**GENERAL RULES:**

1. Reservation must be made, **in person,** at the Recreation Center during regular office hours. **No** phone reservations are accepted. **Resident** must have a current I.D., and be at least twenty-one (21) years of age. Proof of residency must be furnished upon request.

2. Vehicles must be confined to parking areas. No vehicles are allowed on the grounds.

3. Department programs or other village special uses dictate the availability of the shelter.

4. By signing this application, **the applicant** **states that he/she is at least twenty-one (21) years of age and will be present while the shelter is used.** He/she will be held responsible for any damages that may occur while his/her group is using the shelter. In addition, he/she agrees to abide by the rules and regulations set forth by the Recreation Commission.

5. **No rain dates.** This shelter permit is good only on date and times shown.

**6. A refund/credit will be granted for shelter reservation fees if the application/contract date and event date or application/contract date are cancelled within 30 days of each other or within 30 days.** All refunds must accompany pink sheet and register receipt. All refunds are subject to the department’s refund policy.

7. The resident, group/company is responsible for leaving the shelter area clean and orderly. Supplies are furnished.  **A.** Decorations shall not be attached in any way to the ceiling or columns. **B.** Sweep floor and restroom areas. **C.** Wash off tables, if necessary. **D.** Make sure fire in fireplace is extinguished. Place ashes in container adjacent to fireplace. Remove all unused wood. **E.** Empty garbage in trash cans and place new liners in cans.

**F.** Place tables in same position as found. **G.** Empty the grill if used. **H.** Turn off all lights. **I. Note: Shelter MUST be cleaned and cleared by 1:00 a.m.**

8. NO TENTS are allowed without written authorization.

9. NO rides, amusements, concessions, hot or cold air balloons are allowed.

10. NO sound systems or speakers. DJ’s, etc., allowed with written authorization from Director.

**Do not attach decorations or signs, to any Village of Evendale sign(s).**

**Shelter description & usage:** Electricity; 20 picnic tables; restrooms; fireplace; storage area and; large (5') outdoor grill. Shelter house permit must be completed, and deposit secured at the Recreation Center, 10500 Reading Road, during regular office hours. Shelter keys may be picked-up the day of the rental, or the day before the rental date. The keys **must** be returned **no later** than the next business day. The deposit check is mailed to the applicant. Intended use of the shelter house is for recreational activities, family picnics, and other non-profit functions. **Permit must be retained at all times by the applicant and presented to the supervisor or police department upon request.** ***The applicant must be in attendance 100% of the time of the event.*** **The shelter house can be rented as early as one (1) year from the day of an event.**

**Example:** Smith Reunion. . . March 17, 2025. . . Reservation . . . March 17, 2024.

**Capacity:** Accommodates one hundred twenty-five (125) people.

**Fees:** A deposit and rental fees are required. **Make checks payable to: Village of Evendale.** **Only cash, resident or business (company) check or credit card accepted.** The cleaning/damage deposit (separate check, only) will be returned to the applicant after the rental, and the Supervisor submits the inspection report to the recreation office.

**Rules governing alcohol permit (issued in conjunction with open-air shelter only):**

1. The **applicant** must be at least twenty-one (21) years of age. A roster of those attending an event may be requested.

2. In order to have alcohol, the alcohol permit portion of the permit must be completed AND approved.

3. Identification and control must be proved to insure exclusive use by an event member, and that minors are not served. No alcoholic beverages may be served to persons other than permitted by Ohio law.

4. Permit expires at 1:00 a.m. on the day of the function.

**5. Alcohol must be consumed within the open-air shelter area, only.**

**6. By signing this application, the applicant states that he/she is at least twenty-one (21) years of age and will be present, at all times, while the shelter is used.** He/she will be held responsible for any damages that may occur while his/her group is using the shelter. In addition, he/she agrees to abide by the rules and regulations set forth by the Recreation Commission.

**Shelter House Maintenance Checklist (post-party clean up)**

Yes

1. Decorations removed (including tape)? 🞏
2. All tables clean? 🞏
3. Leave 8 round tables set up in eating area (see photo in closet) 🞏
4. Put chairs back on the racks 🞏
5. Restrooms clean? 🞏
6. Sinks cleaned up? 🞏
7. Wipe out refrigerator, cooler, and microwave, if necessary? 🞏
8. Cornhole and volleyball sets put away? 🞏
9. All garbage removed from receptacles, inside and outside? 🞏
10. All recycling removed from receptacles, inside and outside? 🞏
11. Firewood removed from fireplace, and fireplace clean? 🞏
12. All debris picked-up outside? 🞏
13. Remove ashes/charcoal from grill? 🞏
14. Floor clean (use mop and water if needed)? 🞏
15. All clean-up tools placed in proper area? 🞏
16. All doors locked, including the sliding doors? 🞏
17. All lights off? 🞏
18. Ceiling fans off? 🞏
19. Are all the metal trash cans covered? 🞏
20. Any broken glass panels? 🞏

Additional notes:

* Please be considerate and clean up after your event for the next day’s rental. Leave it better than you found it!
* The shelter is only an enclosed picnic area – it is NOT air-conditioned. The thermostat is for heat only. The thermostat should never be turned off. This could result in frozen pipes during the winter which you could be responsible for the repair costs.
* Any problems, please report them to the Recreation Dept. 513-563-2247 (leave a message if necessary). This helps document that the mess from the night before is not held against you. Pictures can also help present any issues to the previous renter.   
  The front desk is open Monday-Thursday 9:00 am-7:30 pm, Friday 9:00 am-6:30 pm, Saturday 8:00 am-1:30 pm, and Sunday Noon-3:30 pm. The Center is closed on holidays.
* DO NOT slide or pull any heavy objects across the floor. It will cause damage and you will lose your deposit.
* Cleats are prohibited. They will cause damage and you will lose your deposit.

**Clean-up tools locked in the closet next to the coat rack:**

🞏 straight broom 🞏 push broom 🞏 bucket 🞏 dustpan

🞏 square shovel 🞏 vacuum 🞏 mop

🞏 Trash bags are located in the cabinet next to the refrigerator  
  
🞏 Small scoop shovel and small broom for the fireplace should be left on the fireplace grate