

**Parks and Recreation Department
Facility Rental Agreement
Aberdeen Lake Fireman's Shelter**

The Aberdeen Fireman's Shelter, located in Aberdeen Lake Park, can be leased by the hour for family or civic functions/meetings, fund-raisers, and for various activities. This facility can be leased seven days a week from 7:00 a.m. to 11:00 p.m.

The Fireman's Shelter is a large picnic shelter located adjacent to the lighted tennis courts and the lake dam. This facility can seat up to 50 people and there are other picnic tables close by. The shelter includes running water (cold) electricity, and public restroom facilities are close in proximity.

Payment Policy

A reservation is not made official until the Aberdeen Parks and Recreation Department has received a deposit check/cash and the completed Rental Agreement. The rental fee will be due 14 working days prior to the rental. The deposit, if all conditions and requirements listed below are met, will be mailed to you. **Deposit checks are prepared on the 10th and 25th of each month and then mailed to the address you provide below.**

Cancellation Policy

In order for the deposit to be returned in full, the Aberdeen Parks and Recreation Department must be notified of the cancellation a minimum of 10 working days prior to rental. Failure to meet this requirement will result in the full forfeiture of the deposit.

Fees

Aberdeen Residents-----	\$5.00/hour	\$100.00 deposit (refundable)	*Proof of residency required
Non-Residents-----	\$15.00/hour	\$100.00 deposit (refundable)	

Rules and Requirements

1. All trash must be placed in the trash receptacles.
2. The lights and water are turned off upon departure.
3. No alcohol, drugs, fireworks, or weapons on premises.
4. No decorations can be taped, tacked, or stapled to any part of the Fireman's Shelter.

Please read carefully and sign: I understand that in order to receive my deposit in full that the above conditions must be met. If any damage to the facility occurs during the rental, the deposit will be forfeited in full. If any damages extend beyond the deposited amount, I the undersigned will be held responsible for the payment of these damages and will not hold the Town of Aberdeen responsible or liable for any injuries that occur during the rental of its facilities.

Signature_____

Date_____

Print Name _____

Type of Function_____

Organization_____

Rental Date_____

Address_____

Rental Time _____

City, St._____

Water Needed_____ Electricity Needed_____

Zip Code_____

Work or Cell Phone _____

Home Phone_____

Fees Paid (mm/dd/yy)_____