

TOWN OF SHELBY

County of La Crosse

State of Wisconsin



2800 Ward Ave

La Crosse, WI 54601

Phone: (608)788-1032

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Shelter Rental Policies – Mormon Coulee Park Shelters

- I. Maximum Capacities: Both shelters can reasonably seat between 60-70 people.
- II. Smoke Free: All Town owned buildings, properties and shelters are smoke free. Although the open shelter is outside, smoking in or under our structures is not permitted. Smoking 10+ ft from the structure would be preferred. The party renting the shelter should enforce this at their events. The renter's deposit will not be returned if it is determined that smoking occurred in or under the structures.
- III. Alcohol Policy: Alcohol is permitted on the premises, renter should consult with the Town Clerk to fully understand the regulations and permits required, if any (If a temporary liquor license is required, it can take up to a month).
The renter is responsible for ensuring that no one under the age of 21 consumes alcohol and to otherwise guarantee that all laws of the State of Wisconsin and ordinances in La Crosse County and the Town of Shelby are followed.
- IV. Illegal Activities/Disorderly Participants: No illegal activities are permitted on the premises. The renter is responsible for reporting any situations to the proper authorities. The renter should not interfere with the police/other entity while they are trying to handle the situation.
- V. Park Hours: The renter has full use of the shelter between 6:00 a.m. on the first day of the rental to 10:00 p.m. on the last day of the rental. Town Parks close at 10:00 p.m. each day.
- VI. Animals: Only trained and certified service dogs are allowed in the enclosed shelter. Animals are allowed in the park. Events that are focused on animals should be discussed with the Town Clerk to see if Town Board approval of the event is necessary.
- VII. Decorations/ Damage: The use of decorations by the renter is allowed, however, nailing, screwing, or stapling of decorations to any town property (walls, tables, etc.) is not allowed. Tapes or other adhesives which leave minimal trace and no damage behind may be used. Residue left behind and not cleaned up will result in part of the deposit being taken for extra cleaning costs. The renter should take precautions to ensure that decorations or activities associated with their events do not cause damage to the structure.
- VIII. Cancellations/ Refunds: If the renter cancels an event 30 days or more before the scheduled event, the renter will receive a full refund. Less than 30 days will not warrant a refund unless there are extenuating circumstances. Any events cancelled due to natural disaster will allow the renter to request a refund or select another date to use the shelter.
- IX. Liability: The Town of Shelby is not liable for any lost or stolen property of the renter or participants at any event. Use of the Town of Shelby shelter and any machinery, fixtures, and furniture within is at the risk of renter and participants and the Town of Shelby is not liable for injuries that occur. The renter should not allow any group of persons under the age of 17 to be left unaccompanied at any event.
- X. Parking: Parking is only allowed on the roads and in the parking lots. Parking under the shelters or on the concrete adjacent to shelters will result in loss of your full deposit.

**Any situations not specifically covered above will be reviewed and acted on by the Town Board.

**The Town of Shelby reserves the right to deny rental to any party/organization at the discretion of the Town.