



City of Willard

631 Myrtle Avenue • PO Box 367 • Willard, OH 44890
419-933-2581

SHELTER RENTAL FORM

- Total amount due must be paid within two weeks of making the reservation. If there is not two weeks between the time of your reservation and the day of your reservation, payment is due immediately. If for any reason you decide to cancel your reservation BEFORE YOU REMIT PAYMENT, please advise us immediately at 419-933-2581. **ALL FEES MUST BE PAID IN ADVANCE – NO REFUNDS.**
- Fee structure is as follows:
 - Weekdays: \$30 All Day Reservation
 - Weekends: \$35 All Day Reservation
- NO ALCOHOLIC BEVERAGES ARE ALLOWED IN THE PICNIC AREA OR ON CITY PARK PROPERTY.**
- All trash is to be placed in the trash containers provided or in trash bags. A dumpster is available next to the Depot.
- The undersigned person is responsible for all activities that take place in the reserved shelter. The undersigned also agrees that the shelter should be cleaned to the satisfaction of the Recreation Director or their representative. All damages will be referred to the undersigned for payment.
- All fires must be in a grill. Fires must be extinguished prior to the departure of the undersigned party.
- The Willard City Park is open from Dawn to 10:00 p.m. Activity at the picnic shelters must be terminated by 10:00 p.m.
- Please do not remove the picnic tables from the shelter areas.
- Please be courteous to other users of the park. Please don't play music too loudly to interfere with other users.
- Questions on reservations may be referred to at the City Service Desk, Monday through Friday, 8 a.m. to 4:30 p.m. at 419-933-2581, or the Recreation Office at 419-935-1654.

RENTER INFORMATION (Must be at least 21 years of age)		
Name:	Organization:	
Address:		
City:	State:	Zip Code:
Phone #:	Email:	
RENTAL INFORMATION		
Date of Event:	Estimated Attendance:	
Day of the Week:	Sun	Mon
	Tues	Wed
	Thu	Fri
	Sat	
*Start Time:	*End Time:	
Fee Structure: <input type="checkbox"/> \$30.00 Weekday <input type="checkbox"/> \$35.00 Weekend <input type="checkbox"/> West Shelter <input type="checkbox"/> Middle Shelter <input type="checkbox"/> East Shelter <input type="checkbox"/> Little League Shelter West Make checks payable and remit to: City of Willard, P. O. Box 367, Willard, OH 44890		

OFFICE USE ONLY	
<input type="checkbox"/> Paid () Check # _____ () Cash _____ () Money Order # _____	
City Clerk: _____	Date Paid: _____