

**VILLAGE OF BALTIMORE
SHELTER HOUSE RENTAL FORM
105 W. Market Street
Baltimore, Ohio 43105
Phone 740/862-8550**

NAME:	RATES:			
ORGANIZATION:	Half Day		Full Day	
ADDRESS:	Resident	Non-resident	Resident	Non resident
	Basil \$ 50	Basil \$75	Basil \$75	Basil \$100
PHONE:	Johnson \$50	Johnson \$75	Johnson \$75	Johnson \$100

Shelter House Desired: (circle one) Basil Park Johnson Park

Time Desired: (circle one) 9:00 AM-3:30 PM 4:00 PM-10:00 PM 9:00 AM-10:00 PM

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.

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

Signed: _____

(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 # _____

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

CLEAN UP REPORT

Work performed:

Keep Deposit: _____

Return Deposit: _____