

Village /UP Community Office
Office of Residence Services
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Reservation Form for the Village Community Picnic Shelter

Name of person reserving shelter:
Day time contact phone number:
Night time contact phone number:
Primary address:
Organizational affiliation:
Event title:
Event description:
Number in Attendance:

Reservation Date(s):	Time(s):
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The Village/UP Community Office hereby sets forth a policy to reserve the picnic shelter area to the Village Community, upon mutual agreement, the resident or guest is permitted to use the area during the specified or reserved time(s). The resident or guest will agree to maintain the shelter area in an orderly and clean appearance during and after the reserved time(s). Some basic expectations of the guest or resident are the following:

- No open fires outside of the charcoal grills.
- No cutting of trees or limbs in the pine forest.
- All decorations must be removed before vacating.
- All picnic tables must be placed back under the shelter when done.
- No alcoholic beverages will be consumed on the premises.
- No scraping of old coals out of the grill onto the ground.
- No trash will be left on the ground or under picnic tables.
- Village bathrooms will be kept clean.
- Village quiet hour rules will be followed while on the premises (if this applies).

<u>Day of the Week</u>	<u>Quiet Hours</u>
Sunday – Thursday	10:00 PM – 8:00 AM
Friday – Saturday	10:00 PM – 10:00 AM

I hereby agree to the terms stated herein and according to the policy set forth. I understand that I may be billed if the picnic area or bathrooms are not left in the manner in which they are found. If the resident or guest(s) violate the agreement he or she will be notified in writing of billing charges and will not be permitted to use the picnic area for the period of one quarter. The suspension period will begin on the day that the billing statement is dated and end one quarter after that date.

This agreement will only be valid with the signatures of the Village Community Director and the resident or guest responsible for the area on the date(s) agreed upon. A confirmation phone call will be made when your reservation note has been received.

Resident/Guest Signature

Community Director Signature

Date