



Park Shelter Reservation Form

Please return completed form with reservation fee to:

Liberty Township
ATTN: Shelter Reservations
7162 Liberty Centre Drive, Suite A
Liberty Township, OH 45069
513-759-7500; 513-759-7501 fax

**CONFIRMATION
NUMBER:**

**RESERVATIONS WILL BE FOR FOUR (4) HOURS
PARK HOURS ARE FROM DAWN UNTIL DUSK**

Shelter(s) Requested for Rental

_____ Liberty # 1 _____ Fort Liberty # 1 _____ Dudley Memorial
_____ Liberty # 2 _____ Fort Liberty # 2 _____ Dudley Woods
_____ Reserves

DATE REQUESTED: _____ TIME: _____ TO _____ # OF PEOPLE _____

APPLICANT: _____ PHONE: _____

PERSON RESPONSIBLE: _____ PHONE: _____
(if different from applicant)

ADDRESS: _____ RESIDENT: YES NO

Verified:

FAX NO.: _____ EMAIL: _____

RENTAL PURPOSE: _____

Electrical Outlets are located at the Liberty # 1 and Dudley Memorial shelters. Please let us know if you need electricity so that we can unlock them. Outlets are 120 volts and shut off automatically if overloaded. The electric will not be turned back on if this occurs. There is no charge for electric.

FEES PER SHELTER: Liberty Township Resident: \$30.00 Non-resident: \$60.00

Make checks payable to: "Liberty Township".

Applicant hereby agrees to be responsible for repairing any damage caused to the park and shelter licensed herein during the applicant's use of the park and shelter, including damage to equipment, furnishings, buildings, and landscaping, which may be related to the proposed activity at the chosen park and shelter. Applicant agrees to hold harmless Liberty Township, including its officers, agents, and employees, from any and all liability for injuries or losses to persons or property that may result from any act or omission to act on the part of said individual or organization, or the acts or omissions of its employees or agents or anyone visiting the park and shelter, or using any of the equipment, furnishings, and buildings licensed herein, upon the invitation of said applicant, negligent or otherwise.

APPLICANT AGREES TO FOLLOW ALL PARK AND SHELTER RULES AND REGULATIONS WHICH HAVE BEEN OR WILL BE ADOPTED BY LIBERTY TOWNSHIP, BUTLER COUNTY, OHIO. ALL APPLICANTS ARE REQUIRED TO SIGN THE RESPONSIBILITIES ACKNOWLEDGEMENT ON THE BACK OF THIS FORM.

_____ Date

_____ Signature of Applicant (Must be over 18)

_____ Date of Approval

_____ Signature of Township Representative

**PLEASE HAVE THIS APPROVED APPLICATION WITH YOU ON THE
DATE OF RENTAL FOR DOCUMENTATION OF RESERVATION.**

IF YOU HAVE AN ISSUE, PLEASE CONTACT THE BCSO NON-EMERGENCY NUMBER AT (513) 785-1300.

OFFICE USE ONLY:

Payment Received: _____ Check #: _____ Amount: _____

CONFIRMATION NUMBER: _____ RECEIPT NUMBER: _____

COMMENTS:

REFUND POLICY

**THE LIBERTY TOWNSHIP PARKS WILL REFUND SHELTER DEPOSIT WITH A WRITTEN REQUEST 30 DAYS
PRIOR TO THE SHELTER RESERVATION DATE. NO REFUND WILL BE GIVEN AFTER THIS DEADLINE.**

REFUNDS ARE NOT GRANTED DUE TO WEATHER ON DAY OF EVENT.



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RESPONSIBILITIES ACKNOWLEDGEMENT FORM

_____, a Renter of a Park Shelter in Liberty Township, Butler County, Ohio, hereby
(Print Name of Applicant) agrees to abide by, and to notify all attendees and participants (“Licensees”), of the following rules:

1. Licensees are permitted to use the facility only for purposes authorized by the Township.
2. Licensees may not solicit funds for private gain.
3. Licensees may not charge admission to activities, except for the benefit of a charity and when prior written approval is received from the Township.
4. Programs, literature, or any publicity of licensees promoting their use of the facility shall not identify the Township as a sponsor without prior approval of the Township.
5. Licensees understand that the Township makes no warranties as to the fitness of its facilities for a particular purpose, and licensees have contracted for the facility after examining it and assuming full knowledge of its condition.
6. Licensees understand that the Township assumes no responsibility for damage to or loss of any persons or property brought into the facility prior to, during, or after licensees’ use.
7. Licensees are responsible for any damages by themselves or their guests, including spectators.
8. The licensee agrees to take full responsibility for licensees’ actions and the actions of licensees’ guests and agrees to abide by all Township rules, regulations, and ordinances.
9. Restitution for any damages incurred during use will be the responsibility of the licensee.
10. Licensee and licensee’s guests will park only in the designated areas.
11. Renters must adhere to all occupancy regulations.
12. No alcohol or illegal substances are permitted in the facility.
13. No games of chance are permitted in the facility, without the Township’s prior approval.
14. Renters accept responsibility for ensuring that all trash is picked up and that the property is left in good condition. Costs for repairing damage to the grounds will be assessed to the sponsoring Renter.
15. Volumes of music, PA systems, and guests must comply with the Township’s Noise Ordinance.
16. Liberty Township only rents the sheltered areas. The rest of the Park is open to the general public. If you are requesting permission to host an event on Township property, on public roadway, and / or will impede the public use of public property you will need to complete the Community Event Information Packet.
17. Liberty Township does not allow renters to bring bounce houses or other interactive inflatables, amusement rides or devices, or dunking booths onto Liberty Township property.
18. Activities NOT permitted in the park: hunting, paintball and/or air soft guns, skateboarding, loud music or noise, automotive repair or the storing of vehicles.
19. Water balloons, rice, and confetti are prohibited; use birdseed outside only. Patio and facilities must be swept if necessary.
20. No digging or spiking of grounds without areas being marked. An additional fee may be required for locating and marking underground utilities.
21. The use of a horse and carriage, petting zoo animals, or any other types of animals as part of the rental of a facility must be approved by the Township. Proof of insurance may be required. Animal waste, straw, or any other waste materials must be completely cleaned up and removed from the park.
22. All pets must be on leashes and under control. Owners are to clean up after their pet.
23. Absolutely **NO GRILLS** (Dudley & Reserves Parks are the only parks with permanent grills).
24. Additional Park Rules and Guidelines may be available at www.liberty-township.com.
25. The Butler County Sheriff’s Office has the authority to enter the park at any time to check for violations.

Applicant’s Signature

Date

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