



# Keehner Park Shelter Reservation Form

Please return completed form with reservation fee to:

West Chester Township  
ATTN: Shelter Reservations  
9113 Cincinnati Dayton Road  
West Chester, OH 45069  
513-759-7312

CONFIRMATION  
NUMBER:

Rental Date Requested \_\_\_\_\_ Time Requested \_\_\_\_\_

**Shelter(s) Requested for Rental:**

- \_\_\_\_\_ Deer Shelter (first shelter on right)
- \_\_\_\_\_ Owl Shelter (second shelter on right)
- \_\_\_\_\_ Coyote Shelter (lower end of circle)
- \_\_\_\_\_ Fox Shelter (next to restrooms)
- \_\_\_\_\_ Hawk Shelter (by baseball fields)
- \_\_\_\_\_ Amphitheater Shelter (by Amphitheater)

**REQUESTED USE OF THE AMPHITHEATER STAGE AREA or FIRE CIRCLE REQUIRES SEPARATE REQUEST FORM  
PARK HOURS ARE FROM DAWN UNTIL DUSK**

**Please Print:**

Today's date: \_\_\_\_\_ Person Responsible: \_\_\_\_\_  
 Organization: \_\_\_\_\_ Number of People \_\_\_\_\_  
 Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_  
 Phone (home): \_\_\_\_\_ Work: \_\_\_\_\_ Cell: \_\_\_\_\_ Fax: \_\_\_\_\_  
 Email: \_\_\_\_\_ West Chester Resident: YES NO

Activities Planned: \_\_\_\_\_

Electric Outlets are located at each of the above shelters. 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: West Chester Township Resident: \$30.00 Non-resident: \$60.00**

**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.

Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

(Must be over age 18)

Approved By: \_\_\_\_\_ Date of Approval: \_\_\_\_\_

(West Chester Township)

Visa or MasterCard #: \_\_\_\_\_ Expiration: \_\_\_\_\_ Security Code (on back of card): \_\_\_\_\_

Card Billing Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip Code: \_\_\_\_\_

**OFFICE USE ONLY:**

Payment Received: \_\_\_\_\_ Check #: \_\_\_\_\_ Amount: \_\_\_\_\_

CONFIRMATION NUMBER: \_\_\_\_\_ GEMS RECEIPT NUMBER: \_\_\_\_\_

COMMENTS:

**REFUND POLICY**

THE WEST CHESTER 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.**

# Keehner Park Shelter Reservation Form

Please return completed form with reservation fee to:

West Chester Township  
ATTN: Shelter Reservations  
9113 Cincinnati Dayton Road  
West Chester, OH 45069  
513-759-7312

## RESPONSIBILITIES ACKNOWLEDGEMENT FORM

As a Representative of \_\_\_\_\_, a Renter of a Keehner Park Shelter in West Chester  
(Print Name of Group or Organization)  
Township, Butler County, OH \_\_\_\_\_ hereby agrees to abide by, and to notify all  
(Print Name of Representative)  
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 organization 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. Renters must adhere to all occupancy regulations.
11. No smoking, alcohol, or illegal substances are permitted in the facility.
12. No games of chance are permitted in the facility.
13. 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.
14. Volumes of music, PA systems, and guests must comply with the Township's Noise Ordinance and must meet the Parks and Recreation Department's approval.
15. Renters are to use only the portion of the designated facility in the Rental Agreement.
16. Activities NOT permitted in the park: Hot air balloons may not take off or land on Township property, 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.
17. Water balloons, rice, and confetti are prohibited; use birdseed outside only. Patio and facilities must be swept if necessary.
18. Renters wishing to use a canopy tent must provide a copy of the agreement from the tent company. Upon approval, licensees must apply for a tent permit and inspection. Tents may only be installed in designated areas.
19. No digging or spiking of grounds without areas being marked. An additional fee may be required for locating and marking underground utilities.
20. 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.
21. All pets must be on leashes and under control. Owners are to clean up after their pet.
22. Additional Park Rules and Guidelines may be available at [www.westchesteroh.org](http://www.westchesteroh.org).

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date

### REFUND POLICY

THE WEST CHESTER 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.**