



## CITY OF MILFORD SHELTER RESERVATION FORM

- GARFIELD PARK SHELTER  
 RIVERSIDE PARK SHELTER

_____ Name of Applicant	_____ Name of Organization
_____ Address of Applicant	_____ Telephone Number
_____ Date of Event	_____ Time of Event (From - To)
_____ Estimated Number of Participants	

### GENERAL INSTRUCTIONS:

1. A non-refundable \$25.00 fee per \*time slot is required to reserve the shelter house and must accompany this form.
2. The premises shall be used for the above stated activity and for no other purpose, nor shall there be any subletting of this reservation without written consent of the City
3. The shelter must be reserved by an adult 18 years or older. Minors must be accompanied by an adult. The shelter is for your exclusive use; however, the surrounding grounds will remain open to the public.
4. The applicant shall be held responsible for all damages occasioned to the building, equipment or grounds.
5. The consumption of alcohol is not permitted in any park within the city limits.
6. All litter must be properly disposed of and the general appearance of the shelter must be in the same condition as before the event. There will be a charge for any damage or additional clean-up required for removal of decorations, etc. If you have questions or concerns about the shelter, contact the City at (513) 831-4192, Monday-Friday between 8:30 a.m. – 4:30 p.m.
7. If you plan to decorate, please use string, twist ties or wire ties. Do not use nails, staples, tape, putty, Velcro, or tacks.
8. If the shelter is in use when you arrive, calmly indicate that you have the area reserved and show your contract. If they refuse to leave, contact the Police at (513) 248-5084.
9. The City cannot guarantee that noise and pedestrian traffic will not interfere with the activities occurring in the shelter.

**\*Weekdays: 4.p.m. – 6.p.m., 6.p.m. – 8.p.m. Weekends: 9a.m. – 11a.m., 11a.m. – 1p.m., 1p.m. – 3p.m., 3p.m. – 5p.m., 5p.m. – 7p.m., 7p.m. – 9p.m.**

_____ Applicant's Signature	_____ Date
_____ Approved by	_____ Date