



**Anderson Township Park District (ATPD)  
Shelter Rental Policies  
Approved 12-13-16**

**General Shelter Reservation Information**

1. Persons reserving a shelter/fire ring must be at least 18 years or older.
2. Person making reservation assumes responsibility for their group and condition of the shelter area after their group has left the premises. To qualify for Resident Rates, the person or organization making and paying for the reservation must reside in Anderson Township.
3. Payments accepted: Visa, Master Card, Cash or Check. A \$30 fee will be charged for all returned checks.
4. The shelter area is reserved for the exclusive use of the reserving group. The shelter may not be opened to the public. No collection of money by the renter is permitted on park property.
5. Available hours for reservations:
  - Shelter rental rates apply to the time period of your reservation during the following hours:
    - Monday – Sunday: 9:00 a.m. until dusk (Beech Acres rentals may not begin until Noon on Sundays.)
    - Monday – Friday shelter rentals are ½ price except on holidays. (Friday reservations must be concluded by 2:00 p.m. to be eligible for the ½ price rate)
  - Reservations are entitled to one-hour time period (included in their reservation fee) on the ball diamond if time is available. Any additional time beyond one hour will be charged at the regular rate. Please call the park office after May 1<sup>st</sup> to check availability and to make a reservation.
6. **Fire Rings:** Currently, the fire ring at Johnson Hills Park is available for reservation by Anderson residents and resident scout troops only. The fire ring at Veterans Park Shelter #2 can be reserved by residents or non-residents. Fire permits are required for the fire rings at Johnson Hills Park and Veterans Park Shelter #2, per Anderson Township Fire Code. A fire permit is not required for the Julifs Park fireplace (Shelter #1). Allow 10 business days for a fire permit to be issued. Completion of Fire Ring Request form is required. Additionally, proof of Liability Insurance is required for Scout Troops. The Fire Ring Request form is available at <http://www.andersonparks.com/uploads/CampingFirePermitRequestForm.pdf> or by calling our office during regular business hours at 513.474.0003.
7. **Glass is prohibited.**
8. **Grills:** ATPD facilities offer grills in some of its shelters. Patrons may bring their own grill exercising appropriate caution considering the following:
  - No grills permitted for safety reasons at Beech Acres Shelter #2 “Belle of the Beech”.
  - Charcoal grills must be placed on the grass and coals extinguished/disposed of safely in a trash receptacle.
  - Tabletop gas grills may be placed on picnic tables.
  - Other gas grills may be used with caution where permitted.



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**9. Playground Spray Areas:**

- Typically, the spray areas are open Memorial Day through Labor Day weekends. Exceptions may be made to accommodate weather conditions, maintenance, and park events. Status updates are posted throughout the season at <http://www.andersonparks.com/park-amenities/playgrounds>.
- Hours of operation are 10:00 am – 8:00 pm

**10. Inflatables (Bounce Units) are Prohibited**

**Payments, Refunds & Rescheduling**

1. 100% of all fees and charges are due two weeks after scheduling your reservation along with your signed Facility Rental Disclaimer, which will be provided with your reservation confirmation and invoice. If payment is not received by the invoice due date, your reservation will be canceled. If a reservation is made less than two weeks from the booking date, payment is due at time of booking along with your signed Facility Rental Disclaimer.
2. Reservation fees are refundable if reserving group gives written notice at least 30 days prior to the reservation date. Reservations will not be canceled until written notice is received from the reserving party. If a cancellation is made less than 30 days prior to the reservation date Anderson Township Park District will retain the entire fee.
3. If severe inclement weather on the day of the reservation caused the shelter area to become unsafe or unusable, the customer may request a refund. The refund request must be in writing within one week after the reservation date and all refunds are subject to a \$25 processing fee. Park staff will determine if weather has caused the reservation area to be unusable for that time period. All attempts will be made to reschedule, or a refund of the fee, less the \$25 processing fee, will be issued within two (2) weeks.
  - Inclement weather includes severe rain, lightning and storms, but does not include temperature being too hot or too cold, nor does it include light rain showers or the appearance/forecast of rain showers. Weather conditions will be verified.

**Alcohol Permit – No Glass**

Beer, liquor and wine are permitted by reserving groups at no additional charge but must be kept under the shelter or specific permitted area with a permit. You may request an Alcohol Permit when making your shelter reservation. All guests must comply with applicable liquor laws. Alcohol is not permitted to be sold.

**Photos**

The ATPD reserves the right to publish photos taken on Anderson Township Park District property.



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**Music and Sound**

Noise or amplified sound must not disturb or interfere with any other activity outside the reserved shelter. Live music, disc jockeys (D.J.) and karaoke music are prohibited without written permission from the Executive Director. Please use appropriate music for all age levels.

**Decorations, Catering and Deliveries**

Only tape may be used to secure decorations to shelters and tables. All tape must be removed at the end of your event. **Confetti, silly string, and water balloons are not permitted.** Catering of your choice is permitted at all shelters.

Deliveries must be accepted by the reserving party during your reservation time. All equipment, containers, etc. must be removed from the premises at the end of your reservation. Vehicles must remain in the parking lot at all times. Removal of trail posts and/or fencing, and driving on the trail is prohibited.

**Food Trucks**

Food trucks are permitted with preapproval for reservations at Juilfs Park Shelter #2, Kellogg Park and Veterans Park Shelter #1. Food trucks must remain in the parking lots only. No selling of product is permitted. Food trucks are not permitted at other shelters due to safety concerns.

**Special Events**

Completion of our Special Event form is required for events needing more than a basic shelter reservation. Special Event forms are available at <http://www.andersonparks.com/uploads/SpecialEventRequestForm.pdf> or by calling our office during regular business hours at 513.474.0003.

**Clean Up**

Please help keep your parks clean. Remember to clean up after your event. A clean-up fee of \$40 per hour will be assessed for trash (including decorations, food including rinds, shells, etc.) that has not been placed in the trash receptacles. To avoid the clean-up fee, you must leave the shelter as clean as it was when you arrived. This includes the ceiling, the picnic tables, and the floor. A clean up fee of \$40 per hour will also be assessed to clean any markings or repair any damage to the shelter area.

**Contact Information**

Our office hours are Monday through Friday, 8:30 a.m. – 5:00 p.m. except for some holidays.

Anderson Township Park District (Juilfs Park)

8249 Clough Pike

Cincinnati, Ohio 45244

Phone: 513.474.0003

Fax: 513.388.2494

Email: [ATPDOffice@AndersonParks.com](mailto:ATPDOffice@AndersonParks.com)



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**Emergency Assistance**

If an emergency should arise please call **911**.

**Day of your reservation**

For attention needed at your shelter the day of your rental: **On-Call Staff 513.266.3487**.

If there is a conflict with another party at your reservation, please call **Hamilton County Dispatch Center at 513.825.2280**.

Renter agrees to follow the Anderson Township Park District **Rules and Regulations** and **Shelter Rental Policies**.