



City of Glen Dale

402 Wheeling Ave • Glen Dale, WV 26038-1537

Phone: (304) 845-5511 • Fax: (304) 845-3475

SHELTER RENTAL APPLICATION

APPLICANT NAME: _____

ADDRESS: _____

CITY: _____ STATE: _____ PHONE: _____

RENTAL DATE: _____ PURPOSE OF RENTAL: _____

All reservations are subject to the following:

1. Rental of the shelter on the weekends and holidays will be \$150.00 plus 6% sales tax, which includes use of the kitchen.
2. Rental of the shelter Monday through Friday will be \$100.00 plus 6% sales tax, per day which includes use of the kitchen.
3. The group, organization or individual renting the shelter is solely responsible for any damages incurred to the shelter or the property.
4. **Prior year renter's reservation must be paid in full by December 31st.** Other reservations must be paid in full at the time of reservation. If for any reason you wish to cancel your reservation, you may request a 75% refund if the shelter gets re-rented for that day.
5. All alcoholic beverages are strictly prohibited from the premises.
6. The shelter will be closed at 10:00 PM promptly.
7. While every effort is made to have the swimming pool open during the summer months, we cannot guarantee that it will be open the day of rental due to bad weather. A closing date for the pool will not be set until the end of the season.

Keys to the shelter and restrooms can be picked up the morning of the rental at the Glen Dale City Building and must be returned to the same location at the end of the rental.

By signing this application, I agree to the terms and conditions.

SIGNATURE

Remit completed form and payment to Glen Dale City Building or
email to forms@glendalewv.gov and make payment at glendalewv.gov/payments.

REMINDER: ADD 6% SALES TAX TO THE TOTAL PRICE

OFFICE USE ONLY

RENTAL FEE: _____ SALES TAX: _____ TOTAL AMOUNT DUE: _____

PAYMENT DATE: _____