



P.O. Box 2199  
324 N. Kansas  
Liberal, KS 67905-2199  
(620) 626-2261  
Campground Host (620) 391-2318

**SHELTER RESERVATION CONTRACT**

APPLICANT NAME/CONTACT PERSON: \_\_\_\_\_

ORGANIZATION NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

HOME PHONE: \_\_\_\_\_ WORK PHONE: \_\_\_\_\_ CELL PHONE: \_\_\_\_\_

DATE(S) OF ACTIVITY: \_\_\_\_\_

TIME FROM: \_\_\_\_\_ TO: \_\_\_\_\_

COMMENTS:  
\_\_\_\_\_  
\_\_\_\_\_

\$30.00 PER RESERVATION (FEE NON-REFUNDABLE, DATE TRANSFERABLE WITHIN CURRENT YEAR)

This Reservation applies only to the Arkalon Shelter Facility and does not grant exclusive use of the campground facility. I have read and agree to abide by the policies of the City of Liberal regarding the use of the Arkalon Park Shelter Facility.

APPLICANT SIGNATURE: \_\_\_\_\_

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AUTHORIZED BY: \_\_\_\_\_

DATE: \_\_\_\_\_

## ***Shelter Rules & Regulations***

1. A \$30.00 reservation will be required **per day**. Once a reservation date is recorded and confirmed, all fees are non-refundable.
2. Hours of operation: 7:00 a.m. to 9:30 p.m. All groups utilizing the Arkalon Shelter should begin clean-up in order for the Park to be locked at 10:00 p.m. It is suggested clean-up begin no later than 9:00 p.m.
3. Reservations must be made by a responsible adult during regular business hours with City Hall from 7:30 a.m. to 5:30 p.m. M-Th; 7:30 AM to 11:30 AM Fri, or with the Arkalon Camp host at the Arkalon Park. All rental fees must be paid at this time. To inquire about the availability of the building, contact the City of Liberal at (620) 626-2261 or the Arkalon Camp host at (620) 391-2318.
4. **No confirmed reservation will be accepted other than within the current calendar year.**
5. Groups renting the Arkalon Shelter will be required to clean-up the shelter, which includes picking up and disposing of trash and food into the proper containers. Any necessary repairs or clean-up by the City or Camp host will be billed back to the renter.
6. The Arkalon Shelter may be utilized after 10:00 p.m., only if the group will be camping in the campground and have paid the appropriate camping fees to the Camp host.
7. No camping is allowed in the shelter.
8. No group or individual may reserve the shelter more than one (1) time per month.
9. Renter agrees that all material which is not the possession of the City of Liberal or Arkalon Park, will be removed from the premises no later than the expiration date and time of the Shelter Reservation Contract.
10. Any materials left on the premises after the expiration date and time of the agreement will be stored or disposed of at the expense of the renter.
11. Rental shall not cause or permit the building or equipment to be damaged, marred or defaced; and will not drive or permit to be driven, nails, hooks, tacks or screws into any part of the shelter or equipment.
12. All reservations carry precedence over non-reservation users.
13. The City of Liberal may reject a reservation for good cause.