

Clearcreek Township

7593 Bunnell Hill Road, Springboro, Ohio 45066

(937) 748-1267

FAX (937) 748-3252



Board of Trustees

Ed Wade
Jason Gabbard
Steve Muterspaw

Fiscal Officer

Russell Carolus

Hoffmann Reserve Reservations

A shelter reservation request will NOT be accepted or considered unless your application has the policy declaration page from either your homeowner's or renter's insurance policy. The policy declaration page **MUST** show your **name, address, effective policy dates that cover the date that you are requesting, and personal liability amount showing minimum amount of \$100,000.**

All Hoffmann Reserve Reservations require a **Special Use Permit** included with this form.
We need a minimum of three BUSINESS days' notice in order to reserve Hoffmann Reserve.

General Reservation Procedures

Hoffmann Reserve is available to reserve year-round for applicable events. Reservations are open to residents of Clearcreek Township and the City of Springboro. Examples of applicable events include Disc Golf Tournaments, Scout Camping Events, 5K Run Events, Cross Country, and other events approved by the Township.

- Applicants making reservations must be at least 21 years of age and must be present during the event.
- The park is open from daylight until dark.
- Reservations are available on a first-come, first-served basis. **Your reservation is not confirmed until it has been reviewed and approved.** You will receive written confirmation by e-mail of your approved reservation date.
- There are no parking lots on the Hoffmann Reserve. For most events, participants will be required to enter on foot via Patricia Allyn Park, unless otherwise approved by the Township.
- Bring your confirmation with you on the day of your event. If a conflict cannot be resolved, the Park Superintendent should be contacted at (937) 748-1267 Monday - Friday, 8:00 a.m. - 3:00 p.m. or the Clearcreek Township Police Department at (513) 695-2525 after 3:00 p.m. and during weekends.
- General cleanup is the responsibility of the applicant. Trash cans **NEED** to be emptied, and new liners (*45-gallon or larger bags*) are put in the cans at the end of your event. All trash from your event may be placed in the large, green park dumpster in the north parking lot of Patricia Allyn Park.
- Bounce houses or other inflatable play equipment are **EXPRESSLY PROHIBITED** in the park or as part of any shelter rental.
- No glass containers.
- Alcohol possession and consumption is **PROHIBITED** in all areas of Hoffmann Reserve.
- Permission to use the parks will be granted only where the function can be reasonably accommodated by the park system, and such use will not unduly interfere with the rights of the general public, other permitted users, or park programs, and will not present a clear and present danger to the public health and safety of the community.
- The granting of a permit is not to be construed as an endorsement by the Board of Trustees, of the subject matters discussed, the opinion expressed, nor the organization sponsoring the function.
- Clearcreek Township will not assume responsibility for lost or damaged property.

Clearcreek Township Government Center

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Hoffmann Reserve Reservation Application

Organization Name (if applicable): _____

First Name: _____ Last Name: _____

Phone: _____ Email: _____

Address: _____

City

State

Zip

Type of Use (*Disc Golf, Scout Camping, 5K, etc.*) _____

Number of People Expected _____

Please only select the date(s) you wish to reserve and no alternate dates.

Reservation Date(s): _____

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Special Use Permit

REQUIRED for ALL Hoffmann Reserve Reservation Applications

A Reservation for Hoffmann Reserve does not exclude other users from accessing areas of the Hoffmann Reserve not specifically reserved and approved by the Township. Trails will remain open during Park hours.

Please describe your special use here (*i.e. any equipment used, temporary structures or signage, vendors, area needed for reservation*)

I agree to release, hold harmless, and indemnify Clearcreek Township; and assume responsibility for, and defend at our/my own expense, all claims for damage to property and persons, including medical expenses, for injuries incurred and arising from or incidental to the use of the facility involved. Clearcreek Township assumes no obligation or responsibility in connection with said use of facility. We/I further agree to assume all cost of damage to the parks/buildings/grounds/or contents during the period authorized and all results of said use of facility and/or contents. We/I further agree to adhere to the statement of policy, rental procedures and the attached permit terms and conditions. CANCELLATION CLAUSE: Clearcreek Township reserves the right to cancel this permit at any time for any reason.

Signature _____ Date _____
(By e-signing this form, you agree to all park rules, regulations and policies)