



# **SHELTER & FACILITIES RESERVATION REQUEST**

Aurora Parks and Recreation Department  
129 W. Pioneer Trail, Aurora, OH 44202  
(330) 562-4333 phone (330) 995-9154 fax

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## **CONTACT INFORMATION**

Name/Organization: \_\_\_\_\_

Contact Person/Title: \_\_\_\_\_

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Phone #: Home (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ Work/Cell: (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

E-mail address: \_\_\_\_\_ City of Aurora Resident:  Yes  No

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## **RESERVATION INFORMATION**

Event Purpose: \_\_\_\_\_

Facility: (check one)  Bicentennial Park Gazebo  Sunny Lake Park Boathouse Pavilion  
 Breezy Point Gazebo  Sunny Lake Park North Pavilion (Page Rd.)  
 Ballfield without lights – field # if known: \_\_\_\_\_  
 Ballfield with lights – field # if known: \_\_\_\_\_

1<sup>st</sup> Preference: Day: \_\_\_\_\_ Date: \_\_\_\_\_ Times: \_\_\_\_\_

2<sup>nd</sup> Preference: Day: \_\_\_\_\_ Date: \_\_\_\_\_ Times: \_\_\_\_\_

Special needs/services requested: \_\_\_\_\_

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## **FEE INFORMATION**

**FACILITY CHARGES:** Estimated Attendance: \_\_\_\_\_ **RENTAL DEPOSIT:** \$ \_\_\_\_\_

**RENTAL FEE:** \$ \_\_\_\_\_

**TOTAL:** \$ \_\_\_\_\_

**Deposit is required to secure reservation**  
**Rental fee is due 6 months prior to reservation date**  
**Refer to Policies and Procedures for more information**

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**RETURN COMPLETED FORM AND PAYMENT TO THE AURORA PARKS AND RECREATION DEPT.**

## **PAYMENT INFORMATION:**

Form of Payment:  Cash  Check (Payable to City of Aurora) # \_\_\_\_\_

Visa / MC Credit Card # \_\_\_\_\_

Expiration Date: \_\_\_\_\_ / \_\_\_\_\_

OFFICE USE ONLY:

Payment Dates:      Rental Deposit Received: \_\_\_\_\_

Rental Fee Due: \_\_\_\_\_

Rental Fee Received: \_\_\_\_\_

Contract Issued: \_\_\_\_\_

Deposit Processed for Return: \_\_\_\_\_