



# ***CITY OF SWISHER SHELTER & BALL DIAMOND RESERVATION FORM***

*(Revised and Approved by Swisher City Council on 10/28/2024)*

Name of Renting Group/Individual: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Date of Use: \_\_\_\_\_ Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_

Type of Activity: \_\_\_\_\_

**LARGE SHELTER \$50.00** \_\_\_\_\_

**CONCESSION STAND/KITCHENETTE** \_\_\_\_\_

- Use is included with Large Shelter fee – please mark if you plan to use)
- A \$100.00 key deposit is required to be paid when key is picked up – deposit will be returned when the key is returned to Swisher City Hall. Deposit will be forfeited if the key is not returned as indicated below.

**SMALL SHELTER \$20.00** \_\_\_\_\_

**BALL DIAMOND** \_\_\_\_\_

**LIGHTS \$25.00** \_\_\_\_\_

**SCOREBOARD \$25.00** \_\_\_\_\_

## **PARK RULES & REGULATIONS**

- Park reservations are made on a first come first served basis. Payment must be submitted with completed form to guarantee reservation. No refunds will be given for cancellations within seven days of reservation.
- Key to Concession stand/park equipment must be picked up at City Hall prior to 1:00 p.m. on the business day before your reservation. Failure to pick up they key will result in forfeiture of use of concession stand – no exceptions.
- Return the key during regular City Hall business hours and no later than three business days after reservation. Failure to return the key will result in forfeiture of the \$100.00 key deposit.
- Additional tables and chairs may be brought in—provided they will not damage the park.
- Smoking is strictly prohibited in all City facilities and parks
- After use, pavilion area, concession/kitchenette and bathrooms must be left in a clean / sanitary manner. Call Public Works at 319-423-1122 if any area is found in an unsatisfactory manner (ex. Garbage cans are full, restrooms or concessions are messed/unsanitary).
- All trash is to be placed in bags by dumpster prior to departure.
- Be responsible for any park equipment used by you and your group by returning equipment to appropriate place and lock concession stand when leaving the park.
- City park closes at 10:30 p.m.
- All other park and police rules must be obeyed.

**BALL DIAMOND USAGE**

- City Maintenance Staff will mow diamond once a week.
- Applicant is responsible for preparation of the field.
- Applicant is responsible for guaranteeing the restrooms are left in a clean manner, leaving the park in an orderly fashion, picking up litter, etc. Call Public Works at 319-423-1122 if any area is found in an unsatisfactory manner (ex. Garbage cans are full, restrooms or concessions are messed/unsanitary).
- Applicant will be responsible for any equipment that is Park owned and returning equipment to appropriate place, lock concessions stand area, and turn off lights when leaving.
- No pets on the fields.
- Park closes at 10:30 p.m. and lights must be turned off by then.

**NO FIREWORKS OR ROCKETS ARE TO BE SET OFF IN CITY PARK OR BALL DIAMOND!**

**RESPECT the boundaries of the park and ball diamond and DO NOT TRESPASS onto adjoining properties.**

I have read and understand City of Swisher’s rules, regulations, and policies for usage of shelters and ball diamond. I agree to abide by all city rules, regulations, and policies; local, state, and federal laws. To the fullest extent of the law, I agree to defend, pay on behalf of, indemnify, and hold harmless the City of Swisher, its elected and appointed officials, employees and volunteers, and others working on behalf of the City of Swisher against any and all claims, demands, suites, or loss, including all costs connected therewith, and for any damages which may be asserted, claimed, or recovered against or from the City of Swisher by reason of personal injury or death and/or property damage, including loss of use thereof, which arises out of, or is in any way connected or associated with the shelter or ball diamond rental.

**Reservations are not guaranteed until completed form and fee is received at Swisher City Hall.**

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

**FOR OFFICE USE ONLY:**

Rental Fee Paid: \_\_\_\_\_ Form of Payment: \_\_\_\_\_

Key Deposit Paid: \_\_\_\_\_ Form of Payment: \_\_\_\_\_

Key No. Given: \_\_\_\_\_ Date: \_\_\_\_\_ Date key returned: \_\_\_\_\_

Key Deposit Returned: \_\_\_\_\_