



City of Delaware Parks and Natural Resources
440 E William Street
Delaware, OH 43015
Delaware City Shelter Use Request

Organization (If Applicable) _____

Contact Person _____

Mailing Address _____

City _____ State _____ Zip _____ Phone _____

Email Address: _____

Date of Event _____ Time of Event (circle one): 10 am-2pm 4 pm-8 pm 10 am-8 pm

Purpose of Event _____

Shelter Requested (Circle One)

Table with shelter options: Mingo Park Rotary, Smith Park-North, Smith Park-South, Blue Limestone-Upper, Blue Limestone-Lower, Bennett Park, Ross Park Gazebo, Bicentennial Gazebo, Mingo Park 3-Season, Veteran's Park Spray and Play. Includes rates for weekdays and weekends.

Non-Profit: Reduced fees of 25% are available to eligible Delaware-based nonprofit community serving organizations as determined by the Parks and Natural Resources Director for weekend rentals. Weekday rentals will be granted free of charge. We offer one reduced-rate/free rental per calendar year.

Number of people expected: _____ Charging admission or donation: \$_____

Upon signing the request, the authorized representative of the organization acknowledges receiving the rules and regulations governing the use of these facilities. It is agreed and understood that any violations of these rules shall be cause for termination of the agreement and total forfeiture of all paid fees, if any. By executing this agreement, the lessee hereby states that he/she understands the terms of the agreement and agrees to comply fully with all such rules and regulations.

Applicant Signature: _____ Today's Date: _____

OFFICE USE

Approval Denial Amount: \$_____ Check # _____ Cash: \$_____

Comments: _____

Department Signature: _____ Date: _____