



CITY OF FOREST PARK - PARK AND FACILITIES RENTAL
11555 Winton Rd. Forest Park, OH 45240
RESERVATION FORM

All rentals need prior approval from the Parks & Recreation Department.



Name of Renter: _____

Name of Organization: _____

Address: _____ Zip Code: _____

Home/Business Phone: _____ Cell Phone: _____

Email: _____

SHELTER & PICNIC GROVE RENTALS

Resident Rental Fee: \$25/4hr - \$50/All Day

Non-Resident Rental Fee: \$50/4hr - \$100/All Day

LOCATION:

- CENTRAL PARK SHELTER
- CENTRAL PARK PICNIC GROVE
- KEMPER MEADOW SHELTER

TIME:

- 11A – 3P
- 4 – 8P
- ALL DAY (11A – 8P)

FIELD, COURT, & LIGHT RENTALS

Resident Rental Fee: \$25/hr

Non-Resident Rental Fee: \$50/hr

- BASEBALL/SOFTBALL FIELD # _____
- FOOTBALL FIELD
- SOCCER FIELD # _____ (NO LIGHTS)
- BASKETBALL COURT
- TENNIS COURT

Organized groups will be required to pay a \$300.00 deposit at the time of booking fields, plus hourly rental rate. The deposit will be refunded if the fields are left in a clean and organized manner.

Day of the Week	Month / Day / Year	Time In	Time Out

Description of activity: _____

of participants: _____ Admission or Fees charged \$ _____.

I have read the policies governing the use of the City facilities and hereby agree to abide by them. I also agree to pay for any damage resulting from scheduled use. I understand that if this request is granted, it may be cancelled at any time if it interferes with a City activity or if, in the judgment of City officials, it is deemed not to be in the best interest of the City. I understand that I may have to submit a copy of Certificate of Insurance and Liability Waiver/Release. Payment in full is required prior to rental date. Further, I understand the City may mandate the hiring of police and/or fire safety officers for events deemed to be of a higher risk to public safety.

Signature (must be 25 years or older with valid Driver's License or State ID) _____ Date _____

For City Use Only

City Representative: _____ Date of Authorization: _____
 Total Fee for Rental: \$ _____ Certificate of Ins., Liability Waiver/Release Received: _____

Return forms & payment to: City of Forest Park
 Parks & Recreation Department
 1201 W. Kemper Road,
 Forest Park, Ohio 45240

Office: (513) 595-5200
 Fax: (513) 595-5285
 Email: recreation@forestpark.org

Parks & Facilities Usage Policies:

- Renters must be at least 25 years or older, assumes responsibility for their group and condition of the area. As the Renter, you are held responsible for violation of any of these rules by those in your group.
- COVID-19 is a contagious virus that spreads through person-to-person contact. Gathering spaces and areas have been adjusted to maintain social distancing. The Centers for Disease Control (CDC) recommends social distancing be maintained as a means to prevent the spread of the virus. Communicating COVID-19 guidelines is the responsibility of the Renter making the reservation.
- Renters wishing to cancel their rental may request to place their reserved date up for re-rental. The Renter will be responsible for the full rental payment if the date cannot be re-rented. If the event is cancelled within 30 days of rental date, the Renter forfeits the full rental rate. **NO CANCELLATIONS DUE TO WEATHER**
- All reservation fees must be paid in full for the reservation to be confirmed. Checks are made payable to the CITY OF FOREST PARK. No dates will be held if there are outstanding fees owed for use of the facilities.
- All City of Forest Park bylaws and regulations apply to reserved areas. City personnel may terminate occupancy or remove individuals from an area with no refund or credit at their sole discretion. Conduct that could endanger the welfare of others or infringe on other's enjoyment will not be tolerated.
- All Parks, Shelters, Facilities, Fields, Courts, Etc. must be vacated by the end of scheduled rental time. The Renter will be held responsible for cleanup and any damage to the area. All garbage must be placed into the receptacles and all decorations taken down. The Renter will be invoiced for any damages or excessive litter.
- The key to the shelter restrooms may be picked up to 30 minutes prior to reservation time. Bring a valid driver's license or state ID to the Forest Park Police Department (1203 W. Kemper Road) along with the signed reservation form. The Renter is the only person that the key will be given to. The key must be returned immediately following rental.
- Lock restroom facilities securely after rental. Extinguish hot coals in the grills.
- Inflatable play equipment, such as bounce houses and slides, are not permitted.
- Noise or amplified sound must not disturb or interfere with activities outside the reserved area. Live music, DJ's, and karaoke music are prohibited without written permission from the Parks & Recreation Department.
- If you wish to serve alcohol during your rental, you must submit the "Request to Serve Alcohol" form to the City Manager. A response will be mailed after reviewing your request and its compliance with City Codes.
- Kemper Meadow Parks soccer fields #1, #2, and #3 and the Central Park football field are to be reserved for official youth organization games only. The Parks and Recreation Department established this rule in an effort to be able to maintain the fields in safe, playable conditions for the many youth teams in the area.
- Groups/Organizations are to provide a copy of Certificate of Insurance indicating "City of Forest Park, OH" as an additional insured. Along with a Liability Waiver/Release signed by all participants in the organization.
- Participation in group gathering events or activities may result in injury or contracting illnesses including communicable diseases such as influenza, MRSA, Coronavirus, etc. Reserving a rental space at any location within the City of Forest Park is at your own risk.

Thank you for your cooperation with the rules for use of the City of Forest Park facilities and parks.

We are proud of the clean, safe, and natural park areas available for use.

Our guests are to exercise good sense and respect for others.

We enforce our policies to protect our guests and the parks.

PARK FACILITY & FIELD REQUEST TO SERVE ALCOHOL

Date of Request: _____

Name of Person Making Request: _____

Address: _____ Zip Code: _____

Home Phone: _____ Business Phone: _____

Email: _____

Request to serve alcohol at:
(please check park)



- | | |
|---|--|
| <input type="checkbox"/> Central Park Shelter | <input type="checkbox"/> Kemper Meadows Park |
| <input type="checkbox"/> Central Grove | <input type="checkbox"/> Kanter Park (Fields Only) |

Day of the Week	Month	Day	Year	Time In	Time Out

Type of Event: _____

Estimated Number of Persons In Attendance: _____

PLEASE NOTE: You may desire to secure liability insurance related to the serving and consumption of alcohol in association with your event. Only beer and wine can be served and its display and consumption must be confined to the location of the event; carrying or drinking alcohol throughout the park is not permitted. Serving of alcohol must be carefully supervised and monitored. You must take due care to make sure no alcohol is served to minors or consumed by minors. All beer cans or wine containers must be removed from the site after the event as you cannot leave them in the garbage cans in the park.

Signature

Date

For City Use Only

City Representative Signature: _____

Date of Receipt: _____

Approved Disapproved Approval Date: _____ City Manager Signature: _____

Approval Letter Sent Date: _____ Sent By: _____

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