



Please return completed form with reservation fee to:
City of Monroe Public Works Department
233 S. Main Street
Monroe, Ohio 45050
(513) 727-8953
Fax (513) 422-7146

Reservation of Park Facilities

_____ Front Shelter (First Shelter on Left) Date: _____
_____ Rear Shelter (Last Shelter on Left)

(Please Print)
Date Requested: _____ Time Requested: _____

Person Responsible: _____

Address: _____ City: _____ Zip: _____

Phone: (____) _____ - _____ Alternate Number: (____) _____ - _____

Email: _____

Activities Planned: _____

Organization: _____ Number of People: _____

Signature of Person Responsible

DEPOSIT: Deposit may be refundable after use by the applicant, provided that the facility is returned in good condition and no damages occur. If damages are present the deposit may be forfeited and utilized by the City to return the facility to pre-meeting condition.

_____ \$ 10.00 Reservation Fee
_____ \$ 40.00 Deposit

OFFICE USE ONLY

_____ FEES PAID _____ FEES WAIVED _____ RECEIPT NUMBER

CASH CHECK # _____ CHARGE

RECEIVED BY: _____ DATE: _____

LOGGED WEBSITE POSTED