

For Office Use Only

Fee Paid: \_\_\_\_\_

Date: \_\_\_\_\_

Receipt #: \_\_\_\_\_

Received By: \_\_\_\_\_



## SHELTER HOUSE RESERVATION APPLICATION

(please print)

Date of Event: \_\_\_\_\_ Facility: \_\_\_\_\_

Type of event: \_\_\_\_\_ # People Expected: \_\_\_\_\_

Begin time: \_\_\_\_\_ a.m./p.m. End time: \_\_\_\_\_ a.m./p.m.

Organization/Individual Name: \_\_\_\_\_

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

City: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Alternate Phone: \_\_\_\_\_

Reservation Fee: \$ \_\_\_\_\_

Please read and sign:

- No additional equipment including tents, portable grills, games, etc. are allowed into the area without permission from the Park and Recreation Director.
- All rules and ordinances governing Trotwood Parks must be observed at all times including driving and parking in designated areas, **NOT on any grass area, trail, or sidewalk.**
- Reservation does not guarantee availability of utilities.
- All decorations must be hung using masking tape and completely removed following the activity. 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 not place in the trash container.
- Please keep amplified music/announcements to a minimum volume to respect the surrounding neighbors.
- **Reservations must be cancelled 30 days prior to date to receive a refund.**

I, \_\_\_\_\_, (party responsible for rental) have read and understand the rules and regulations governing the use of the above facility and agree to abide by said rules, regulations and policies. I understand that I the undersigned, 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, the undersigned, 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, accidents or on purpose, and if not insured, I shall repair the demised premises or replace or 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 of renter whether negligent or otherwise. Renter shall not make any claims against The City for any loss or damage described herein. Renter shall also indemnify The City 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 thereto.

\_\_\_\_\_  
Signature of responsible party

\_\_\_\_\_  
Date