



## Park Shelter Reservation Form

The undersigned requests the use of the Springboro Park Shelter and agrees to abide by all rules of the Springboro Park Board as stated in the Codified Ordinances of the City of Springboro/Park Rules and Regulations, Chapter 646.

Name of Organization (if applicable): \_\_\_\_\_

Contact Person: \_\_\_\_\_

Address: \_\_\_\_\_ City \_\_\_\_\_

Phone: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

\*\*\*\*\*

Date of event: \_\_\_\_\_ Purpose: \_\_\_\_\_

# of people attending \_\_\_\_\_

\_\_\_\_\_ Clearcreek Park - **A**

Community Park –

\_\_\_\_\_ East - **A**  
(Off Royal - Near Tennis Courts)

\_\_\_\_\_ West - **B**  
(Off Market - Near Basketball Courts)

\_\_\_\_\_ West - **C**  
(Off Market - Closest to Playground)

\_\_\_\_\_ North Park - **A**

**(For North Park Shelter Only):** Electric Needed? \_\_\_\_\_ YES \_\_\_\_\_ NO

If YES, for what? (Example – bounce houses, popcorn maker, etc.) \_\_\_\_\_

\_\_\_\_\_

\*\*\*\*\*

Approved By: \_\_\_\_\_ Date: \_\_\_\_\_

\*\*\*\*\*

Park Shelter Uses are permitted only during regular park hours of operation:  
April 1st thru October 31st, 6 am to 10 pm  
unless authorized and approved by the Springboro Park Board and/or City Manager.

For operational assistance between 7 am and 4 pm weekdays, call (937) 748-0020  
and weekends and evenings, call (937) 748-0611  
(Springboro Police Department Non-Emergency Number).

Please respect this public facility so many may enjoy it for years to come.  
Enjoy your event!