



WEST CHESTER TOWNSHIP
Shelter Reservation
Keehner Park

Completed, signed permit gives temporary permission for the individuals listed below to reserve and rent shelters at Keehner Park

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| <input type="checkbox"/> Deer Shelter (first shelter on right) | <input type="checkbox"/> Fox Shelter (next to restrooms) |
| <input type="checkbox"/> Owl Shelter (second shelter on right) | <input type="checkbox"/> Hawk Shelter (by baseball fields) |
| <input type="checkbox"/> Coyote Shelter (lower end of circle) | <input type="checkbox"/> Amphitheater Shelter (by Amphitheater) |

Electric outlets located at each shelter. No charge for electric. Outlets are 120 volts and shut off automatically if overloaded. Electric will not be turned back on if this occurs.

Use of Amphitheater stage area or fire circle requires separate request form

Requested rental date	Requested Time	Date of application
Name of organization or party		Approx. No. of people
Responsible person /Applicant	Contact phone number	Cell phone
Address	City	Zip
E-Mail address	<input type="checkbox"/> Yes <input type="checkbox"/> No West Chester Resident	Planned activities

Rental Fee: \$30.00

Make checks payable to: "West Chester Township". VISA and MasterCard are accepted.

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 West Chester 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 West Chester Township, Butler County, Ohio. All applicants are required to sign the responsibilities acknowledgement on the back of this form.

Sign and return to: West Chester Township, Attn: Parks, 9113 Cincinnati-Dayton Road, West Chester, OH 45069

Applicant's signature (must be over 18 years of age)			Date of signature
Approved by West Chester Township			Date of approval
Visa or MasterCard #	Expiration date	Security code	Credit card billing address

OFFICE USE ONLY

Date payment received	Check #	Amount	Confirmation number	GEMS receipt number
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COMMENTS:

Park hours are from dawn until dusk

REFUND POLICY

West Chester Township will refund shelter rental fess 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

Print name of group or organization

Print name of representative / Applicant

As a representative of the above named group renting (“Renter”) the Keehner Park Shelter in West Chester Township, Butler County, OH, I hereby agree to abide by the following rules and to notify all attendees and participants of these rules:

1. All Township park rules apply; see www.westchesteroh.org
2. Use of the facility is only for purposes authorized by the Township.
3. Funds for private gain may not be solicited
4. Admission to activities may not be charged except for the benefit of a charity when prior written approval is received from the Township.
5. Programs, literature, or any publicity promoting Renter’s use of the facility shall not identify the Township as a sponsor without prior approval of the Township.
6. The Township makes no warranties as to the fitness of its facilities for a particular purpose, and Renter has contracted for the facility after examining it and assuming full knowledge of its condition.
7. The Township assumes no responsibility for damage to or loss of any persons or property brought into the facility prior to, during, or after Renter’s use.
8. Renter is responsible for any damages caused by themselves or their guests, including spectators.
9. The Renter agrees to take full responsibility for group’s actions and the actions of groups’ guests and agrees to abide by all Township rules, regulations, and ordinances.
10. Restitution for any damages incurred during use will be the responsibility of the Renter.
11. No smoking, alcohol, or illegal substances are permitted in the facility.
12. No games of chance are permitted in the facility.
13. Renter accepts responsibility for ensuring all trash is picked up and the property is left in good condition. Costs for repairing damage to the grounds will be assessed to the Renter.
14. Use of amplification must not negatively impact other park users.
15. Renter is to use only the portion of the designated facility identified in the Shelter Reservation form.
16. Activities NOT permitted include: hunting, hitting golf balls, paintball and/or air soft guns, skateboarding, operation of gas-powered remote-control models, loud music or noise, automotive repair or the storing of vehicles; inflatable amusements (i.e. moon bounces), carnival rides, or petting zoos. Hot air balloons may not take off or land on Township property.
17. No digging or spiking of grounds without areas being marked. An additional fee may be required for locating and marking underground utilities.
18. All pets must be on leashes and under control. Owners are to clean up after their pet.

Applicant’s signature (must be over 18 years of age)

Date of signature