

**City of Primghar**  
160 S. Hayes Ave.  
P.O. Box 39  
Primghar, IA 51245  
Phone & Fax: 712/957-2435  
Email: [primghar@tcaexpress.net](mailto:primghar@tcaexpress.net)

## **Park Shelter House Rental Policy**

**Rental Fee: \$20** non-refundable

**Damage/Cleaning Deposit Fee: \$20** refunded after date IF all is found in acceptable condition.

Please make checks payable to the City of Primghar. The Rental fee will be deposited. The damage/cleaning fee check will be held and given back to you provided the following requirements are met:

1. Wipe off all picnic tables, benches, counters and appliances.
2. Sweep floors and clean up any spills.
3. Carry out your own trash. (You will need to provide trash bags as well).
4. Check restrooms for messes.
5. Pick up any trash outside the building or on the playground.
6. Turn out the light, lock the doors and return the keys to the City office. (You may drop them in the utility payment drop box.)
7. Report any problems to the City Clerk.

**The shelter house will not be available before 8:00 A.M. on the rental date unless special arrangements are made with the City Clerk. The City Clerk accepts reservations up to one year in advance, however, reservations will not be held until all fees are paid and the application completed. In case of cancellation, notify the City Clerk.**