

**Waverly Leisure Services Department
SHELTER RESERVATIONS**

All Shelters (4-hour period) \$ 40.00 each
 All Shelters (all day) \$ 80.00 each
 Local Youth Non-Profit (4-hour period) \$ 1.00 each
 High School and under, up to 4 hours – including **Local Youth Non-Profit, Church, School, Scouts, Little League only.**
(Any additional hours are charged at regular price)

Reservation Day, Date & Time		Shelter (All Shelters Have Electrical Outlets)
Date:		Kid's Kingdom Shelter (seating 64) Memorial Park *Kid's Kingdom Play Equipment *Electricity *Swimming Pool (COMING SUMMER 2026) *Stationary Grill *Lightbulbs available upon request
Time:		
Date:		Lion's Shelter (seating 64) Memorial Park - North of Visitor Center *Sand Volleyball Court *Ball Diamond *Skate Park *Stationary Grill *Swimming Pool (COMING SUMMER 2026) *Electricity *Kid's Kingdom Play Unit *Lightbulbs available upon request
Time:		
Date:		Droste Shelter (seating 104) Memorial Park (Enter from 700 block of 5 th Avenue S.W.) *Ball Diamonds *Restrooms Nearby *Electricity
Time:		
Date:		South Riverside Pavilion (seating 100) 300 Block of First Street S.W. (South of Fire Station). *Stationary Grill *Electricity *Recreational Trail *Restrooms available in Exchange Building
Time:		
Date:		South Riverside Shelter (seating 64) 500 Block of First Street S.W. *Play Equipment *Porta Potty *Electricity *Stationary Grill *Cedar River *Fishing *Recreation Trail
Time:		
Date:		Exchange Building (seating 64) 300 Block of First Street S.W. (South of the Fire Station) *Indoor Meeting Room and Shelter Facility *Street Parking *Restrooms *Recreational Trail *Electricity
Time		

PLEASE DO NOT DRIVE ON GRASS IN PARK AREAS!

**Please contact Leisure Services if you need light bulbs for your Kid's Kingdom or Lion's Shelter reservation. Available upon request only.*

SHELTER RESERVATION AND REFUND POLICY-Fees are due and payable at the time of reservation. No reservation can be made without payment. **No refunds will be given for cancelled or changed shelter reservations unless the cancelled reservation date and time is reserved by another group. No refunds will be given due to weather unless there is a storm warning at the time of your reservation.**

**I have read and agree to the above policies:
ACKNOWLEDGEMENT & AFFIRMATION**

We hereby release and forever discharge, save and hold harmless, the City of Waverly, its agents and employees, from any responsibility for damage or injury which may be caused to any person or property by reason of our use of the City meeting facilities or shelter arising out of any negligent or willful act or omission of any person/entity or of any employee or agent of that person/entity to the degree such indemnification is allowed by law. I hereby affirm that the information I have provided is true and correct.

Signature of Responsible Party: _____ Date: _____

Group Reservation Name: _____

Address: _____

Phone: _____ Email: _____

PLEASE KEEP A COPY AS PROOF OF YOUR RESERVATION FOR THE DAY OF THE EVENT

**Waverly Leisure Services
Park Shelter Reservation Policy
6-1-2025**

Fees:

All rents are due and payable at the time of the reservation. No reservation will be entered without payment accompanying this completed form. Reservations can be made for the calendar year on the first business day after January 1. The Waverly Leisure Services Office (200 1st St NE) is open between 8:00 a.m. and 4:30 p.m.

Shelter Fees: \$40/ 4-hour period \$80/all day
Local youth groups \$1/ 4-hour period, \$40 each 4-hour period after

Hours Available for Rent:

The Shelters are available for rent from 8:00 am to 11:00pm, 7 days a week based on a first-come-first-serve basis. All Leisure Services events and scheduled community events take priority over private use. Any reservation lasting to 11pm must stop all activity and have the park cleared by the closing hour of midnight.

Deposit and Damage

There are no damage deposits for shelters. If there is any damage found that is thought to be the result of misuse or lack of care, the cost for repair and additional staff time will be billed to the user/organization. Refuse must be in the provided containers. Facilities will be inspected after use.

Cancellation/Refund Policy:

There are no refunds for shelter reservations unless a subsequent party rents the same shelter at the same time. Then, a refund of the fee will be made minus a \$3.00 check processing fee.

Equipment:

Tables must not be moved out of shelters. Refuse containers are provided near the facilities. Pull behind grills are by permission only.

Signage:

You may put up a maximum of 2 arrowed signs to direct persons attending your event/meeting in the park. You are responsible for removing the signage upon the conclusion of your event. The signs must not be attached to any permanent park feature.

A reservation sign for your group will be posted inside the facility.

Supplies:

No supplies are provided by the City. You are responsible for bringing your own supplies.

Parking

Parking is available in adjacent parking lots and on street parking. **No driving or parking on the grass –park in designated areas.**

Prohibited

Alcoholic beverages served from kegs unless a keg permit has been obtained.

Persons guilty of using loud or profane language.

Rowdy, unruly conduct and/or disturbing others will be asked to leave or be reported to the police.

State law prohibits gambling.

Any sound that exceeds 70dcb at a 150ft distance.

Vehicles on the grass.