



**PARK SHELTER RENTAL AGREEMENT**  
**9323 UNION CEMETERY ROAD, SYMMES TOWNSHIP, OH 45140**  
**OFFICE NUMBER: 683-6644 EMERGENCY NUMBER: 677-7000**

Reservation for:	Capacity	Deposit	Maint. Impact Fee
___ Leming Shelter	80	\$100	\$100
___ Shady Ridge Shelter	64	\$100	\$ 85
___ Deer Run Shelter	48	\$100	\$ 70
___ Amphitheater		\$100	\$ 50
___ Seven Gables Shelter	20	\$100	\$ 40
___ Hopewell Main Shelter	68	\$100	\$100
___ Hopewell Remote Shelter	38	\$100	\$ 70
___ Home of the Brave Park	60	\$150	\$150
___ Shore Drive Park	12 (Overnight)	\$100	\$ 0

Rental Date: \_\_\_\_\_ Number of People in Group \_\_\_\_\_

Arrival Time: \_\_\_\_\_ Departure Time: \_\_\_\_\_

**Symmes Park Only**

Baseball \_\_\_\_\_ Volleyball \_\_\_\_\_

Can be reserved for a 2-hour time frame

Group Name: (For sign) \_\_\_\_\_

Responsible Party: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: Home \_\_\_\_\_ Work: \_\_\_\_\_

- Please check here if you intend to utilize any electrical outlets. \_\_\_ Electric service is not guaranteed.
- Please check here if you intend to serve alcohol at this function. \_\_\_ Alcohol is permitted in the reserved shelters only.
- Please check here if you intend to use a caterer/outside vendor. \_\_\_ Cooking is permitted only on the grills located at the reserved shelter. Commercial grills are not permitted in any park. An outside vendor (i.e. ice cream truck) is permitted in the park only in conjunction with your event.

*I have received a copy of the Symmes Township Park Rules and Regulations and fully understand and agree to follow the terms set forth in these regulations. I further acknowledge that I understand it is my responsibility to clean-up the shelter after the event. Failure to clean-up or any damages incurred will result in forfeit of the deposit as well as additional charges.*

*I further acknowledge that I understand that electrical service is not guaranteed in the shelter, that alcohol is permitted in the reserved shelters only, and that cooking is permitted only on the grills located at the reserved shelters. I further acknowledge that I understand it is my responsibility to inform the outside vendor they are only permitted in the park in conjunction with my event.*

*For and in consideration of the permission to use the above described facility, I, the undersigned, acquit, discharge and covenant to hold harmless Symmes Township, its officers, employees, servants, and agents of and from any and all actions, causes of action, claims, demands, damages, costs, loss of services, expenses and compensation, on or account of, or in any way growing out of, any and all personal injury or property damage which may result to group/organization members as a result of participation in the aforementioned activity at the above described facility.*

Signature \_\_\_\_\_ Today's Date \_\_\_\_\_

Check Received: Deposit \_\_\_\_\_ Approved by: \_\_\_\_\_  
 Maintenance Impact Fee \$ \_\_\_\_\_ Date: \_\_\_\_\_

**OFFICE USE ONLY**

"Reserved" sign posted by: \_\_\_\_\_ Date and Time \_\_\_\_\_

Shelter inspected by: \_\_\_\_\_ Date and Time \_\_\_\_\_

Return deposit check (Circle one) Y N Date Returned \_\_\_\_\_

Here are some of the more common rules violated that may result in the loss of your deposit:

- Section 2      Reservations are for rain or shine. The Maintenance Impact Fee is refundable if the event is cancelled ten (10) days prior to the scheduled date. Failure to clean up will result in forfeiture of the deposit, as well as an additional charge for clean up by Township personnel. Clean up must be completed the same day as the event. Compliance with this rule for purposes of deposit refund shall be the sole determination of the Board's agent. The user is totally responsible for all necessary set up and clean up including, but not limited to, removing decorations (i.e. tape, staples, tacks, and nails, etc.), cleaning tables, replacing tables back to the original positions, placing garbage in trash containers and cleaning up after games. **GARBAGE THAT DOES NOT FIT IN THE SUPPLIED TRASHCANS MUST BE DEPOSITED IN THE DUMPSTERS LOCATED IN THE PARK.**
- Section 6      No park fixtures or equipment (picnic tables, waste receptacles, etc.) shall be moved to other locations within the park or removed from park property. If picnic tables are rearranged during your event, they must be put back to their original position. *See diagram below.*
- Section 8      No person shall deposit, permit, or suffer to be deposited in any part of the parks, any garbage, ashes, sewage, refuse or any waste material whatsoever, other than such receptacles provided for such purposes. **DO NOT THROW YOUR CHARCOAL IN THE TRASH CANS--LEAVE CHARCOAL IN THE GRILLS.**
- Section 15     No portion of a park shall be used for the purpose of travel by a motorized vehicle except on designated, paved roadways unless posted otherwise. **DO NOT DRIVE TO THE SHELTERS.**
- Section 18     Alcohol is permitted within the reserved shelter areas only unless written permission is given by the Board to do otherwise. Anyone found with an open container of alcohol outside of the reserved shelter area will be asked to return to the reserved shelter area or dispose of the alcoholic beverage. Violation of this section may result in dissolution of the rental agreement and forfeiture of the deposit and/or ejection from the park.