



# **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: \_\_\_\_\_ Date of Birth: \_\_\_\_/\_\_\_\_/\_\_\_\_  
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.)  
 Kiwanis-Moore Park Pavilion  
 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: \_\_\_\_\_ / \_\_\_\_\_