



**CITY OF EAU CLAIRE RECREATION
MCDONOUGH PARK RECREATION SHED
RESERVATION FORM**

CONTACT INFORMATION

Contact Name:	DOB:
Contact Email:	
Address:	City/State/Zip:
Home Phone:	Cell Phone:

EVENT INFORMATION

1. Event Name:
2. Estimated # in Group:
3. Date of Event:
4. Time Range of Event (start and end):

PUBLIC USE RENTAL

All keys must be handled and stored in a manner that will prevent unauthorized use or loss. In the event of keys being lost or stolen, the signer will report the loss immediately to recreation@eauclairewi.gov. A full inventory check must be done BEFORE your reservation begins and AFTER your reservation ends. Inventory sheets and your reservation keys need to be returned to the Recreation Administrative Office located at 915 Menomonie St, Eau Claire, WI immediately after your reservation. Failure to return key(s), inventory equipment, or damaged/lost equipment will result in up to a \$150 charge to the individual or organization. If you are unable to make it during office hours, please use the drop box located at Door #2 at the Recreation Administrative Office. This form is for reservation of the shed use only. If you're interested in renting the shelter, please view www.eauclairewi.gov/pavilion for separate rental information.

EQUIPMENT AVAILABLE FOR USE

KEY & EQUIPMENT DEPOSIT

<input type="checkbox"/> American Express	<input type="checkbox"/> Discover	<input type="checkbox"/> MasterCard	<input type="checkbox"/> VISA
Card #:	Expiration Date:	CVC:	Billing Zip Code:
I accept this agreement and assure compliance with its terms. I will be charged the \$150 depository fee if keys, equipment, and inventory sheet are not returned/completed.			
Customer Signature:		Date:	

FOR OFFICE USE ONLY

Keys Returned Date: _____	Inventory Sheet Return Date: _____	Staff Initials: _____
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Qty Available	McDonough Park Cage 3 (Public Use)	Qty Returned
2	Cornhole Boards	
1	Basketball	
1	Bocce Ball Set	
1	Can Jam Set	
8	Cornhole Bags	
1	Croquet Set	
1	Disc Golf Bag w/ 9 Discs	
1	Disc Golf Basket	
2	Frisbees	
1	Kubb Set	
5	Long Shuffleboard Sticks	
4	Pickleball Balls	
4	Pickleball Paddles	
2 Sets	Ping Pong Paddles (2 Sets, 3 Ping Pong Balls in Each)	
8	Shuffleboard Disc Set (4 Red, 4 Black)	
3	Short Shuffleboard Sticks	
1	Spikeball Set	
3	Tennis Raquets	
1	Volleyball	

Qty Available	McDonough Park Cage 4 (Bottom Locker)	Qty Returned
1	Big Boggle Set (In Coffee & Cards Bin)	
1	Checkers Set (In Coffee & Cards Bin)	
1	Chess Set (In Coffee & Cards Bin)	
1	Dominios Set (In Coffee & Cards Bin)	
1	Electric Ball Pump	
4	Extra Ball Pump Needles (Inside First Aid Kit Tray)	
1	First Aid Kit	
1	Game Directions	
1	Giant Checkers Set (12 Black, 12 White)	
1	Mah-Johng Set (In Coffee & Cards Bin)	
~ 100	Poker Chips (In Coffee & Cards Bin)	
1	Scrabble Boardgame (In Coffee & Cards Bin)	
4	Sets of Cards (In Coffee & Cards Bin)	
2	Sets of Dice Packs (In Coffee & Cards Bin)	
1	Uno Card Set (In Coffee & Cards Bin)	
1	Yahtzee Set (In Coffee & Cards Bin)	