



209 S. Main Street • Marysville, Ohio 43040  
Phone: (937) 645-7350 • Fax: (937) 645-7351 • [www.marysvilleohio.org](http://www.marysvilleohio.org)

## **SHELTER RENTAL POLICY AND APPLICATION**

### **\*\*\* IMPORTANT INFORMATION – Please read before completing the application \*\*\***

The City of Marysville allows for the rental of eleven (11) shelters within eight (8) of the City's Parks. We ask that the requirements below are adhered to. Failure to comply with any of the listed policies will prevent the applicant from receiving approval for future reservation requests.

### **Shelter Rental Rules**

- Clean up of the shelter is the responsibility of the applicant. The shelter must be left in the condition that it was in prior to the event.
- Any additional tables or chairs are the responsibility of the applicant to provide.
- Park hours are dawn to dusk unless otherwise posted.
- No open fires are allowed in any of the City parks. Use of grills is permitted.
- All pets must be on a leash and cleaned up after. Mutt-mitts are available for use at the entrance of most City parks.
- Alcohol is not permitted at any City park.
- No inflatable devices such as jumping castles are permitted at any City park.
- Rentals at the Sean Doebert Amphitheater must be concluded by 8:30 pm.
- No signs are to be posted in the parks or at the entrance to any park.
- Parking is in designated areas only.
- Smoking cigarettes or e-cigarettes is not permitted at any City park.
- No refunds will be issued for inclement weather; however, the rental can be rescheduled for another open day/time.
- Any refuse that does not properly fit in the provided trash receptacles is the responsibility of the applicant to remove from site. Additional trash bags can be found at the bottom of the trash receptacle.
- To receive a refund, you must call and cancel at least 2 weeks prior to the date of your reservation.
- Rentals that are for fund-raising or profit making endeavors must fill out the Special Event Application for Park Facilities and comply with the Special Event Policy Guidelines.
- No rental can be used to distribute food to the general public unless the user submits an approved Union County Health Department permit and the City of Marysville Concession permit.

All requests for any shelter rental are confirmed once payment is made. Once payment is made, you will receive a copy of the approved rental application to confirm your date and time of rental. Please take this copy with you to your event. This is your proof that you have the shelter rented for the time and date on the copy.

Please submit completed applications by mail or in person to: **City of Marysville, 209 S. Main St. Marysville Ohio 43040.**

**Indicate which Shelter is being requested:**

- |                                                                |                                              |
|----------------------------------------------------------------|----------------------------------------------|
| <input type="checkbox"/> Aldersgate (gazebo)                   | <input type="checkbox"/> McCarthy            |
| <input type="checkbox"/> Eljer A (electric available)          | <input type="checkbox"/> Mill Valley Central |
| <input type="checkbox"/> Eljer B (electric available)          | <input type="checkbox"/> Mill Valley South   |
| <input type="checkbox"/> Schwartzkopf A (by the creek)         | <input type="checkbox"/> Legion – Upper      |
| <input type="checkbox"/> Schwartzkopf B (closest to Maple St.) | <input type="checkbox"/> Lewis               |

**Resident Rate**  
 \$30.00 / 4 hours  
 \$45.00 / all day  
 (dawn to dusk)

**Non-Resident Rate**  
 \$50.00 / 4 hours  
 \$75.00 / all day  
 (dawn to dusk)

Amount \$: \_\_\_\_\_

- Amphitheater** (\$100.00 refundable deposit required per event)

**Resident Rate**  
 \$50.00 / per hour + deposit  
 (dawn to 8:30pm)

**Non-Resident Rate**  
 \$70.00 / per hour + deposit  
 (dawn to 8:30pm)

*Note: Electric is available for the amphitheater for an extra fee, please see the City's Event Electrical Use Form.*

Amount \$: \_\_\_\_\_

**Applicant Information** (Please print clearly)

Name: \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Street Address: \_\_\_\_\_

City, State, and Zip Code: \_\_\_\_\_

**Reservation Information**

Date of Reservation: \_\_\_\_\_ Time of Reservation: \_\_\_\_\_

Event Description: \_\_\_\_\_ Expected Attendance: \_\_\_\_\_

Special Requests: \_\_\_\_\_

**The applicant agrees to:**

- Comply with the information contained on this application
- Notify the City of any changes to the information provided on this application

**I hereby attest to the truth and exactness of all information supplied on and with this application.**

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

**FOR OFFICE USE ONLY**

Received (stamp):	Fees:		
	Resident/Non-Profit:	_____	Cash/Check# _____
	Non-Resident/For-Profit:	_____	Received/Approved By _____
	Refundable Deposit*(\$100)	_____	
	*For Amphitheater Reservations Only		
	<b>TOTAL FEES DUE:</b>	_____	<b>TOTAL FEES PAID:</b> _____

\_\_\_\_\_  
 Issued By

\_\_\_\_\_  
 Date Approved