

VILLAGE OF BENTON VILLAGE PARK/SWIFT PARK SHELTER HOUSE RENTAL

THE FOLLOWING GUIDELINES SHOULD BE FOLLOWED FOR RENTAL OF A VILLAGE SHELTER HOUSE.

1. A \$20.00 fee is due to reserve a shelter house. Reservations are made on a first paid first served basis, therefore, the shelter house is not considered reserved until the \$20.00 fee is paid.
2. Shelter houses are available any time during regular park hours, 6 a.m. - 10 p.m., as long as prior arrangements and times have been scheduled.
3. The responsible individual must complete the agreement form below and return it to the Village office along with the fee. **Please make checks payable to the Village of Benton.**
4. The shelter house should be swept both before and after its use. Garbage should be placed in refuse containers after use.
5. Electricity can be turned on at the breaker box located on the north end of the village park shelter house. Please shut off the electricity when finished with the shelter house use.
6. NO REFUNDS OF THE RESERVATION FEE WILL BE GIVEN IF RESERVATION IS CANCELLED WITHIN 30 DAYS FO THE RESERVATION DATE.

AGREEMENT	
I, _____	_____
Name	Address
_____, AGREE TO FOLLOW THE ABOVE	
Phone	
GUIDELINES FOR A SHELTER HOUSE RENTAL.	
I WOULD LIKE THE VILLAGE PARK/ SWIFT PARK SHELTER HOUSE (circle one).	
DATE NEEDED _____	
TIME NEEDED _____	
_____	_____
Signature	Date

OFFICE USE ONLY

Fee Received _____ Date _____

Approved by Village Board: September 19, 2001, Amended and approved 8/16/2006.