



Shelter House Rental Form
Village of Baltimore
103 W. Market St., Baltimore OH 43105
(740)862-8550

Name _____

Organization _____

Street Address _____

City _____ State _____ Zip _____

Phone _____

Rates			
Basil or Johnson			
Resident		Non-resident	
Half Day	Full Day	Half Day	Full Day
\$100.00	\$150.00	\$125.00	\$225.00
<i>To reserve a Shelter House, the rental fee plus a \$50.00 Security Deposit* must accompany this form.</i>			

Shelter House desired: (check one) Basil Park Johnson Park

Time desired: (check one) 9:00AM-3:30PM 4:00PM-10:00PM 9:00AM-10:00PM

Date desired: _____

***All renters of the shelters shall be charged a \$50.00 Security Deposit, which shall be refunded to the renters if the event is cancelled in a timely fashion (with ten [10] day advance notice), or if the shelter is left in a clean condition after the event concludes. In the event that the shelter is not left in a clean condition after the event concludes, or the event is not cancelled in a timely fashion (with ten [10] day advance notice), then the Security Deposit shall be retained by the Village. In the event of a cancellation, 1/2 of the rental fee will be refunded.**

I hereby acknowledge that I am responsible for clean up of the shelter house; this includes but is not limited to removal of trash and garbage to the dumpster. I understand that failure to do so will result in the loss of my \$50.00 security deposit and possible loss of future priveleges of the shelter house(s). I also understand there is to be NO ALCOHOLIC BEVERAGES OR SMOKING on the premises. THE KEY MUST BE RETURNED TO THE VILLAGE OFFICE WITHIN 24 HOURS OF MY SCHEDULED RENTAL DATE.

Signature

KEY RETURN : For your convenience, the key may be placed in an envelope with your name on it and deposited in the drop box outside the Village Office.

For Office Use Only:

Amount Paid \$ _____ Date Paid _____ Receipt # _____

Security Deposit \$50.00 _____ (Due with rental fee)

CLEAN UP REPORT

Work performed: _____

Keep Deposit: _____ Return Deposit: _____