

# City of Breda

## SHELTERHOUSE RENTAL POLCIY

### SHELTER HOUSE RULES AND PROCEDURES

1. PLEASE- no smoking! It's the law in public buildings.
2. PLEASE- use cutting boards (found under the counter) under all roasters, coffee pots, crock pots and anything that is hot. This helps prevent warping of the counter top.
3. Do not tape or pin anything to the walls, doors or island.
4. If using air conditioning, keep windows and doors closed

### DIRECTIONS FOR CLEAN UP

1. Pick up all trash both inside and outside the shelter house and patio area. Empty all garbage cans and put new bags in cans. Garbage may be placed in the dumpster located outside.
2. Wipe and dry all tables, chairs, counter tops and appliances as well as the kitchen sink.
3. Sweep all floors including the kitchen area and mop up any spills. This includes the rugs. **Do NOT put chairs on tables.**
4. Bathrooms- pick up trash, wipe down counters, sweep floors and mop if necessary.
5. Make sure all appliances are empty.
6. Turn A/C to 80 degrees and turn off all ceiling fans and lights. In winter, return thermostat to 55 degrees
7. Lock all doors and windows.
8. Return the keys to the drop box located in the north door of city hall.

### DETAILS

To book the shelter house at Memorial Park, there is a \$100 rental fee and a \$100 deposit required. Both fees must be submitted to confirm the reservation. Two separate checks, both made out to the "City of Breda", should be provided. Payment, along with the completed form, can be dropped off at City Hall (108 N. 2<sup>nd</sup> Street) or mailed to City of Breda, PO Box 129, Breda, IA 51436-0129.

The \$100 deposit fee will be returned in full if all rental rules and regulations are followed. If the facility is not cleaned, or if items are missing or damage detected, the deposit will be cashed. If you have any questions, please feel free to contact City Hall at 712-673-2660. You can e-mail [citbreda@westianet.net](mailto:citbreda@westianet.net) to make arrangements for key pickup.

Cleaning and bathroom supplies and equipment are found in the utility room or under the kitchen sink. Please don't hesitate to put a note in the box when you return the key if you notice supplies that are low

NAME: \_\_\_\_\_ PHONE NUMBER \_\_\_\_\_

ADDRESS: \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

SHELTERHOUSE RENTAL DATE: \_\_\_\_\_

DEPOSIT PAID \_\_\_\$\_\_\_\_\_#\_\_\_\_\_ RENTAL FEE PAID \_\_\_\$\_\_\_\_\_#\_\_\_\_\_

I have read the Breda Memorial Park Shelter house rental policy above and agree to the terms stated therein. I agree to be responsible for any damage done to the building while it is being used by me or my party, and to the fullest extent of the law, I agree to defend, pay in behalf of and hold harmless the City of Breda against any all all claims, demands, suites, losses, including all cost connected therewith, for any damage which may be asserted, claimed or recovered against or from the City of Breda, its elected and appointed officials, and employees, by reason of personal injury, including bodily injury and death; and/or property damage, including loss of thereof, which arises out of the alleged negligence of the renting party and/or in any way connected or associated with this agreement. If these rules are followed and there are no items missing, the \$100 damage deposit check will be \_\_\_\_\_ shredded or \_\_\_\_\_ returned to you.

Signature of Renter: \_\_\_\_\_ Date: \_\_\_\_\_

**We hope you have a wonderful event and come back to Breda again soon.**  
Check the events calendar on our website at [www.citybreda.com](http://www.citybreda.com) for available rental dates.