

City of Vandalia  
Parks and Recreation Department  
1111 Stonequarry Rd  
Dayton, OH 45414  
(937)415-2353  
(937)890-8656 FAX

# Picnic Shelter/Gazebo Reservation Request Form

Name of Group \_\_\_\_\_ Today's Date \_\_\_\_\_

Name of User \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Contact Number \_\_\_\_\_ Alternate Contact Number \_\_\_\_\_

Email Address \_\_\_\_\_

Date Requested \_\_\_\_\_ Time of Event \_\_\_\_\_

Purpose of Shelter Rental \_\_\_\_\_

*(Please list here any special requests or additional equipment set up requests)*

CANCELLATION: Please call (937) 415-2353 Monday-Friday between 8:00 am – 1:00 pm.

**PICNIC SHELTER/GAZEBO RENTAL REQUESTED:** Please check one

- Helke Park – Shelter 1: Seats 80 people, 2 charcoal grills, electric and bathroom facilities. This shelter is closest to playground.
- Helke Park – Shelter 2: Seats 60 people, 1 charcoal grill, electric and bathroom facilities.
- Seeger Park Gazebo: Has electricity but no bathroom facilities.

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## BEFORE SIGNING AND SUBMITTING THE REQUEST FORM: Please read the following “Terms & Conditions” for reserving shelters or the gazebo.

I hereby acknowledge that I have read and fully understand the above terms and conditions and have received a copy of the park rules. I understand that this contract is public record and is subject to disclosure pursuant to a public records request.

USER: \_\_\_\_\_ City of Vandalia Representative

BY: \_\_\_\_\_ BY: \_\_\_\_\_  
Authorized User Date Parks & Rec Representative Date

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City of Vandalia  
Shelter Rental Guidelines

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DATE: 7/1/2017  
TO: City of Vandalia Residents  
FROM: Vandalia Parks and Recreation Department  
RE: Helke Park Picnic Shelters and Seger Park Gazebo Reservations

**Shelter Rental Guidelines**

**There is no charge** for reserving the shelters or gazebo.

**Shelters/Gazebos can be reserved** by City of Vandalia residents.

**A resident is defined as** any individual or business located within the corporate boundaries of the City of Vandalia.

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

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

**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 the City of Vandalia Parks and Recreation – Parks Maintenance Secretary’s office at 415-2353.

**Once you have confirmed availability**, please complete the ‘Picnic Shelter Reservation Application, Contract & Permit’. Applications are also available in the lobby of the Vandalia Recreation center or by visiting our website: [vandaliaohio.org](http://vandaliaohio.org). **Reservations are not accepted by telephone.**

**The Picnic Shelter Application Contract & Permit** can be returned to our office by fax 890-8656, email [mweber@vandaliaohio.org](mailto:mweber@vandaliaohio.org) or dropped off at the front desk of the Vandalia Recreation Center.

**Group/Organization Requests:** Application must be completed by the Group Representative (User) and he/she must be 18 years of age or older.

**Reservations are confirmed** by the signed Shelter Reservation Contract & Permit.



## Picnic Shelter/Gazebo Reservation Permit Terms & Conditions

USER - User must be (18) years of age or older. 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).

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

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 in NON-DESIGNATED AREA IS PROHIBITED - Parking is restricted to the parking lot or street ONLY. Loading/Loading of vehicles from grassy areas or sidewalks is prohibited.

VEHICLES – Driving vehicles on the sidewalks or lawn is **strictly prohibited**. Parking lots and/or street parking is available at both locations.

GRILLS – User may use 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 that all coals have cooled and left in grill before leaving the park.

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.

DO NOT HIT balls into the fences or backstops. Do not pass balls across walkways.

THE CITY OF VANDALIA does not provide additional water supply.

ARRIVAL/DEPARTURE – The picnic shelter may not be occupied until the stated time on this Contract, and must be vacated at the indicated time on this Contract.

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 time stated on the Conditional Permit. Conditions of the gazebo/shelters are checked on a daily basis by the 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**