

West Shelter House Terms and Conditions

City of Wakefield

Please read carefully! Keep this page for your information.

1. The rental applications must be accompanied by a \$70.00 damage deposit payable by check. The damage deposit will be held until a complete inspection is made following use of the shelter house. Charges for excessive cleanup, damage and/or replacement of items will be deducted from the deposit. If such charges are in excess of the deposit, a bill for the balance will be issued and be payable by the user.
2. It is the responsibility of the party making the reservations to pick up the entrance key on the date of the reservation between 8:00am and 4:00pm at the city office. Those making reservations for Saturday or Sunday must pick up the key on the preceding Friday by 4:00pm.
3. All setup and cleanup is to be completed during the specified rental time period.
4. No alcoholic beverages are allowed in the shelter house or Graves Park.
5. Smoking is not allowed in the shelter house.
6. Use of tape, tacks or nails to attach decorations to walls or ceiling is prohibited. The use of poster gum for that purpose is permitted.
7. Available equipment:
 - 6 ft. plastic tables- 8
 - Chairs- 52
 - Picnic tables -6
 - Sink & water
 - Electrical Outlets
 - Heating and Cooling
 - Kitchen Appliances-stove, refrigerator w/ freezer
 - Charcoal grill
 - Trash containers with liners
8. If cooking in the kitchen, the rental party will be responsible for supplying all utensils, paper goods and cleaning towels.
9. Tables and chairs need to be cleaned and stacked. Floors need to be swept and cleared of debris. Please mop up any spills. Brooms and a mop are available. Cleaning supplies are located under the sink.
10. If kitchen has been used all counter tops, sink and stove top shall be cleaned. All stove burners and ovens shall be turned off.
11. The party using the shelter house shall, following completion of use, secure all windows, lock all doors, turn off heating/cooling equipment and turn off all lights.
12. Rental party is responsible for removing all trash from the shelter house. All trash should be placed in the green dumpsters near the parking area.
13. Charcoal grill-please make sure all hot coal are extinguished before leaving shelter house.
14. All items left in shelter house will be disposed of.