upon request. The City may make additional charges when there is excessive clean-up needed.

Renter is responsible for their possessions. The City will not be responsible for any losses of articles. Hold Dates or Rain Dates - Not allowed due to numerous requests for shelter use.

All rental rules are subject to immediate change upon motion from the City Commission.

No one is allowed to drive into city parks without approval.

Inflatables (bounce houses, jumpers, etc.) are prohibited in city parks and public facilities.

Metal detectors are not allowed in any city park.

I have read the foregoing and agree on behalf of myself and/or the entity I represent in term of rental occupancy and understand that enforcement of the rules and regulations is the renter's responsibility.

Printed Name:

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

Shelter Rental Form revised 1/10/2025 (Linnea Park Shelter added)