PICKERINGTON
ESTABLISHED 1815

Recreation Department • 100 Lockville Road • Pickerington, OH 43147 • PH: 614-833-2211 • FAX: 614-833-2201

Facility Rental Form

Office Use Only
Received Date _____
Approved By _____
Total _____
Cash____ Credit Card____
Check Number _____
Receipt Number _____

Name _____ **Date** _____

Organization _____ **Email** _____

Address _____

City _____ **State** _____ **Zip** _____

Phone (home) _____ **(cell)** _____ **(work)** _____

Facility (Please check one) ___**Hilltop Shelter** ___**Pickering Shelter** ___**Moorhead Shelter** ___**O'Brien Shelter**
___**Olde Village Gazebo** ___**Sycamore Park Gazebo** ___**Covered Bridge** ___**Olde Village Plaza** ___**Amphitheater**

Event Date _____ **Event Time**_____

Start/Set-up Time_____ **End/Tear-down Time**_____

Event Description _____

Facility Rental Information

1. Certain facilities are only available for rental use for select periods throughout the year. Restroom facilities will not be available from December 1 to March 31. Reservation agreements will be accepted after January 1 of each year.
2. Full payment is required when submitting rental contract.
3. Any person or organization holding an approved application shall receive a refund only if the Recreation Administrator is given proper notice to cancel prior to (2) two weeks from the scheduled date of use. There is a $10 processing fee to cancel a reservation.
4. In the event of rain or extreme weather conditions, as determined by the Recreation Administrator, reservations will be rescheduled if possible.
5. The group or organization using the facilities shall assure that:
   a. All park rules are followed.
   b. Damages made to the facilities or equipment during their time of use shall be their financial responsibility.
   c. Facilities shall be left clean and neat.
6. Applicant agrees to pay rental fee of:

Time	Resident/Non-Profit	Non-Resident
9:00am – 4:00pm	**$40**	**$80**
4:30pm – 9:00pm	**$40**	**$80**
9:00am – 9:00pm	**$80**	**$160**

Park Rules

1. Damaging or removing park property, natural features and wildlife is prohibited.
2. No littering or dumping.
3. Possession or discharging of firearms or other dangerous weapons is prohibited.
4. Loud or disruptive behavior is prohibited.
5. Advertising and commercial enterprise requires permission of the City Manager.
6. No camping without a written permit from the City Manager.
7. No fires except in designated areas. Wood not provided.
8. Hunting and trapping is prohibited.
9. The only pets allowed in parks are domestic dogs and cats which must be controlled at all times and secured to a leash no longer than (6) six feet. Pet owners must clean up after their pets and carry a device for this purpose.
10. No boating, swimming or wading.
11. No motorized vehicles except in designated areas.
12. Alcoholic beverages are prohibited.
13. Violation of any park rule may lead to ejection from the park or prosecution under the laws of the City of Pickerington.

Applicant hereby agrees to hold the City of Pickerington; its officers, agents, and employees, harmless from any and all liability of responsibility for any injury or accident which might occur on park premises. The City of Pickerington reserves the right to cancel this contract or make a decision on any situation not covered herein. Applicant hereby acknowledged that he/she has read and agrees to comply with the terms and conditions of this contract.

Signature of Applicant _____ **Date** _____

Payment Method: Cash _____ Check Number _____ Credit Card – Please bill my (circle one): MC or VISA

_____ _____ _____ _____
Name of Cardholder **Account Number** **Expiration Date** **CVC Code**

Cardholder Signature _____ **Date** _____