



Shelter House Reservation  
Application & Agreement

Date of Event: \_\_\_\_\_ Park: \_\_\_\_\_ Shelter: \_\_\_\_\_

Type of Event: \_\_\_\_\_ Number of Attendees: \_\_\_\_\_

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

Mailing Address: \_\_\_\_\_ City: \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Terms and Conditions:

- Shelters are available for rent one calendar year in advance. Payment must be made before the reservation can be secured. If payment is not made and another party wishes to rent the shelter and provide payment, then that shelter will be secured in their name.
- A partial refund will be made if canceled 60 days prior to the reservation date. A \$10 processing fee will be retained.
- NO REFUNDS will be made due to rain or bad weather.
- Tents must be approved by the Parks Department
- No alcoholic beverages are to be consumed and or distributed.
- Absolutely NO staples, nails or tacks are to be used to secure table coverings or hang decorations. All decorations must be hung using masking tape and completely removed following the activity.
- Please leave charcoal ashes in the grill. Do not place ashes in trash containers. Renters are responsible for making sure that all hot coals are cooled before leaving the area. No wood is to be used in the grills.
- It is the renter’s responsibility to provide trash bags for their event and to dispose of their waste in the trash dumpsters provided in the parks. Do not fill up the trash barrels that are used in the parks. Renter assumes liability for any damage done to the park and facilities.
- The renter agrees to clean up the shelter and vicinity and understands a billing for clean-up costs
- A minimum of \$50.00 could be payable if not cleaned satisfactorily. All rules and ordinances, governing the Village of Ashley must be observed at all times including driving and parking in designated areas.
- ABSOLUTELY NO PARKING ON THE GRASS!
- PARK CLOSSES AT 9 PM

I, \_\_\_\_\_ (party responsible for rental) have read and understand the rules and regulations governing the use of the above park 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 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 property thereon solely at my expense.

The Village of Ashley 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 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 employees or renter whether negligent or otherwise. Renter shall not make any claims against the Village of Ashley for any loss or damage described herein. Renter shall also indemnify the Village of Ashley against all claims by any individual group, associate, employee, agent or guest of renter.

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

\_\_\_\_\_  
Signature of Responsible Party Date

OFFICE USE ONLY

Fee Paid: \_\_\_\_\_ Date: \_\_\_\_\_ Receipt # \_\_\_\_\_ Received By: \_\_\_\_\_