General Rental Procedures

Clearcreek Township Parks and Recreation has three shelters available to reserve from April through October. These shelters are located at Patricia Allyn Park, 7266 N. State Rt. 48, just east of Springboro. Shelter #1 will seat approximately 30–50 people (six tables), shelter #2 will seat approximately 80–100 people (8 tables) and shelter #3 will seat 80–100 people (8 tables). Each shelter is equipped with at least one handicapped accessible picnic table, grills for cooking and one electrical outlet. Only shelter #3 has a water fountain. Porto-lets are accessible from all shelters. Each shelter has a rental fee of $35 for residents of Clearcreek Township and the City of Springboro, and $50 for non-residents. Clearcreek Township will begin accepting applications for reservations from Township and Springboro residents on the first Monday of March each year. Non-residents may begin reserving shelters on the third Monday of March each year. Applicants making reservations must be at least (21) years of age and must be in attendance during the reservation period. All shelter rental applicants must provide the Township with documentation from their homeowners’ policy listing the Township as an ‘additional insured’ for the date requested at the time their reservation is made.

Reservations are taken at the Clearcreek Township Government Center, 7593 Bunnell Hill Road, weekdays from 9:00 a.m. to 5:00 p.m. Reservations must be made in person. No telephone reservations, e-mail or mail-in requests will be accepted. To receive the resident rate, proof of residency is required. This may include a driver’s license, utility bill, tax bill, etc. An application for reserving a shelter can be downloaded from our web site at http://www.clearcreektownship.com/Parks/reserve.aspx. Shelter availability can also be checked on this site. Any event not conforming to the Bylaws and Rules of Patricia Allyn Park or the Rental Terms and Conditions shall require the applicant to apply for a “Special Use Permit” with the Township Administrator. If you have questions or need further information, please feel free to contact Tony Hale, Park Operations Manager at (937) 748–1267, 7:00 am to 3:30 pm Monday – Friday, or the front desk at the same number from 9:00 am to 5:00 pm Monday – Friday. The park is open from 7:00 a.m. until dark. Your shelter rental is for the entire day. We do not split days. Reservations are available on a first come, first served basis. Your reservation is not confirmed until payment has been made in full with cash or check (made payable to Clearcreek Township). Upon payment, you will receive written confirmation, by mail or e-mail, of your reservation date. Bring that confirmation with you on the day of your event in case of disagreement. 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. If a conflict cannot be resolved, the Park Operations Manager should be contacted at (937) 748–1267 Monday – Friday, 7:00 a.m. – 3:30 p.m. or the Clearcreek Township Police Department at (937) 425–2525 after 3:30 p.m. and on weekends.
Patricia Allyn Park Shelter Rental Terms and Conditions

1. NO REFUNDS FOR INCLEMENT WEATHER. Refunds will be made only for cancellations received in writing 14 days prior to reservation date.

2. NO GLASS CONTAINERS.

3. Alcohol possession and consumption are PROHIBITED in all areas of Patricia Allyn Park.

4. General clean up is the responsibility of the applicant. **Trash cans are to be emptied and new bags put in the liner at the end of your event.** 45 gallon or larger bags. The Township tries to leave extra bags on the cans, but this is not guaranteed. Full trash bags may be placed in the large green park dumpster in the north parking lot. The renter will be responsible to clean and inspect the facility and adjacent grounds, removing all refuse, litter, decorations or other items related to the rental that have accumulated as a result of the use.

5. Clearcreek Township reserves the right to cancel the rental agreement for a picnic shelter if such action is deemed to be in the best interest of Clearcreek Township. Such action must take place (14) days prior to the reservation date, except in cases where the park or shelter is closed due to emergency, in which case the Township may cancel at any time. A full refund of all rental fees will be made in either case.

6. Clearcreek Township only rents the sheltered areas. The rest of the park is open to the public. This includes the playgrounds, horseshoe pits, volleyball court, and parking lots. Parking is available near both shelters. Parking is restricted to designated areas and parking on the grass is strictly prohibited. Shelter #4 at the large playground is not available for reservation.

7. The applicant, his/her organization and all attendees are bound by policy of the “permit”, it's terms and conditions, regulations and ordinances pertaining to the use of Patricia Allyn Park and all laws of the State of Ohio.

8. The applicant submitting a request, listed as the authorized representative, must be a minimum of 21 years of age and present during the entire event. Adequate adult supervision must be provided at all times. One adult per every 10 persons under 18 years of age.

9. The applicant, his/her organization and attendees agree to release and hold Clearcreek Township harmless from all liability caused through said use. Clearcreek Township will not assume responsibility for lost or damaged property.

10. Groups of more than 100 participants require a special use permit from the Township Administrator.

11. Use of amplification systems requires a special use permit from the Township Administrator. A request to use amplification equipment must be included with rental application.

12. Any electrical, motorized equipment or temporary structures brought into Patricia Allyn Park must be authorized by a special use permit issued by the Township Administrator. This includes any tents larger that 10’X10’, pig roasters, generators, etc.

13. **Bounce houses or other inflatable play equipment are expressly prohibited in the park or as part of any shelter rental.**

14. No decorations or other items may be affixed to any part of any facility or park amenities. This includes tape, nails, hooks or other types of fasteners.

15. **All shelter rental applicants must provide the Township with documentation from their homeowners' policy listing the Township as an ‘additional insured’ for the date requested at the time their reservation is made.**
Clearcreek Township Statement of Policy Use of Parks

The Board of Trustees of Clearcreek Township is ever mindful that:

- The public parks of the community are held in trust by the Board for the use and enjoyment of the general public;
- This use and enjoyment is a valuable right;
- The First and Fourteenth Amendments to the United States Constitution guarantee to individuals and groups of individuals an inalienable right of public assembly and expression;
- Historically, public parks have been a forum for such expression;
- A viable society feeds on discussion rather than repression, and an orderly assembly, properly administered, is in accord with the rights of the general public, nearby park residents and normal activities of the park.

For these reasons, the Board intends to make the parks available for various uses, including public assembly, and expression of opinion. Lest this statement be misconstrued, it must be understood that:

- The Board will not delegate to any group its duty of administering the parks;
- 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;
- Permission to use the parks by groups for a function not sponsored by Clearcreek Township must be obtained through permit application and issuance of a permit;
- Any permit issued may contain conditions that will protect park property and assure orderly and proper use of the parks;
- The granting of a permit is not to be construed, as an endorsement by the Board of the subject matters discussed, the opinion expressed, nor the organization sponsoring the function;
- Any permit granted may be revoked for misrepresentation in the application or violations of the terms and conditions of the permit, the ordinances, bylaws, rules and regulations of Patricia Allyn Park and the laws of the State of Ohio.

Facility Rental Agreement

We/I ______________________________________________________________(Name or Name of Organization):

Agree to hold harmless Clearcreek Township, Warren County, Ohio, elected and appointed officials, employees, and agents of Patricia Allyn Park: and assume responsibility for, and defend at our/my own expense, all claims for damage to property and persons, including medical expense, for injuries incurred and arising incidental to the use of the facility involved. It being further understood and agreed that 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: Applicant cancellations must be received in writing at least (14) days prior to the reserved time. Failure to comply with this requirement will result in loss of the rental fee. Clearcreek Township reserves the right to cancel this permit as outlined in the Shelter Rental Terms and Conditions.

__________________________________________________    _________________________________________________
DATE    AUTHORIZED SIGNATURE                            DATE             AUTHORIZED SIGNATURE
Clearcreek Township
Patricia Allyn Park / Hoffmann Reserve Shelter Rental Application

Today’s Date:_________________________________  E-mail:_________________________________________________________

Name:_________________________________________________  Phone #(s):_____________________________________________

Address:________________________________________________________________________________________________________

<table>
<thead>
<tr>
<th>Street</th>
<th>City</th>
<th>State</th>
<th>Zip</th>
</tr>
</thead>
</table>

Organization Name (if any):______________________________________________________________________________________

Date Requested:_________________________________________________________________________________________________

Type of Use (reunion, picnic, meeting etc.):_______________________________________________________________________

Number of People Expected:________________________________________

Shelter Requested: Shelter 1 _______ Shelter 2 _______ Shelter 3 _______

Small Shelter (6 Tables)  Large Shelter (8 Tables)

Noel Poe Shelter

Sound System/P.A. System?  Yes______ No______ (If yes, please fill out and attach “Special Use Permit” Application

Electrical, motorized equipment, temporary structures, etc.?  Yes______ No______  (If yes, please fill out and attach

“Special Use Permit” application) **Bounce houses and other inflatable play equipment are expressly prohibited in the

park or as part of any shelter rental.**

Please indicate any equipment/supplies and quantities that will be brought on site by renter or by individuals on the

renter’s behalf: __________________________________________________________________________________________________

FEES AND CHARGES:

Rental Rates:  By the Day (7:00 a.m. to dark):

Resident of Clearcreek Township or City of Springboro $35.00/Shelter

Non-Resident $50.00/Shelter

Amount of payment:_______________________________________

I have read and understand the facility usage stipulations and agree that our group will follow them. I will inform

and explain the stipulations to all the guests and participants. I also understand that Clearcreek Township and its

employees will be held harmless for claims resulting from our use. I have also received and have read a copy of the

bylaws and rules for Patricia Allyn Park and agree that all guests and participants will abide by them.

Renter’s Signature:_______________________________________________________ Date:__________________________________

OFFICE USE ONLY

Method of Payment:  Cash: _________________________  Check#: __________________  Receipt#: _______________________

Date and Time Payment Received: _______________________________________________________________________________

Approved: ___________     Denied: ____________ Township Administrator: ________________________________________

Signed Facility Rental Agreement?: yes   /   no Park Operations Manager: _______________________________________

Insurance document listing Clearcreek Township as ‘additional insured’?    yes   /    no
Clearcreek Township
Patricia Allyn Park / Hoffmann Reserve Special Use Permit

Special Use Permit Fee: $20.00 (fee is included in shelter reservation fee if you are renting a shelter)

Bounce houses and other inflatable play equipment are expressly prohibited in the park or as part of any shelter rental.

Today's Date:__________________________________________

Name:_________________________________________________  Phone # (s):_____________________________________________

Address:________________________________________________________________________________________________________

Street          City       State    Zip

Organization Name (if any):______________________________________________________________________________________

Date Requested:_________________________________________________________________________________________________

Type of Use (tournament, reunion, picnic, meeting etc.):_______________________________________________________________

We/I would like to: rent a shelter; hold an event; engage in an activity at Patricia Allyn Park / Hoffmann Reserve for a reason not normally permitted in the rules and regulations or terms and conditions for the park, or activities at our event or equipment and materials used at our event would not normally be permitted. For this reason, we/I ask that the Township Administrator consider this request for a "special use permit" as outlined below:

_________________________________________________________________________________________________________________

_________________________________________________________________________________________________________________

_________________________________________________________________________________________________________________

_________________________________________________________________________________________________________________

_________________________________________________________________________________________________________________

_________________________________________________________________________________________________________________

Renter Signature:_________________________________________________________ Date:__________________________________

OFFICE USE ONLY

Method of Payment:  Cash: _________________________  Check#: __________________  Receipt#: _______________________

Date and Time Payment Received: _______________________________________________________________________________

Approved: ___________     Denied: ____________ Township Administrator: ________________________________________

Date:____________________________________________

Revised 6–15–2017