

**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): _____

Date Shelter Required: _____

Purpose: _____ Estimated Headcount: _____

**Indicate Shelter Selection Below and Return Reservation Request with Non-Refundable Fee
Made Payable to NTPRD, 1301 Mitchell Blvd., Springfield, OH 45503**

Snyder Park

- \$40 S1 West End South
- \$40 S2 West End North
- \$40 S3 Lovers Lane * **(Restroom key?)**
- \$55 S4 Oval
- \$55 S5 Playground
- \$55 S7 Clubhouse Shelter
- \$40 S8 Peanut Pond * **(Restroom Key?)**

New Reid Park

- \$40 N1 Lower East Half
- \$40 N2 Lower West Half
- \$40 N3 Upper East Half
- \$40 N4 Upper West Half

Old Reid Park

- \$40 O1 Frontier (Croft Road)
- \$40 O2 North End Shelter Half
- \$40 O3 South End Shelter Half

Mabra Park

- \$40 M1 Mabra East (near restrooms)
- \$40 M2 Mabra West

Davey Moore Park

- \$40 D1 Davey Moore

Eagle City Soccer Complex

- \$40 E1 Eagle City

Lagonda Ball Fields Complex

- \$40 L1 Lagonda Park

*** NOTE:** A \$20.00 refundable key deposit required if you desire access to the restrooms near 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 Shelter Restroom Key Rules and Regulations on page 2 of this agreement.**

*** Will use restroom key? YES NO (If YES, see details below)**

Key #: _____ Date Issued: _____ Date Key Returned: _____

Key Return Due Date: _____ \$20 Refund By: _____

\$20 Deposit Rec'd From: _____ Refund Rec'd By: _____

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. Signature below certifies that you have received a copy of the NTPRD Shelter Rules and Regulations and Agreement (page 2).

Signature: _____ Date: _____

NTPRD Approval: _____ Receipt: _____

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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.
- 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.

Shelter Restroom Key Rules and Regulations (These restroom keys are available only to those who rent shelters S3 or S8 in Snyder Park.)

- 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 and/or lock or key is not returned by required date and time as noted on page 1, your deposit will be forfeited.

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.

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