

**Waverly Leisure Services Department  
SHELTER RESERVATIONS**

All Shelters (per 4-hour period).....\$ 40.00

Local Youth Non-Profit.....\$ 1.00

(High School and under, up to 4 hours – includes **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)**

<b>Date:</b>	<b>Kid's Kingdom Shelter</b> (seating 64) Fairgrounds (East of swimming pool) *Kid's Kingdom Play Unit *Swimming Pool *Mini Golf *Stationary Grill nearby *Electricity *Lightbulbs available upon request
<b>Time:</b>	
<b>Date:</b>	<b>Lion's Shelter</b> (seating 64) Fairgrounds (North of Visitor Center) *Sand Volleyball Court *Ball Diamond *Skate Park *Swimming Pool *Mini Golf *Kid's Kingdom Play Unit *Electricity *Lightbulbs available upon request
<b>Time:</b>	
<b>Date:</b>	<b>Droste Shelter</b> (seating 104) Handicapped Accessible Enter Fairgrounds from 700 block of 5 <sup>th</sup> Avenue S.W. (east of Amvets Shelter) *Ball Diamonds Nearby *Modern Restrooms attached *Electricity <b>No kitchen/storage area available.</b>
<b>Time:</b>	
<b>Date:</b>	<b>South Riverside Pavilion</b> (seating 80) Restrooms available 300 Block of First Street S.W. (South of Fire Station). *Stationary Grill *Electricity *Walking path <b>No kitchen/storage area available.</b>
<b>Time:</b>	
<b>Date:</b>	<b>South Riverside Shelter</b> (seating 64) (porta potty) 500 Block of First Street S.W. *Play Equipment *Cedar River *Fishing *Stationary Grill nearby *Recreation Trail
<b>Time:</b>	
<b>Date:</b>	<b>Exchange Building</b> (seating 64) Restrooms available 300 Block of First Street S.W. (South of the Fire Station) *Indoor meeting room and shelter facility *parking
<b>Time:</b>	

**PLEASE DO NOT DRIVE ON GRASS IN PARK AREAS!**

*\*Light bulbs for the Lion's and Kids Kingdom shelters are available upon request. Please contact Leisure Services if you need light bulbs for your reservation. The electricity in both shelters does work.*

**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. No refunds will be given due to COVID unless the Governor has issued a proclamation that does not allow gatherings.** (\$3.00 check processing fee also applies).

**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:** \_\_\_\_\_

L:AP **PLEASE KEEP THIS RECEIPT AS PROOF OF YOUR RESERVATION FOR THE DAY OF THE EVENT**

**Waverly Leisure Services  
Park Shelter Reservation Policy  
1/1/2022**

**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 1<sup>st</sup> St NE) is open between 8:00 a.m. and 4:30 p.m.

Shelter Fees:         \$40/ 4hour period  
Local youth groups   \$1/ time needed

**Hours Available for Rent:**

The Shelters are available for rent from 8:00 am to 11:00pm (midnight), 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. If there is any damage found that is thought to be the result of misuse or lack of care, the cost for repair and staff time will be billed to the user/organization.

**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 the \$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 on designated areas.**

**Prohibited**

Keg alcoholic beverages 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.**