



## Responsibility Form & Shelter Guidelines

1. The applicant must be a Batavia Township resident (e.g., for the use of a private party such as a birthday party or a reception), a Batavia Township-located non-profit (e.g., an HOA organization, local community civic group (such as Girl Scouts, Boy Scouts, Lions Club, Rotary Club, or the like)), a Batavia Township-located small business, or a Batavia Township-affiliated government agency. Meetings for regional commercial trade groups are not permitted.
2. The applicant must be over the age of 18 years. Minors must be accompanied by an adult. The shelter is for your exclusive use during the rental; however, the surrounding grounds are open to the public. The applicant shall attend the event.
3. The shelters are available between 8:00 am and dusk, on a first-come-first-served reservation basis upon registration.
4. Outdoor shelters are available for rent for Holidays.
5. The applicant must complete this Responsibility Form, Reservation Request Form and submit the accompanying fee for use at least five business days before the reservation date. Upon reservation approval, on the day of the event, a sign will be posted on the shelter indicating the name of the event and the date of the reservation.
6. Provided a five-business-day notice of cancellation is made, the user fee can be used towards another date in the same year. The applicant can cancel and reschedule the use of the shelter.
7. Please use string, twist ties, or wire to decorate – no staples. All decorations must be removed by the applicant. All trash must be placed in provided trash cans.
8. Smoking, the consumption of alcohol, or gambling is not permitted on Township Grounds. All vehicles must be kept on the asphalt pavement parking lot surface and not the walking trails.
9. The building, the park structures, or the grounds shall not be used for political purposes. No political signs supporting any individual, levy, or issue shall be displayed within the Township Community Center, its structures, or the grounds.
10. Noise that would violate the Township Noise Resolution or disturb the peace as reviewed by the Clermont County Sheriff's Office is not permitted.
11. Fireworks are strictly prohibited. Open flames are prohibited except the grills or the use of canned Sterno providing it is used for heating food.
12. The use of extension cords outside the immediate area of the shelter is not permitted.
13. Fees are required for personal or private uses. Fees are waived for Batavia Township-located non-profit organizations.
14. Any modifications to these guidelines must be by the Township Administrator in advance. The Board of Trustees reserves the right to revise these guidelines as deemed necessary.

***I, the undersigned, understand and agree that Batavia Township will not be responsible for injury or loss to person or property while on the Township premises. I will be responsible for all damages which may occur as a result of my use of the premises. Further, I understand that should damage occur my organization will lose the privilege of using the facility in the future.***

Applicant \_\_\_\_\_ Phone Number \_\_\_\_\_ Date \_\_\_\_\_  
Print Name Signature



## Shelter Reservation Request Form

**Shelter Descriptions** – All shelters have electricity, four (4) garbage cans, and (4) park grills.

Check One	Picnic Shelter	Location In Park	Size (feet)	Capacity	Picnic Tables	Cost per day
	1	Front	28 X 48	70	10	\$40.00
	"The Calvin Lewis Picnic Shelter"	Back	36 X 60	110	14	\$60.00

Picnic Shelter 1 is located near the Township Community Center.

The Calvin Lewis Picnic Shelter is located near the pickleball courts and park restroom.

**APPLICANT:** \_\_\_\_\_  
(WHO WILL BE RESPONSIBLE FOR USE OF SHELTER)

**ADDRESS:** \_\_\_\_\_ **ZIP CODE:** \_\_\_\_\_

**PHONE:** \_\_\_\_\_ **EMAIL ADDRESS :** \_\_\_\_\_

**NAME OF GROUP/EVENT:** \_\_\_\_\_

**REASON FOR USING SHELTER:** \_\_\_\_\_

**DATE REQUESTED:** \_\_\_\_\_ **# OF ATTENDEES:** \_\_\_\_\_

*I, the undersigned, understand and agree that Batavia Township will not be responsible for injury or loss to person or property while on the Township premises. I will be responsible for all damages which may occur as a result of my use of the premises. Further, I understand that should damage occur my organization will lose the privilege of using the facility in the future.*

**Applicant:** \_\_\_\_\_ **Date:** \_\_\_\_\_  
Signature

Please return this completed form and a completed Responsibility Form to the Community Center, along with payment.

<b>Batavia Township Employee</b> _____ <b>Logged</b> _____ <b>Paid</b> _____
--