

**City of Glidden**  
**APPLICATION FOR FACILITY RESERVATION**  
(RENTAL & DEPOSIT FEES DUE ALONG WITH SIGNED RENTAL AGREEMENT)

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NAME (must be at least 18 years old) \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Telephone (\_\_\_\_) \_\_\_\_\_ Alternate Telephone (\_\_\_\_) \_\_\_\_\_

E-MAIL \_\_\_\_\_

DATE REQUESTED \_\_\_\_\_ TIME \_\_\_\_\_ to \_\_\_\_\_

NATURE OF ACTIVITY \_\_\_\_\_

ANTICIPATED ATTENDANCE \_\_\_\_\_

**FEE Schedule:**

\_\_\_\_\_ Kruger Shelter Rental - \$50.00 (cap. 128) Location: 223 W 7th St

\_\_\_\_\_ City Park Shelter Rental - \$30.00 (cap. 88) Location: 325 E 3rd

(City Park Open Shelter Rental – FREE First come-first served basis (cap. 48)

\_\_\_\_\_ Pool Park Shelter Rental - \$30.00 (cap. 80) Location: 704 Arizona St

\_\_\_\_\_ Northland Park Shelter Rental - \$30.00 (cap. 48) Location: 19954 Sherwood Ave

\_\_\_\_\_ Library Meeting Room Rental - \$30.00 (cap. 60) Location: 110 Idaho St

\_\_\_\_\_ Picnic Table Rental - \$2.00 per table (within City limits only)

\_\_\_\_\_ Non-alcohol Deposit - \$30.00/\$50.00 (same as rental fee)

\_\_\_\_\_ **Alcohol Deposit** - Any events scheduled at the facility in which **alcohol** will be consumed on premises will require a **deposit of \$100.00**. This will be a separate check and the check will be returned to you after the building is checked. Alcohol cannot be consumed on premises without prior approval by the Glidden City Administrator. Alcohol cannot be sold at any event without obtaining the proper license and insurance.

The undersigned hereby agrees to abide by all of the rules governing building rentals set forth by the City of Glidden. I also agree that I or my organization will pay the required building rental fee and deposit. I understand that the City of Glidden may retain the deposit fee to cover the cost of any damages incurred during rental. I will reimburse the City of Glidden for any and all damages incurred during the rental period with a cost greater than that of the required deposit fee.

Deposit will be refunded in full if all rules and regulations set forth by the City of Glidden are followed and no damage is incurred to the building during rental period. If notice of cancellation is received thirty days prior to established rental agreement, the rental fee will be refunded in full.

Key# \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_ Fee \$ \_\_\_\_\_

City official \_\_\_\_\_ Date \_\_\_\_\_ Deposit \$ \_\_\_\_\_

# CITY OF GLIDDEN FACILITY CHECKLIST

## NO SMOKING ALLOWED IN BUILDING

## NO ALCOHOL ALLOWED WITH OUT PRIOR APPROVAL

## NO PETS ALLOWED IN BUILDING

- \_\_\_ Please do not tape or pin anything to the walls, doors or island.
- \_\_\_ Wipe and dry all tables and countertops.
- \_\_\_ Empty all garbage and put in dumpster. Be sure to put new bags in cans.
- \_\_\_ Clean and wipe down appliances and empty them.
- \_\_\_ Sweep all floors **including the bathrooms** and sweep off the rugs
- \_\_\_ Damp mop in restrooms & main room.
- \_\_\_ Wipe and dry kitchen sink.
- \_\_\_ Be sure all doors are **closed** and **locked**.
- \_\_\_ Be sure all windows are **closed** and **locked**.
- \_\_\_ Be sure all ceiling fans and lights are shut off including those in the bathrooms.
- \_\_\_ After tables are wiped and dried, please put chairs back around tables.
- \_\_\_ Be sure to turn thermostat back to 50 degrees (heat); off for AC.
- \_\_\_ If air conditioning is running, windows and doors are to be closed at all times.
- \_\_\_ Please be sure that all garbage is picked up from the patio area and around the building.

**Please ensure all items listed above are complete so your refund may be returned. Thank you for your patronage.**

**If you have any question, comments or concerns please send emails to:  
[gliddenoffice@mediacombb.net](mailto:gliddenoffice@mediacombb.net).**

**The City of Glidden reserves the right to refuse a reservation and adjust schedules for special events.**