

**TIMMERMAN SHELTER HOUSE**  
**APPLICATION FOR SHELTER HOUSE RESERVATION**

---

**NAME OF ORGANIZATION:** \_\_\_\_\_

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

**Address:** \_\_\_\_\_

**Telephone: (\_\_\_\_\_) \_\_\_\_\_ Alternate Telephone: (\_\_\_\_\_) \_\_\_\_\_**

**E-MAIL:** \_\_\_\_\_

**DATE REQUESTED:** \_\_\_\_\_ **TIME:** \_\_\_\_\_ **to** \_\_\_\_\_

**NATURE OF ACTIVITY:** \_\_\_\_\_

**ANTICIPATED ATTENDANCE:** \_\_\_\_\_

---

**FEE SCALE:**

**Deposit - \$250** due at least of 2 weeks prior to requested date

\*\*Please write a separate check and the check will be returned to you after the building is checked

**Daily Rental - \$60.00**

---

\*\*Alcohol cannot be sold at any event with out 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 Manning. I also agree that I or my organization will pay the required building rental fee and deposit. I understand that the City of Manning may retain the deposit fee to cover the cost of any damages incurred during rental. I will reimburse the Manning Rec Center 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 Manning are followed and no damage is incurred to the shelter house during rental period. If notice of cancellation is received 48 hours prior to established rental contract deposit will be refunded in full.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Rec Center Representative: \_\_\_\_\_