



Patricia Allyn Park Clearcreek Township Warren County, Ohio

Shelter Rental

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 than 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.**
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Clearcreek Township
Patricia Allyn Park / Hoffmann Reserve Shelter Rental Application

Today's Date: _____ E-mail: _____

Name: _____ Phone #(s): _____

Address: _____
Street City State Zip

Organization Name (if any): _____

Date Requested: _____

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

Number of People Expected: _____

Shelter Requested:	Shelter 1 _____	Noel Poe Shelter	Shelter 2 _____	Shelter 3 _____
	Small Shelter (6 Tables)	Large Shelter (8 Tables)	Large Shelter (8 Tables)	

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: _____