



Parks & Recreation
 124 W Church Street - P.O. Box 151
 Newcomerstown, Ohio 43832
 740-498-6313

lstiteler@newcomerstownoh.com or egress@newcomerstownoh.com

This rental form, along with a valid form of payment, must be filed in the Mayor's Office prior to shelter use. **The fee is non-refundable.**

\$35.00 - Shelters 1,2,3,4 & 7 \$50 - Shelter 6 \$100 - Shelters 5 & 8

Date shelter is requested: _____ Shelter # _____ is \$ _____ per day.
 Time shelter is needed: _____

Please indicate the type of activity that the shelter will be used for:

Name: _____

Address: _____

Phone: _____ Email: _____

Rules for Shelter Rental:

1. The rental fee must be paid in full within (14) days prior to the event to guarantee reservation.
2. The renter is responsible for cleaning the shelter once they are finished. This includes: wiping off the tables, removing all decorations, and also pick up and throw away all trash. A trash hopper is provided.
3. No alcohol/drugs are permitted in the park.
4. The facility and surrounding park area closes at 10PM unless a special event is scheduled sponsored by the village.
5. Parking is allowed in designated areas only. No driving or parking on the grass or trails.
6. The use of sound amplifying equipment will be monitored to ensure noise levels are comfortable for all other park users.
7. The user is responsible for all quests, caterers, vendors, and service providers associated with their event and shall abide by the rules. Any damages to the site or building is the liability of the renter and may result in denied use in the future, as well as, additional charges.

 User Signature

OFFICE USE ONLY

Name of person taking reservation: _____
 Date of Application: _____ Shelter Number: _____ Paid in Full: Y/N
 Amount Received: \$ _____ Cash/Check Date Paid: _____
 Comments: _____