

**VILLAGE OF RANDOLPH**  
**920-326-4600**  
**PARK SHELTER RENTAL AND GUIDELINES**

Full Name \_\_\_\_\_ Today's Date \_\_\_\_\_

Address \_\_\_\_\_

Phone Number \_\_\_\_\_ Shelter # \_\_\_\_\_

Reservation Date \_\_\_\_\_ Amount Paid \_\_\_\_\_

Renter's Signature \_\_\_\_\_ Purpose \_\_\_\_\_

*Thank you for reserving a park shelter with the Village of Randolph. The Park Board would like to point out a few rules that should be kept in mind while you are using our park area. These rules are only for your protection and to keep our park beautiful and clean.*

*The following shelters have assigned quantities of picnic tables, which cannot be removed unless other parties agree to let you use their tables. These tables **MUST BE** put back when you are through with the shelter.*

*Shelter #1 – 10 tables*

*Shelter #2 – 10 tables*

*Shelter #3 – 6 tables*

*Reservations/cancellations should be made by one person to eliminate the possibility of someone canceling your shelter reservation by mistake. If cancellations are made within 30 days of your reservation date or if the shelter can be rented to another party, your rent will be returned to you as soon as possible. **Deposits made in cash will need to be picked up at the Village Hall within 30 days of the scheduled event or the deposit will be subject to forfeiture.***

*No open fires shall be made for cooking or for campfires. Only BBQs with self-contained/or portable burners may be used. No unburned coals shall be left on the ground. Any coal residue shall be disposed of properly in a barrel or dumpster, and all coals shall be cold.*

*Please make sure that all tables, shelter and the immediate area around your shelter is cleaned before you leave the park. We also ask that you check the bathroom facilities and make sure they are clean also. If staples are used during your rental, please remove all staples before leaving the shelter. If you have any questions, please feel free to contact the Clerk's Office at 326-4600.*

**REMEMBER!!** The park **CLOSES** at 10:00 P.M. and **NO** pets allowed.

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**COST OF SHELTER RENTAL**

Shelter #1 with kitchen - \$50.00 + \$15.00 Deposit (**separate checks**) Refrigerator & stovetop (\$15.00 deposit will be returned if kitchen is clean and key returned by noon the following day or Monday noon for weekend rentals or may be placed in drop box at Village Hall immediately after rental) Pick up key Wednesday or Thursday prior the rental.

Shelter #2 - \$30.00 (located by ball diamond)

Shelter #3 - \$20.00 (located by swimming pool)

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**Park Board Members**

John Casey – Village Board Chairperson

Pam O'Donnell – Chairperson

Bev Dobbratz – Secretary

Karen Greeno

Jared Spors

Amy Jo Reed

Clerk's Signature: \_\_\_\_\_

*If you need assistance after office hours, call Jodi @ 210-1019 or Julie @ 210-0278*