



Application/Receipt # _____ - _____

Application for Rental Permit

Locke Meadow Park Shelter House

85 Commerce Street, Lockbourne, Ohio 43137 • Phone: (614) 491-3161 • Fax: (614) 491-8070
www.lockbourneohio.us

ALL FEES ARE NON-REFUNDABLE • Please type or print all information

APPLICANT NAME _____

Address _____

City, State, Zip _____

Phone _____ Email _____

NAME OF ORGANIZATION (if applicable) _____

Type of Gathering _____

Number of People _____

DATE OF RESERVATION _____

TIME OF RESERVATION _____

SIGNATURE _____

OFFICE USE ONLY

Date received _____

Fee paid _____ Method of payment _____

Date of action on application _____ Approved _____ Denied _____

If application denied, reason for denial _____

Print name: _____

**PLEASE NOTE: The Village of Lockbourne is not responsible for any accident that may occur at the facility or on the grounds before, during, or after any private function.
Please make checks payable to the Village of Lockbourne**



Locke Meadow Park Shelter House Rental Rules

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Jane McJunkin, Village Administrator

Permit Holder and guests are subject to the regulations set forth in the Village Code. Permit Holder and guests are also subject to General Park Rules, in addition to the following conditions:

1. All reservations must be made in person at the Municipal Building.
2. All reservations must be made by a person 21 years of age or older with a valid photo ID. A non-refundable deposit of \$25.00 per event, payable to the Village of Lockbourne is due upon reservation. An additional \$25.00 must be provided as a security deposit, which will be returned to the permit holder the following Monday, during business hours of the municipal building, so long as the park has not been damaged.
3. The permit holder responsible for group's conduct and respect for the facility. It is the permit holder's responsibility to supervise all guests, including children/minors. The permit holder is responsible for the shelter house and parking lot areas. Any excessive clean up or damage will result in the permit holder's loss of their security deposit.
4. Absolutely no alcohol or illegal drugs will be permitted in the shelter house or the surrounding park. Violation of this rule immediately terminates your rental contract.
5. Any violation of park rules and regulations is grounds for permit forfeiture. Any groups who abuse park property will be asked to leave and will forfeit their security deposit. Any abuse of Recreation and Parks staff is also grounds for permit forfeiture. If any group or individual is asked to leave the premises, they must do so promptly and forgo any refund.
6. All activities including clean up must conclude by within one hour after sunset. Please remove all garbage and deposit in the trashcans provided..
7. Village Representative (Maintenance Director, Maintenance Assistant, or Village Administrator) will inspect the park before and after the rental. This includes emptying excessive trash, turning on/off electric, and opening/closing the park gate.
8. Cancellation by the permit holder 48 hours before the rental date will result in a full refund. Any unforeseen park closures will also result in a full refund.

This permit is for the use of the shelter house only. The park will remain open and available for public use. The shelter house is reserved on a first come, first served basis.

SIGNATURE _____

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Locke Meadow Park General Rules

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1. No alcohol or illegal drugs permitted in the park.
2. Patrons shall not possess weapons or firearms in the park. This includes paintball guns, air guns, bb guns, bow and arrow, or devices capable of inflicting bodily harm.
3. No hunting on park property.
4. No fireworks or explosives in the park.
5. Fires are permitted in park supplied grills only. No bonfires or firepits are permitted in the park.
6. All patrons must deposit litter and trash in park supplied receptacles, and remove all personal property from park areas by one hour after sunset.
7. Patrons must vacate park by one hour after sunset.

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