

**06/15/2021**

**Village Clerk**

**Maintenance Department**

## **Village of Bay View Shelter House Rental Procedure**

**The Village of Bay View Maintenance Department will handle all transactions dealing with shelter house rentals. If anyone other than maintenance is contacted, they must refer them to the maintenance department. When the maintenance Department is contacted, they will ask for payment and only after payment is made, they will pencil in on their calendar the name, date, and shelter house number of the rental. Maintenance will then make a written recording of the transaction and give the person a copy of the receipt. Maintenance will then give the party a detailed description of the rules and when and where to pick up the keys. To finalize the procedure a copy of the receipt and the method of payment will be placed in the Village Clerk's Mail slot. In order to maintain good records and assure a smooth transaction please follow these guidelines.**

**Thank you**

**Mayor Gwinner**