



CITY OF WESTMORELAND

Community Center/Park Shelter Reservation Application

Type of Activity _____

Contact Person (and/or Organization) _____

Address _____ City _____ Zip _____

Phone (Primary) _____ (Secondary) _____

Email Address _____

Shelter/Building Requested (please check selection below):

- Community Center
- Frank Memorial Shelter
- Dechairo Park Shelter
- RV Park bathrooms needed for shelter use

Date Requested: _____ All Day Time Frame _____ to _____

FEES:	Private	Public
Community Center	\$40 a day	Free
	\$25 Cleaning Deposit	\$25 Cleaning Deposit
Frank Memorial Shelter	Free	Free
	\$20 Fireplace Use	\$20 Fireplace Use
Dechairo Park Shelter	Free	Free

Please return this completed form to:
City of Westmoreland
202 Main
Westmoreland, KS 66549

Email the form to: westycity@bluevalley.net

OFFICE USE ONLY	
Date Submitted:	_____
Amount Due:	_____
Date Paid:	_____
Initial:	_____

Frank Memorial Shelter Rental Rules and Regulations

RESERVATIONS

- Shelter reservations must be submitted at least three days prior to your event. Events will not be added to the shelter calendar until the form has been submitted.
- The hours of operation for the shelter are from 6:00 am – 11:00 pm. Shelter use may only occur during this time.

SET-UP/CLEAN UP

- Electricity, lighting, water, and bathrooms are available for use.
- Renters are responsible for turning off all lights and ceiling fans before they leave the shelter.
- Renters are responsible for placing trash in appropriate containers and removing all materials not originally found in the shelter from the site by the end of the rental period.
- **Renters will be responsible for any damage caused during rental period including any damage done to RV Park bathrooms if used in conjunction with event.**
- No items are to be screwed, nailed, stapled and/or taped to the shelter structure.
- Report any damage to City Hall as soon as possible, either prior or after the rental.

FOOD/BEVERAGE

- Alcoholic beverages are **not permitted** on city properties.
- Renters are responsible for any clean up needed due to food spillage.
- Grills are provided for public use. Renters must clean grills after use.

FIREPLACE USE

- There is a \$20 fee for use of the fireplace that includes one bundle of firewood and any additional firewood needed is \$5 a bundle.
- Only firewood provided by the City of Westmoreland can be used in the fireplace and all other items are prohibited from being burnt in the fireplace.
- Renter is responsible for making sure the damper is open before starting a fire and that after use the fire is reduced to ashes and the fire screen/glass doors are always closed.

I received, read, and reviewed the Building/Shelter Rules and Regulations. I understand the conditions and regulations and hereby agree that I will be present at the facility during its use and agree to use due care to ensure that all regulations are enforced while the facility is in use. I further realize the ramifications of failure to abide by the policy requirements.

Signature of Applicant

Date

Oregon Trail RV Park Bathroom Door Code: _____