

METROPARKS OF BUTLER COUNTY
2051 Timberman Road, Hamilton, Ohio 45013
Administrative Office Monday-Friday, 8:30am-5:00pm
Phone: (513) 867-5835 Fax: (513) 867-5954

SHELTER LICENSE AGREEMENT

DATE OF FACILITY USE: XX-XX-XXXX **TIME OF ARRIVAL:** XXXX
FACILITY: XXXXX (Facility Rented)
NAME: XXXXX **E-MAIL:** XXXXXXX@
ADDRESS: XXXX STREET
CITY, STATE & ZIP: CITY, STATE ZIP
PHONE: XXX-XXX-XXXX **SIZE:** X
ORGANIZATION/GROUP: XXXXXXX (if applicable)
EVENT/PURPOSE OF RESERVATION: XXXXXXX
ADDITIONAL INFORMATION: XXXXXXXXX (if applicable)
FIREWOOD – BUNDLES OF WOOD: XXXXXXXXX (if applicable)

Use of facility by above person or group is governed by rules and regulations of MetroParks of Butler County and all applicable laws of the State of Ohio and the following:

1. Use of the facility is only for the date and time period stated on this license agreement.
2. Person obtaining this License Agreement must be 18 years or older & is responsible for organization's/group's conduct and respect for the facility. Violation of rules and regulations or abuse of the facility will cause this License Agreement to be revoked and no future License Agreements will be issued.
3. Alcoholic beverages are strictly **PROHIBITED**. Smoking is prohibited in any park building.
4. Fires are to be built in provided grills and/or fire pit areas only, or those grills which you may bring in for that purpose. Due to invasive species firewood may **NOT** be brought into the park. All firewood must be purchased through MetroParks and is available for \$7/bundle, a bundle has approximately 9 pieces of wood. Firewood can be purchased up until 2:00pm prior to your reservation date by calling the MetroParks Administrative Office Monday – Friday from 8:30am – 2:00pm at (513) 867-5835.
5. **Please leave the building and grounds in the same condition as when you arrived.** We ask that you clean-up any large messes and deposit all trash in the containers provided. The individual signing the License Agreement agrees to be fully responsible for all damages, expenses, and losses, including theft and property loss caused by any person who attends, participates in, or provides goods and services connected with the use of the facility and all tangible property. Any such costs will be assessed and charged to the Licensee(s). Additional fees incurred due to clean-up or repair of facility beyond normal janitorial service will be charged at the rate of \$150 per hour. Any area not left in proper order and repair will be cleaned and repaired by the park district as necessary and the Licensee(s) agrees to be billed and shall be liable for any and all costs.
6. If applicable, please turn off all interior lights when you leave, and be sure all doors are closed and locked.
7. Clean up and dispose of pet excrement in dumpsters. Pets must be kept on a leash, no longer than 6' in length.
8. MetroParks Division of Police and other law enforcement officers patrol this site regularly. In case of emergency dial 911. For urgent issues that need immediate attention **after office hours**, please call the **Butler County Sheriff's Department non-emergency dispatch at (513) 785-1300, ext. 9.**
9. Cancellation requests must be submitted in writing at least 30 days prior to scheduled date of use. MetroParks will attempt to reschedule use if possible. If not possible, a full refund will be issued within 4-6 weeks. If cancellation occurs less than 30 days prior to scheduled date of use, MetroParks will try to reschedule, but no refund will be issued if a rescheduled date, which is mutually agreeable to both parties (the Licensee(s) and MetroParks) is not found. MetroParks will offer a credit minus a 10% processing fee to the Licensee(s) for use within one year of the cancelled date in the event both parties are unable to agree upon a rescheduled date.

*I have read and understand the terms of this License Agreement and agree to abide by all MetroParks rules and regulations and other applicable laws of the State of Ohio.

*For and in consideration of the permission given to use the above described facility, I, the undersigned, acquit, discharge and covenant to hold harmless MetroParks of Butler County, its officers, employees, servants, and agents of and from any and all actions, causes of action, claims, demands for damages, costs, loss of services, expenses and compensation, on or account of, or in any way growing out of, any and all personal injury or property damage which may result to groups/organization members or individuals as a result of participation in the aforementioned activity at the above described facility.

SIGNATURE: _____ **DATE PERMIT ISSUED:** XX-XX-XXXX
FEE PAID: \$XXXXX **RECEIPT NUMBER:** XXXXX
PARK DISTRICT AGENT: Logged in Employee **DATE PAID:** XX-XX-XXXX