



Note: RESERVATION TIME PERIOD IS THE TIMES LISTED IN THE FACILITY NAME. **Reservations can be made for the current calendar year only.** Reoccurring selections will be denied. For Rental availability prior to April 1st and after October 31st, please call the Community Services Office at 641-792-1470. The availability of restrooms and water is dependent on weather conditions.

Guidelines and Agreement for Shelter Rental

1. All reservations are nonrefundable.
2. Renters will be responsible for all damages occurring during their reserved time.
3. No parking or driving is allowed on the grass for any reason.
4. You must clean and lock the shelter house prior to leaving the facility.
5. **Keys for the shelter house must be picked up by 4:00 pm at the Community Services Office located at 1700 N 4th Ave W in the Public Works building, one business day prior to the reservation. The key must then be returned by 8:00 am on the first business day following the rental or it can be put in the drop box after your event located near the front door of the Community Services Office, 1700 N 4th Ave W in the Public Works building.**
6. If key is not returned by 8:00 am the first business day after your rental, you may be charged for additional rental time. If you lose the key, you will be charged the cost to change or re-key the locks.

****The Community Service Office hours are Monday thru Friday 8:00 am to 4:00 pm and is closed on weekends and national holidays, so please pick up the key for your shelter rental one business day prior to your event by 4:00 pm. If your event falls on a weekend, you would pick up the key on Friday before 4:00 pm.

To complete this reservation, please read the following statement electronically sign and pay fee: The renter agrees to assume all responsibility and liability for any and all damages or injuries to persons rising out of, resulting from, or in any manner connected with the use of city facilities, and agrees to indemnify and hold harmless the City of Newton and its agents and employees from all such claims including liable and legal fees and disbursements paid or incurred to enforce the provisions of this document.