

# NATIONAL TRAIL PARKS AND RECREATION DISTRICT

## Shelter Reservation Form



Name: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Date of Birth: \_\_\_\_/\_\_\_\_/\_\_\_\_ Email: \_\_\_\_\_

Organization (if other than an individual): \_\_\_\_\_

Day & Date Shelter Required: \_\_\_\_\_ Estimated Headcount: \_\_\_\_\_

Purpose: \_\_\_\_\_

### **SHELTER RESERVATIONS MUST BE MADE NO LATER THAN THURSDAY AT 2:00 PM FOR THE UPCOMING WEEKEND.**

Indicate Shelter Selection Below, Sign Agreement on Page 2, and Return Form with **NON-REFUNDABLE FEE.**  
Checks Made Payable to NTPRD, 1301 Mitchell Blvd., Springfield, OH 45503

#### **Snyder Park**

	<b><u>MONDAY – THURSDAY</u></b>	<b><u>FRIDAY – SUNDAY &amp; HOLIDAYS</u></b>
<input type="checkbox"/> S1 West End South	<input type="checkbox"/> \$45	<input type="checkbox"/> \$55
<input type="checkbox"/> S2 West End North	<input type="checkbox"/> \$45	<input type="checkbox"/> \$55
<input type="checkbox"/> S3 Lovers Lane	<input type="checkbox"/> \$45	<input type="checkbox"/> \$55 * Restroom key? YES / NO
<input type="checkbox"/> S4 Oval	<input type="checkbox"/> \$60	<input type="checkbox"/> \$70
<input type="checkbox"/> S5 Playground	<input type="checkbox"/> \$60	<input type="checkbox"/> \$70
<input type="checkbox"/> S7 Clubhouse Shelter	<input type="checkbox"/> \$60	<input type="checkbox"/> \$70
<input type="checkbox"/> S8 Peanut Pond	<input type="checkbox"/> \$45	<input type="checkbox"/> \$55 * Restroom key? YES / NO

#### **New Reid Park**

<input type="checkbox"/> N1 Lower East Half	<input type="checkbox"/> \$45	<input type="checkbox"/> \$55
<input type="checkbox"/> N2 Lower West Half	<input type="checkbox"/> \$45	<input type="checkbox"/> \$55
<input type="checkbox"/> N3 Upper East Half	<input type="checkbox"/> \$45	<input type="checkbox"/> \$55
<input type="checkbox"/> N4 Upper West Half	<input type="checkbox"/> \$45	<input type="checkbox"/> \$55

#### **Old Reid Park**

<input type="checkbox"/> O1 Frontier (Croft Road)	<input type="checkbox"/> \$45	<input type="checkbox"/> \$55
<input type="checkbox"/> O2 North End Shelter Half	<input type="checkbox"/> \$45	<input type="checkbox"/> \$55
<input type="checkbox"/> O3 South End Shelter Half	<input type="checkbox"/> \$45	<input type="checkbox"/> \$55

#### **Mabra Park**

<input type="checkbox"/> M1 Mabra East (near restrooms)	<input type="checkbox"/> \$45	<input type="checkbox"/> \$55
<input type="checkbox"/> M2 Mabra West	<input type="checkbox"/> \$45	<input type="checkbox"/> \$55

#### **Davey Moore Park**

<input type="checkbox"/> D1 Davey Moore	<input type="checkbox"/> \$45	<input type="checkbox"/> \$55
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#### **Eagle City Soccer Complex**

<input type="checkbox"/> E1 Eagle City	<input type="checkbox"/> \$45	<input type="checkbox"/> \$55
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#### **Lagonda Ball Fields Complex**

<input type="checkbox"/> L1 Lagonda Park	<input type="checkbox"/> \$45	<input type="checkbox"/> \$55
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**\* For S3 or S8 shelters in Snyder Park ONLY:** A \$20.00 refundable key deposit is required if you desire access to the restroom(s) near the S3 or S8 shelters in Snyder Park. This assures that the restrooms are clean and in good working order for your event. Key MUST be returned by 5:00 pm on the following Tuesday. **Also see Restroom Key Rules and Regulations on page 2 of this agreement.**

# NATIONAL TRAIL PARKS AND RECREATION DISTRICT

## *Shelter Reservation Form*



### **Shelter Rules and Regulations:**

- Conduct your group in an orderly manner; obey all park rules including park hours (daylight hours only).
- Follow safe traffic habits/maintain traffic flow.
- Control music/noise volume to an acceptable level to not disturb neighbors and fellow park users.
- Use the shelter as it is intended; remove any and all signs placed at the shelter, on turf or in the park.
- Allow natural areas to remain natural and protect the park wildlife.
- Please do not drive or park on the grass or attach signs to trees.
- Electric (where available) is NOT guaranteed to be in working condition.
- Use of firearms (including BB and pellet guns), fireworks, explosives or other weapons is not permitted.
- Alcoholic beverages are prohibited in all parks.
- Any admission fees or sale of food or novelties requires prior special permission and licensure.
- Inflatables (such as bounce houses) and dunk tanks require prior special permission and liability insurance.

### **Restroom Key Rules and Regulations (For Restrooms at Shelters S3 and S8 in Snyder Park ONLY)**

- You are responsible for making sure the restrooms are locked when you leave and that no damage occurs during your event. Do not give the key to persons who are not with your party.
- If damage is done to the restroom/lock OR the key is not returned by required date and time as indicated below, your key deposit will be forfeited.
- Key MUST be returned to NTPRD Administrative Office by 5:00 pm on the Tuesday after your rental (date indicated below).

Key #: \_\_\_\_\_ Date Issued: \_\_\_\_\_

Date Key Returned: \_\_\_\_\_

Key Return Due Date: \_\_\_\_\_

\$20 Refund By: \_\_\_\_\_

\$20 Deposit Rec'd From: \_\_\_\_\_

Refund Rec'd By: \_\_\_\_\_

### **AGREEMENT**

The applicant agrees to indemnify the National Trail Parks and Recreation District (NTPRD) and Board and hold them harmless from any and all claims and actions for bodily injury or property damage arising out of the use of the above mentioned shelter.

NTPRD reserves the right to cancel the reservation at its convenience.

This shelter reservation is intended for family/friends-type picnic activities.

I do hereby agree to abide by all the rules and regulations of NTPRD listed above during the specified day on which I have permission to use the shelter. I understand that it is my responsibility to inform other users in my party of the rules and regulations.

Reservations are processed on a first come, first serve basis. Unless this form is submitted in person with payment, we can notify you by phone, mail or email if your reservation cannot be processed as requested. If the shelter you chose is unavailable, you can make another choice (date and/or location) or we will return your fee.

Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

NTPRD Approval: \_\_\_\_\_ Permit #: \_\_\_\_\_ Receipt: \_\_\_\_\_

**NTPRD ♦ 1301 Mitchell Boulevard ♦ Springfield OH 45503**  
**Phone: 937-328-PARK (7275) ♦ Fax: 937-328-3966 ♦ ntpd.org**