

Clearcreek Township

7593 Bunnell Hill Road, Springboro, Ohio 45066

(937) 748-1267

FAX (937) 748-3252



Board of Trustees

Jason Gabbard
Troy Holtrey
Steve Muterspaw

Fiscal Officer

Russell Carolus

Patricia Allyn Park Shelter 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.**

We need a minimum of three BUSINESS days' notice in order to reserve a shelter.

General Reservation Procedures

Patricia Allyn Park has three shelters available to reserve from April through October. Reservations are open to residents of Clearcreek Township and the City of Springboro beginning on the first Monday in March each year. Reservations for non-residents begin on the third Monday in March each year.

- 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 Dusk. Your shelter rental is for the entire day.
- 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 reservation date.
- A "Shelter Reserved" sign with the reserving party's name will be placed in a conspicuous place at each shelter prior to the reservation date. 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 **MUST** be emptied, and new liners (*45-gallon or larger bags*) put in the cans at the end of your event. Trash bags may be placed in the large, green park dumpster in the north parking lot.
- Bounce houses or other inflatable play equipment are EXPRESSLY PROHIBITED in the park or as part of any shelter rental.
- No decorations or other items may be affixed to any part of any facility or park amenities with nails, staples, etc. tape or removable hooks are permitted and must be removed after use of the shelter.
- No glass containers.
- Alcohol possession and consumption is PROHIBITED in all areas of Patricia Allyn Park.
- 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.

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Patricia Allyn Park Reservation Application

Organization Name (if applicable): _____

First Name: _____ Last Name: _____

Phone: _____ Email: _____

Address: _____

_____ City _____ State _____ Zip

Type of Use (*reunion, picnic, meeting, etc.*) _____

Number of People Expected _____

- All three shelters have at least one handicap-accessible picnic table, grills for cooking, and one electrical outlet.
- Shelter #3 has a water fountain.
- Portable toilets are accessible from all shelters.

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

Shelter 1 (*by small playground, six (6) tables, seats approximately 30 - 50*)

Reservation Date(s): _____

Shelter 2 (*next to pond, eight (8) tables, seats approximately 80 - 100*)

Reservation Date(s): _____

Shelter 3 (*across the parking lot from pond, eight (8) tables, seats approximately 80 - 100*)

Reservation Date(s): _____

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Special Use Permit

A Special Use Permit is required to reserve space for reasons not normally permitted or events needing equipment or materials not normally permitted. For example:

- Groups of more than 100 participants require a Special Use Permit from the Park Superintendent.
- Use of amplification systems requires a Special Use Permit from the Parks Superintendent. A request to use amplification equipment must be included with rental application.
- Any electrical, motorized equipment or temporary structures brought into Patricia Allyn Park must be authorized by a Special Use Permit issued by the Park Superintendent. This includes tents larger than 10' X 10', pig roasters, generators, outside venders etc.

Special Use Permit Needed? Yes No

Please describe your special use here:

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)