



## Special Use/Shelter Permit Application

To request reservations for shelters or specific use of a park facility please fill out the following form, read the rules and regulations and sign at the bottom. Return this form to the Portage Park District, 705 Oakwood St., Suite 4, Ravenna, OH 44266, or email to [ccraycroft@portageparkdistrict.org](mailto:ccraycroft@portageparkdistrict.org)

**Park or Trail** \_\_\_\_\_ **Location:** \_\_\_\_\_

**Shelter or Facility requested:** \_\_\_\_\_

**Reservation Date and Time:** \_\_\_\_\_

**Description of event:** \_\_\_\_\_

**Applicant's Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Phone:** \_\_\_\_\_ **e-mail:** \_\_\_\_\_

**Proposed Activities:** \_\_\_\_\_

**Anticipated number of adults and children:** \_\_\_\_\_

**All Park District Rules and Regulations are in effect. The following are emphasized:**

NO ALCOHOLIC BEVERAGES ARE PERMITTED.

RESPONSIBLE PERSON IN CHARGE- The person to whom the permit is issued will be held responsible for damages to park property resulting from use during the reservation period.

YOUTH GROUPS- All youth groups must be accompanied by responsible adults.

DECORATIONS- All traces of decorations and fasteners must be removed before responsible person(s) leave park property. Confetti and rice throwing is not allowed, however, bird seed is acceptable.

CLEAN-UP- All debris is to be placed in waste receptacle located at the facility. Picnic tables and benches should be returned to their original places.

PURPOSE- These facilities may not be used for money-making activities for personal profit.

*I am at least 18 years old and understand and agree to abide by the above-mentioned rules and regulations. I take full responsibility for the actions of any attendees of the event for which this reservation is made.*

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