



CAR WASH APPLICATION

Name of Non-Profit/Organization: _____

Non-Profit I.D.#: _____ Contact Person: _____

Phone Number: _____ Fax Number: _____

Mailing Address: _____

Indicate Month	Day	Time of Use:	
		Begin:	End:

- Fee: \$90.00/ Water Key Deposit: \$100.00
- Full payment of rental fee is due 15 days prior to rental date.
- No agency/organizations may use the car wash space more than three (3) weekend days or holidays in one year. Reservations must also not be in the same month.
- No sports organizations may use the car wash space more than two (2) weekend days or holidays in one year. Reservations must also not be in the same month.
- In addition, a maximum of two (2) weekday reservations may be made in any given month.
- Requests must be made at least 3 weeks prior to intended date and will be confirmed 2 weeks prior.
- Applications will be considered on a first come, first serve basis. Priority will be given to Parks & Community Services Department.
- Cancellation(s): 15 + days notice before reservation: all monies returned; 1-2 weeks (7-14 days) notice before reservation: \$50 from your deposit; 1 week or less notice before your reservation: deposit will be forfeited.
- For all weekend reservations, water key MUST be picked up before 5:30p.m. on Thursday and returned on Monday before 5:30p.m.
- Water key to be picked up and dropped off at the Customer Service office located at 231 Union St.
- Smoking is not permitted at parks or inside of city facilities.

Failure to return key or return key on time: Deposit will be withheld and future carwash fund-raising privileges may be cancelled.

This form letter will serve as permission to allow a hand car wash by the non-profit group noted above at the time and date specified. Non-profit group will be washing cars by hand. Cars must be washed in designated area to ensure proper treatment of pollutants; failure to comply will result in cancellation of future privileges.

Group is not allowed to shout at or disturb passing cars, place any signs upon the public sidewalk, nor may they have a "walking sandwich board" type of advertisement on city property. Area(s) used during your car wash should be left clean when finished.

Signature _____ Date _____
(must be 18 yrs. old or older)

FOR OFFICE USE ONLY

Deposit: \$100.00 (per car wash)
 Fee: \$90.00 (per car wash)

Application Received By _____

Date _____

Check Request Date _____

PAYMENT RECORD

Total Amount Due \$ _____

1st Payment Made \$ _____ Date _____

Balance Forward \$ _____ Rcpt. # _____

2nd Payment Made \$ _____ Date _____

Balance Forward \$ _____ Rcpt. # _____