

PARK SHELTER RESERVATION APPLICATION



To reserve a park shelter, complete this application and submit it along with any applicable fees to the Public Works Department of the City of Trotwood, 2400 Olive Road, Trotwood, Ohio 45426. We can be reached at:

Office – 837-1702

Fax – 837-1502

Police Dispatch – 228-8380

YOU MUST BE 18 YEARS OF AGE OR OLDER TO RENT THIS FACILITY. PLEASE READ THE REGULATIONS AND STATEMENTS ON THE REVERSE SIDE OF THIS APPLICATION. YOUR SIGNATURE WILL BE REQUIRED.

PLEASE PRINT LEGIBLY

Date of Event: _____	Facility & Fee: _____	<input type="checkbox"/> John Wolfe Park - \$65 <input type="checkbox"/> Madison #1, 2, or 3 - \$40	<input type="checkbox"/> N. Broadway Park - \$65 <input type="checkbox"/> Madison Park #4 - \$65
Type of Event: _____		# People Expected: _____	
Organization/Individual's Name: _____			
Mailing Address: _____			
City: _____	State: _____	Zip Code: _____	
Home Phone #: _____		Alternate Phone #: _____	

RESERVATION FEES*

REMINDER: PICK UP KEY TO JOHN WOLFE PARK RESTROOM ON _____

Park rental fee is payable with submission of this application. A key is required for the restroom at John Wolfe Park and can be acquired by paying an additional, refundable fee of \$35.00. The restroom key fee is payable at least **two (2) business days** prior to the date of the event.

***RESERVATIONS MUST BE CANCELLED 30 DAYS PRIOR TO EVENT IN ORDER TO RECEIVE A REFUND. The restroom key for John Wolfe Park must be returned on the first business day following the event in order to receive a refund of the \$35.00 fee.**

FOR OFFICE USE ONLY

<input type="checkbox"/> Fee Paid: \$ _____	Received by: _____	Receipt #: _____
<input type="checkbox"/> JWP Key Fee Paid: \$ _____	Date JWP Key Returned: _____	
Method of Payment: <input type="checkbox"/> Cash <input type="checkbox"/> Check, No. _____ <input type="checkbox"/> Mastercard/VISA		
Credit Card No. _____		
Expiration Date _____ Security Code _____		
Cardholder's Name _____ Signature _____		

RULES & REGULATIONS

Please read these Rules & Regulations and sign below where indicated.

- No additional equipment, including tents, portable grills, games, etc., is allowed into the area without permission from the Public Works Department. ***ABSOLUTELY NO INFLATABLES OF ANY KIND ARE PERMITTED.***
- All rules and ordinances governing City of Trotwood Parks must be observed at all times, including driving and parking in designated areas. ***PARKING IS NOT PERMITTED ON ANY GRASS AREA, TRAIL OR SIDEWALK.***
- Reservation of this park shelter does not guarantee availability of utilities (i.e., electricity, water, etc.). There is a RESET BUTTON located on the electrical outlet at N. Broadway and John Wolfe Parks ONLY.
- Reservation of this park does not guarantee cleanliness of the shelter or surrounding areas.
- All decorations must be hung using masking tape and completely removed following the event. Absolutely **NO STAPLES** are to be used to secure table coverings or hang decorations.
- **NO ALCOHOLIC BEVERAGES are to be consumed and/or distributed.**
- Please leave charcoal ashes in the grill. Do place them in the trash container.
- **AMPLIFIED SOUND is NOT permitted in the park.** This includes boom boxes, car stereos, public address systems, musical instruments, bullhorns, disk jockeys, etc.
- **THIS RESERVATION IS ONLY VALID ON THE DATE INDICATED ON THIS APPLCIATION, AND ONLY FROM DAWN TO DUSK.**
- **Reservations must be cancelled 30 days prior to the date of the event in order to receive a refund.** Refunds will be processed by the Finance Department and will be mailed to the responsible party named herein within thirty (30) days after cancellation, payable to you by check regardless of the original method of payment to the City of Trotwood.
- The restroom key for John Wolfe Park must be returned on the first business day following the event in order to receive a refund of the \$35.00 fee. Refund will be processed by the Finance Department and mailed to the responsible party within thirty (30) days after the return of the restroom key; refund will be payable by check regardless of the original method of payment.
- **NO REFUNDS WILL BE ISSUED DUE TO INCLEMENT WEATHER, FOR NO-SHOWS OR FOR CANCELLATIONS LESS THAN 30 DAYS PRIOR TO THE EVENT.**

Acknowledgment

I, _____ (party responsible for rental), have read and understand the rules and regulations governing the use of the facility indicated herein and agree to abide by said rules, regulations and policies. I understand that I will be held completely and totally responsible for any and all damages that are incurred during the course of the rental and that the rental fee in no way limits my liability to the extent of damage. I also understand that I am responsible for the application of insurance proceeds, if any, to the repair or replacement of the premises or property thereon necessitated by any damages due to negligence, accidental or on purpose, and if not insured, I shall repair the demised premises or replace/repair property thereon solely at my expense.

The City of Trotwood does not assume liability for any injury or death, or loss of personal property to renter or any individual or group associated, employed, or in conjunction with renter on or about the premises, sidewalks, or alleys adjoining the premises for the following circumstances: 1) a loss of property by theft or burglary; 2) accidental damage to person or property from the use of any utility on the premises; 3) damage caused by action of the natural elements; or 4) damage or injury resulting from the conduct of the employees or guests of renter whether negligent or otherwise. Renter shall not make any claims against the City of Trotwood for any loss or damage described herein. Renter shall also indemnify the City of Trotwood against all claims by any individual group, associate, employee, agent, or guest of renter. The City of Trotwood shall be liable for loss, damage or injury resulting from structural defect of the building on the demised premises if the structural defects are not caused by the negligence of the renter, and renter shall not be obligated to indemnify the City with respect hereto.

Signature of Responsible Party

Date