



## Park and Trail Reservation and Permit Application

To request reservations for shelters or specific use of a park or trail facility please complete the following form, read the rules and regulations and sign at the bottom. Any groups of 25 people or more must have a permit to use Portage Park District properties as a gathering place. Return this form to the Portage Park District, 705 Oakwood St., Suite G-4, Ravenna, OH 44266, or email to [admin@portageparkdistrict.org](mailto:admin@portageparkdistrict.org). Contact us with questions at 330-297-7728

Park or Trail: \_\_\_\_\_ Location/Address: \_\_\_\_\_

Type of Facility requested: \_\_\_\_\_

Reservation Date and Time: \_\_\_\_\_

Description of event: \_\_\_\_\_

Applicant & Responsible Person in Charge: \_\_\_\_\_

Name of Agency or Group: \_\_\_\_\_

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

Phone: \_\_\_\_\_ e-mail: \_\_\_\_\_

Proposed Activities (please use back of paper if necessary): \_\_\_\_\_

Anticipated number of adults and children: \_\_\_\_\_

### All Park District Rules and Regulations are in effect. The following are emphasized:

ALCOHOLIC BEVERAGES ARE PROHIBITED UNLESS PERMIT IS GRANTED BY EXECUTIVE DIRECTOR, DOGS ON LEASH AT ALL TIMES  
RESPONSIBLE PERSON IN CHARGE- The person to whom the permit is issued will be held responsible for damages to park property resulting from use during the reservation period.

YOUTH GROUPS- All youth groups must be accompanied by responsible adults.

DECORATIONS- All traces of decorations and fasteners must be removed before responsible person(s) leave park property. Confetti and rice throwing is not allowed, however, bird seed is acceptable.

CLEAN-UP- The Park District emphasizes the ethic of "Leave No Trace". The facility should be left in the same condition in which it was found. Trash must be disposed of properly. Picnic tables and benches should be returned to their original locations.

RACES, EVENTS WITH SPECIAL REGISTRATION AND COMMERCIAL EVENTS-Portage Park District must be named as an "Additional Insured" party on applicant's insurance policy for all events that involve special registration, fees, and/or collection of money for fundraising. Spray paints are prohibited on trails and park property-please use cones or small flags to demarcate event areas or race routes.

*I am at least 18 years old and understand and agree to abide by the rules and regulations. I take full responsibility for the actions of any attendees, volunteers and staff of the event for which this reservation is made along with any damages to park facilities or resources.*

Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Park District Staff Approval Signature: \_\_\_\_\_