

Parks Facility Reservation Form

(Complete this application and return it to the Department of Parks & Recreation with rental fee/deposit)

Name of Park: _____	Date Reserved: _____
Facility Reserved: _____	Time slot reserved: <b>10am–2pm</b> or <b>4pm–8pm</b>
Applicant's Name: _____	Activity: _____
Address: _____	Person in charge: _____
City, State, Zip: _____	Event date contact #: _____
Applicant's Phone Numbers:	Estimated Attendance: _____
Home _____ Work _____	E-mail _____
Cell _____	_____

**Rules/Regulations**

The Department of Parks & Recreation reserves the right to deny use of City Parks and facilities to groups who fail to comply with the rules and regulations set forth by the Department and the City of Gahanna. It is understood that the group/organization using the above park/facility will comply with the laws of the State of Ohio, the City of Gahanna, and all rules and regulations set forth by the Gahanna Department of Parks & Recreation; and

1. **Consumption or carrying of beer and/or alcoholic beverages is prohibited in all City of Gahanna Parks. Alcohol brought to any park is a misdemeanor crime;**
2. Will be responsible for all persons in the group using park facilities;
3. Assumes liability for any damage done to the park and facilities;
4. Will make certain all cooking fires are properly extinguished;
5. Will not use wood in the charcoal grills;
6. Will park **only** in designated areas;
7. Will observe all posted rules by shelters, athletic fields, etc;
8. Will observe the rules and regulations established for conduct in the parks of the City of Gahanna by the Parks & Recreation Board;
9. Will enter a facility on the reserved day no sooner than 9:00am and leave the premises no later than dusk;
10. Will put litter associated with your event in containers provided;
11. Any groups that abuse a facility or violate rules and regulations will not be issued any future permits, and charges for damage will be assessed;
12. **Decorations may be taped to surfaces only-no tacks, staples, screws or nails anywhere in the shelter;**
13. **No confetti, glitter and/or similar decorations;**
14. Portable grills are prohibited inside the shelter house. Any cooking apparatus using bottled propane is not permitted inside the shelter house;
15. No concession sales;
16. No betting or gambling;
17. Pets are permitted in the shelter houses but must be on a leash. Please discard of your pets waste properly;
18. Live entertainment must have prior approval by the Director of Parks & Recreation;
19. The City of Gahanna is not responsible for lost and/or damaged property, accidents or injuries incurred while using City facilities;
20. Picnic tables must not be moved or removed from the shelter.

**Rental fee amount (effective 2/1/07)**

Friendship Park Shelter	\$40/time slot-residents	\$60/time slot-non residents
Woodside Green Park Shelter	\$40/time slot-residents	\$60/time slot-non residents
Hannah Park	\$40/time slot-residents	\$60/time slot-non residents
Friendship Park Gazebo	\$20/time slot-residents	\$30/time slot-non residents
Athletic Facility/Field	\$50/2 hr/field	\$80/2 hr/field*
Athletic Facility/Field	\$100 all day/field	\$150 all day/field*

\*Field set-up fees additional

**Cancellation Policy**

**If cancellation occurs:**

- **More than 30 days from event: full refund less \$10 administration fee**
- **Between 14 – 29 days from event; 50% refund**
- **Less than 13 days from event: no refund**
- **Fees will not be refunded if event is canceled due to inclement weather.**

**Date Change Policy:** There is a \$10 administrative fee to change the date of a processed rental.

Non-profit organization:            Yes    No    (if yes, attach copy of exemption certificate)

**Gahanna resident rate**

\$\_\_\_\_\_ **Per time slot** = \$\_\_\_\_\_ (check # \_\_\_\_\_ or cash) (Pd \_\_\_\_\_)

**Non-resident rate:**

\$\_\_\_\_\_ **Per time slot** = \$\_\_\_\_\_ (check # \_\_\_\_\_ or cash) (Pd \_\_\_\_\_)

Visa or MC #: \_\_\_\_\_ Exp. date: \_\_\_\_\_

Name as it appears on card: \_\_\_\_\_

**DEPOSIT (REFUNDABLE)**

**\$100.00 (CLEANING/DAMAGE) DEPOSIT MAY NOT BE PAID WITH CASH OR CREDIT CARD**

\$\_\_\_\_\_ (CHECK/M.O# \_\_\_\_\_) (PD. \_\_\_\_\_)

**PURSUANT TO PERMITS GRANTED BY THE STATE OF OHIO TO THE CITY OF GAHANNA, THE LESSEE IS NOT PERMITTED TO POSSESS ANY ALCOHOLIC BEVERAGES NOT PURCHASED AND CONSUMED ON THE PREMISES AND WITHIN THE SCOPE OF THE PERMIT. THE CARRYING IN OF ANY ALCOHOLIC BEVERAGE INTO THE RENTAL FACILITY IS STRICTLY PROHIBITED. FAILURE TO COMPLY WITH THIS POLICY WILL RESULT IN THE LESSEE’S IMMEDIATE FORFEITURE OF ANY DEPOSIT AND ANY ADDITIONAL CHARGES FOR DAMAGES INCURRED.**

**LESSEE’S INITIALS:** \_\_\_\_\_

I have read the above conditions. I understand that any variances from these conditions will be the responsibility of the user as designated below.

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

Employee taking payment: \_\_\_\_\_ Date: \_\_\_\_\_