

City of West Branch Beranek Park Shelter Reservation Request

Please read the attached guidelines BEFORE filling out this form

Today's date: _____

Event Description: _____

Does this event involve fund-raising? Yes No

If yes, for what purpose? _____

Will alcohol be consumed at the event? Yes No

Reservation Date(s):

Starting Date

Ending Date

Day of Week

Reservation Time (include time for setup and cleanup):

Start

End

Please check equipment that will be used:

picnic tables volleyball courts

Contact information for person reserving the Beranek Park Shelter:

Name: _____ Address: _____

Email: _____ Phone: _____

Signature of person responsible for care & use of shelter:

***By signing this form you are agreeing that you have read the attached guidelines and agree with each as stated. Any damages incurred during the time you are using the facilities may be charged to you and/or your organization.

Return completed form to: West Branch City Office, PO Box 218 or 110 N. Poplar St., West Branch, IA 52358

FOR CITY OFFICE USE:

Approved by _____ Date of Approval _____

Guidelines for Reserving Beranek Park Shelter

Please review the following items that require your attention

Reservation Policy:

- Persons renting the park shelter must be at least 21 years of age.
- Park hours are 7:00 a.m. to 10:00 p.m. daily unless approved by the Park & Recreation Director or City Staff.
- Parking is limited to designated parking areas only. Violators will be towed at the owner's expense. Absolutely no motorized vehicles are allowed on the park trails. Park access for unloading of equipment on the grounds for functions (carnivals, day camp, volleyball tournament, etc.) must be approved by the Parks & Recreation Director or City Staff.
- Open fires will be allowed, but limited to the designated fire receptacles. Fires must be supervised, extinguished, and cleaned up before exiting the park.
- Alcohol consumption shall take place only during normal park hours and shall remain within the park grounds at all times.
- All park patrons are responsible for proper clean up and disposal of their trash. Trash receptacles are provided for this.
- Damage to the park facilities will result in an assessment for the cost of replacement materials and resulting labor.
- Please be respectful of the property owners adjacent to the park.
- Contact the City Office (319-643-5888) with your reservation date request to see if the date is available.
- Complete the Beranek Park Reservation Request form and submit it to the City Office to confirm your reservation.

(Forms may be mailed, dropped off, faxed (319-643-2305) or emailed to city@westbranchiowa.org)

Reservation Rates:

1. There is no charge to reserve the park shelter.

Condition of Beranek Park Shelter:

- Decorating is allowed, any staples, nails or tacks used must be removed from any wood surface.
- Persons renting the shelter shall clean up and leave it in the condition in which they found it.
- Shelter floor must be swept when done. Brooms and dust pans are not provided.
- All decorations must be removed at the end of the event or they will be disposed of.
- All trash must be collected in the proper receptacles.
- Picnic tables must be wiped clean.
- You are responsible for checking the shelter and park grounds for any litter left behind from your group.

For any problems or other non-emergencies after office hours, please call the West Branch Public Works Director at 319-325-8213.

Thank you for visiting Beranek Park !