



## NATURAL RESOURCES CENTER AT CHALCO HILLS RECREATION AREA APPLICATION TO RESERVE A GROUP SHELTER

To reserve a location, please complete this application form.

*Note: to receive a refund, cancellation must be received two weeks (14 days) prior to reservation date.*

Reservation Forms: Return signed form as soon as possible to ensure your reservation to Randy Lee at [rlee@papiionrd.org](mailto:rlee@papiionrd.org) or mail to Natural Resources Center, 8901 S. 154<sup>th</sup> St., Omaha, NE 68138.

Cancellations: Please call the Papio NRD at 402-444-6222 to cancel so another group can utilize the area.

Reservation Date:		Group Shelter or Park Locations:
Starting Time:	Ending Time:	
Name of Organization or Group:		
Profit or Non-Profit:	Tax Exempt / ID #:	
Contact Person:		Contact Person Phone:
Address, City, State, Zip:		
Description of Occasion:		Approximate Number Attending:

### PAPIO NRD OFFICE USE ONLY

Deposit Date	
Approval	
Account	01 06-00 3130
Amount	
Check/Receipt No.	

The undersigned on behalf of the aforementioned organization or group in consideration of the premises herein, do hereby agree to reimburse the Papio-Missouri River Natural Resources District for any and all loss, breakage, or damage to the building, equipment, or furnishing therein resulting from our use thereof. Upon adequate notice, and for adequate reasons, Papio NRD reserves the right to revoke the permission to use meeting rooms.

Contact Person:	_____	Date:	_____
Signature/Date Papio NRD:	_____		_____