



Parks and Recreation Department
 1100 Chatham Ave Norwalk, IA 50211 515.981.9206

Park Shelter House Reservation

- * The park shelter house(s) may be reserved starting the first business day of the new year.
- * You may reserve a shelter house by calling or stopping by the Norwalk Parks and Recreation office during regular business hours (8:00 am to 4:30 pm, Monday through Friday)
- * The date and/or time of the reservation will not be guaranteed until payment and form have been received by the Parks and Recreation Department.
- * The shelter house(s) may be reserved for any day of the week during the hours of 8:00am and 9:00pm (Park hours are sunrise to sunset.)
- * The registration fee will be returned only for the following reasons:
 - a) The registrant notifies the Parks and Recreation office of the cancellation during regular business hours at least 48 hours in advance of the reservation date
 - b) The Parks and Recreation Director or designated employee cancels the reservation due to unforeseen conditions, i.e., lightning, adverse weather conditions, problems with the facility, scheduling conflicts, etc.
- * Reservation fees (revised and effective May 4, 2000)
 - City Park:** \$15.00 for four hours or less; \$25.00 for over four hours (8 hr maximum)
 - Billy O Phillips:** \$15.00 for four hours or less; \$25.00 for over four hours (8 hr maximum)
 - Windflower Park:** *w/ kitchen*, \$10.00 per hour, plus a \$25.00 deposit; deposit will be returned if no damage and clean; *w/o kitchen* and electrical outlets, see above pricing.
- * Absolutely NO ALCOHOL is allowed in any of Norwalk's parks!

Please circle the park you wish to reserve:	City Park	Windflower Park	Billy O Phillips Park
Name:	_____		
Street:	_____		
City:	_____	Zip Code:	_____
Home Phone:	_____	Cell Phone:	_____
Email address:	_____		
Date of Reservation:	_____	Day of the Week:	_____
Time requested:	_____ to _____		
What do you want the sign to read? (Examples: Smith Family Reunion, Tommy's 5th Birthday party, 1989 Class Reunion.)	_____		
I/We agree to leave the shelter house and picnic tables in the condition I/We found them. I/We also agree to dispose of trash in the designated trash containers.			
Signature:	_____		Date: _____

FOR OFFICE USE ONLY: 430.4310

Rental CK# _____	Cash _____	Amount _____	Date: _____
Deposit CK# _____	Amount _____	Date returned _____	
CC # _____	Expires _____	CVC _____	Rev 9/17