

Berlin Community Park

Park Facilities Reservation Form

Thank you for your interest in using Berlin Community Park for your upcoming event. Use this form to reserve the Park facilities (Pavilion, Gazebo, Basketball Court, and Tennis Court). A valid reservation will secure your ability to use the reserved facilities during the days and times you specify in your reservation. However, please note that the Park will remain open to the public during regular hours of dawn to dusk (restroom facilities open from 9:00 a.m. to dusk), April 15 through October 15.

You must return this completed form and receive a confirmation for your reservation to be valid.

All reservations are first come, first serve, in the order received at the address listed below. You may call Becky Hoffman at (419) 921-9045 to check the availability on your date prior to returning this form.

Part One: Contact and Reservation Information

Name: _____

Address: _____

Telephone: _____

Date of Event: _____

Time of Reservation: _____

Facilities You Wish to Reserve:

Pavilion* Gazebo Basketball Court Tennis Court

*Pavilion includes the yard area between the parking area and Pavilion.

Part Two: Park Rules

The following rules apply to the Park at all times:

1. Moving of Furniture. If you move or rearrange the park furniture, you must return these items to their proper place at the conclusion of your event.
2. Trash. You are responsible for collecting and depositing the trash from your event in the dumpster at the park entrance. You may wish to bring your own trash bags. DO NOT place trash from your event in the restrooms.
3. Clean Up. The facilities that you use should be clean at the conclusion of your event. All decorations, tape, and the like must be removed at the conclusion of your event.
4. Hanging of Items. No staples or nails may be used to secure any decorations or other items.

Additional Rules and Regulations can be found in Village of Berlin Heights Ordinance 2009-7.

Basketball Court Rules:

1. Only soft sole shoes are permitted on the court.
2. Bicycles, skates, skateboards, roller blades and other items with wheels are prohibited on the court.
3. Beverage containers are prohibited on the court.
4. Hanging, climbing, and similar acts are prohibited on the fence, the gates, and the hoops.

Tennis Court Rules:

1. Playing time is limited to one hour per team when people are waiting to use the court.
2. Only soft sole shoes are permitted on the court.
3. Bicycles, skates, skateboards, roller blades and other items with wheels are prohibited on the court.
4. Beverage containers are prohibited on the court.
5. Hanging, climbing, and similar acts are prohibited on the fence, the gates, and tennis net.

Part Three: Signature

By signing and submitting this reservation form, I/we affirm that I/we have read and understand the rules of the Park and the rules for using the Basketball and Tennis Courts. I/we understand that I/we are the person responsible for making sure these rules are known to the other members of our party during our use of the Park.

Signature Line

Signature Line

Return this Completed Form to:

Becky Hoffman
Berlin Community Park Board
17 Memorial Drive
Berlin Heights, Ohio 44814

If your date is available, you will receive a reservation confirmation when this form is received.