



## Shelter/Gazebo Reservation Terms & Conditions

**USER** must be a City of Vandalia Resident and at least eighteen (18) years of age or older. A Resident is defined as any individual or business located within the corporate boundaries of the City of Vandalia.

**PROOF OF CITY RESIDENCY** – A Resident could be required to provide proof of residency - a valid Ohio Drive License or a water/utility or tax bill.

**REQUESTS FOR PARK RESERVATIONS** are accepted on a first come, first served basis beginning the first business day following January 1 of the given year.

**SHELTER AVAILABILITY** can be checked by calling 937-415-2353.

**PICNIC SHELTER/GAZEBO RESERVATION REQUEST FORM** must be completed and submitted once you have confirmed availability. Applications are available in the lobby of the Vandalia Recreation Center or by visiting our website: [vandaliaohio.org/197/Parks](http://vandaliaohio.org/197/Parks). **Reservations are not accepted by telephone.** Forms can be returned by email to [smcconnaughey@vandaliaohio.org](mailto:smcconnaughey@vandaliaohio.org) or dropped off at the Front Desk of the Vandalia Recreation Center.

**FEE** - There is no charge for reserving a shelter or gazebo.

**DATES** - Shelters/Gazebo reservations run from April 1 – October 31.

**TIME** - Shelters/Gazebos can be reserved between dawn and dusk.

**RESERVATIONS** – One reservation per Shelter, per day is accepted.

**CONDUCT** - User shall be held legally and financially responsible for the conduct of all group members and shall remain on site during the shelter rental. User agrees to use the shelter in a safe and careful manner and shall comply with all federal, state, and local laws and any rules and regulations set forth by the City of Vandalia. Park Rules can be viewed at [www.vandaliaohio.org](http://www.vandaliaohio.org).

**INHERENT RISKS** – User and User's participants shall assume all inherent risks.

**GLASS BEVERAGE CONTAINERS and ALCOHOLIC BEVERAGES** - are STRICTLY PROHIBITED.

**PERMIT HOLDERS** must have permit on hand while using facility.

**PARKING** is restricted to the parking lot or street only.

**VEHICLES** – Driving vehicles on the sidewalks or lawn is strictly prohibited.

**GRILLS** – User may use the permanent grill located at the picnic shelter or utilize personal grills, provided the grill is not used under a picnic shelter. Grills must be attended at all times. Please ensure all coals have cooled and are left in grill before leaving the park. Coals in personal grills must be taken with you after your event.

**AMPLIFIED MUSIC** – (Live bands, DJ’S) requests must be submitted in writing or email to the Parks and Recreation Department at least 30 days in advance. Applicants and their guests must follow all City ordinances (Peace Disturbance Ordinance 648.04 A2) where the event occurs.

**TENTS/EQUIPMENT** – Please contact the Parks and Recreation Department before any staked tents can be erected. Any other equipment requests must be submitted in writing. A copy of the USER’s Certificate of Liability Insurance, specifying the “City of Vandalia” in the permit is required to be submitted in advance.

**LIGHTED CANDLES, GLITTER, RICE, CONFETTI** are strictly prohibited.

**WATER** – The restroom building has a drinking fountain. The City of Vandalia does not provide an additional water supply.

**ARRIVAL/DEPARTURE** must adhere to the times on the Reservation Request Form.

**CONDITION OF SHELTER** – The park and associated facilities must be maintained and restored to the same conditions as when entered. All supplies, equipment, tape, and decorations are to be removed by the end of the event. Conditions of the gazebo/shelters are checked daily by Parks and Recreation personnel.

**VANDALIA POLICE DEPARTMENT** - Non-Emergency number is (937) 898-5868.

**DISCLAIMER** – The City, elected and appointed officials, all employees and volunteers, all boards’ commissions and/or authorities and board members, including employees and volunteers thereof shall be free of any liability for damages to persons or property resulting from the issuance of this permit.

**PLEASE RETAIN THIS PAGE FOR YOUR INFORMATION**