



City of Clintonville

Department of Public Works

Enclosed Shelter Key Pick Up Instructions

The Enclosed Shelter Key is to be picked up at the DPW-Parks & Recreation Office, located inside the Community center, at 30 S. Main Street, Clintonville, WI 54929. You can no longer pick up the Enclosed Shelter Key from City Hall.

(Required): I understand the Enclosed Shelter Key can only be picked up from the DPW-Parks & Recreation Office

The DPW-Parks & Recreation Office hours are as follows:

Monday-Thursday 8:30am to 4:30pm (closed for lunch from 1:00pm to 2:00pm)

Closed to the public on Fridays.

Friday and weekend rentals must pick up the Enclosed Shelter Key prior to closing on Thursday. If you are unable to pick up the key during regular business hours, please contact the DPW-Parks & Recreation Office at 715-823-7668 3 business days prior to your event to make alternative arrangements.

I will pick up the Enclosed Shelter Key during regular business hours.

There is no early set-up. If I am found to be setting up the rental before my set rental time, I understand that I will be assessed an early set-up fee of \$30.00-\$40.00 (depending on the day of the week). If I would like to set-up early, I can request a separate rental for the set-up time. For example, you have a rental on Saturday starting at 8:00am but you would like to set-up on Friday evening, this would require a separate set-up fee reservation.

I agree

If I fail to pick up the Enclosed Shelter Key during regular business hours, without prior arrangements, an afterhour's fee of \$35 will be assessed for a staff member to meet you with you.

I agree.

I understand my rental is for the only date and times I have completed on my reservation. Picking up the key early does not constitute early use of the facility early. The Department of Public Works along with the Clintonville PD do monitor all park facilities. Also, multiple rentals do occur on a regular basis each weekend. If I am found to be using the facility early, I will be assessed an early set-up fee of \$30 Resident/ \$40 non-resident fee that will be due at that time or removal of all personal belongings will need to be removed at that moment.

I agree

After usage of the facility, you must drop the Enclosed Shelter Key off at the City Hall Drop box (located on the left side of the front doors). Failure to do so will result in loss of deposit.

I agree.

I have been presented with the Enclosed Shelter Key Pick Up Instructions. I have read, understood, and agree to comply with all procedures in the Enclosed Shelter Key Instructions.

Signature (Required): _____

Today's Date (Required): _____