



2021 Facility Reservation Form

Office Use Only
Received Date \_\_\_\_\_ Cash \_\_\_\_\_
Approved By \_\_\_\_\_ Credit Card \_\_\_\_\_
Total Paid \_\_\_\_\_ Check # \_\_\_\_\_
Receipt Number \_\_\_\_\_

Name \_\_\_\_\_
Organization \_\_\_\_\_
Address \_\_\_\_\_
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_
Phone (Home) \_\_\_\_\_ (Cell) \_\_\_\_\_ (Work) \_\_\_\_\_
Email (Required) \_\_\_\_\_

Reservation Information

Facilities (check all that apply) Event Description
Sports Fields Sports Courts Park Shelters Other Locations
Diley Road Softball Field 1 Victory Park Basketball Court 1 Victory Park - Terry O'Brien Shelter Simsbury Disc Golf Course
Diley Road Softball Field 2 Victory Park Basketball Court 2 Sycamore - Pickering Shelter Sycamore - Randy Hughes Skate Park
Sycamore Creek Softball Field 1 Sycamore - Basketball Court Sycamore - Moorhead Shelter Sycamore - Covered Bridge
Sycamore Creek Softball Field 2 Sycamore - Hilltop Shelter Sycamore - Disc Golf Course Shelter Sycamore - Amphitheater
Sycamore Creek Soccer Field 1 Sycamore - Tennis Courts 1-3\* Simsbury Disc Golf Course Shelter Sycamore - Gazebo
Sycamore Creek Soccer Field 2 \*4 Pickleball Courts lined on Court 3 Willow Pond Park Shelter Olde Pickerington Village Gazebo
Sycamore Creek Soccer Field 3 (Pickleball nets are not provided) Diley Road Softball Shelter 1
Anchored Base Set -\$25 (key issued) Diley Road Softball Shelter 2

Reservation Dates and Fees \$60 Fee (per time slot, per facility) \$30 - City Resident Discount Fee / Non-Profit Organizations
Starting Date: \_\_\_\_\_ Day(s) of Week \_\_\_\_\_ Time Slot(s) \_\_\_\_\_ Notes (please attached separate document if additional clarification needed)
Ending Date: \_\_\_\_\_ Sunday 9:00am - 1:00pm
Monday 1:00pm - 5:00pm
Total Date(s)\*: \_\_\_\_\_ Tuesday 5:00pm - 9:00pm
Wednesday
Thursday
Friday
Saturday
Fee: Total Time Slots \_\_\_\_\_ x Fee Amount \_\_\_\_\_ = Total Fee \_\_\_\_\_

Facility Reservation Information

- 1. Facilities may be reserved throughout the year from April 1 - October 31. Reservations will be accepted after March 1 of each year.
2. Any person or organization holding an approved application shall receive a refund only if the Parks and Recreation Department is given proper notice to cancel or reschedule a reservation prior to two (2) weeks from the scheduled date of use.
3. In the event of a thunderstorm, severe weather or unforeseen circumstances, as determined by the Parks and Recreation Department, reservations will be rescheduled if possible or refunded.
4. The group or organization using the facilities shall assure that:
a. All park rules are followed.
b. Damages made to the facilities or equipment during their time of use shall be their financial responsibility.
c. Facilities shall be left clean and neat.

Registration is complete with full payment. Accepted methods of payment include: Cash, Checks made payable to City of Pickerington, VISA and MasterCard.

City of Pickerington charges a \$35 returned check fee

Waiver for Applicant

In consideration of permission granted to me or my child to engage in recreational activities and reservations, I, the undersigned, on behalf of myself, my heirs, executors, administrators and assigns, do hereby release and discharge the City of Pickerington, its employees, public officials, agents, officers, assigns and volunteers for any and all injuries suffered by myself and my child, claims, demands, actions, judgments and executions, which might occur on City of Pickerington premises and/or during City of Pickerington sponsored activities.

Signature \_\_\_\_\_ Date \_\_\_\_\_

Payment Method: \_\_\_\_\_ Cash \_\_\_\_\_ Check Number \_\_\_\_\_ Credit Card - Please bill my (circle one): MC or VISA

Name of Cardholder \_\_\_\_\_ Account Number \_\_\_\_\_ Expiration Date \_\_\_\_\_ CVC Code \_\_\_\_\_

Cardholder Signature \_\_\_\_\_ Date \_\_\_\_\_

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Parks	Amphitheater	Arboretum	Basketball Court	Bike Trail	Community Garden	Covered Bridge	Drinking Fountain	Gaga Ball Pit	Gazebo	Green space	Grills/Fireplace	Ice Rink (Seasonal)	Parking	Pickleball Court	Picnic Tables	Playground	Pond	Putting Green	Restrooms	Shelter	Skate Park	Sled Hill (Seasonal)	Soccer Field	Softball Field	Swings	Tennis Court	Vending Machines	
Colony Park										•						•									•			
Diley Road Softball Fields				•			•						•	•	•				•	•				2				
Olde Pickerington Village							•								•													
Preston Trails Park				•						•																		
Shawnee Crossing Park					•																							
Simsbury Disc Golf Course							•				•		•	•					•	•							•	
Simsbury Park														•	•											•		
Sycamore Creek Park	•	•	•	•		•	•	•	•		•		•	•	•	•	•	•	•	•	•	•	•	3	2	•	•	•
Victory Park			•	•			•					•	•	•	•	•				•	•				•		•	
Willow Pond Park				•			•				•			•	•	•	•			•	•				•		•	

Facilities	Electricity	Fields/Courts	Fireplace	Grills	Picnic Tables	Seating (approx.)	Restrooms
Diley Road Softball Fields		2					
Diley Road Softball Fields Shelter 1	•				•	30	•
Diley Road Softball Fields Shelter 2	•				•	30	•
Olde Pickerington Village Gazebo	•				•	20	
Simsbury Disc Golf Course (18 Holes)		1					
Simsbury Disc Golf Course Shelter	•			1	•	50	•
Sycamore Creek Park Amphitheater	•						
Sycamore Creek Park Basketball							
Sycamore Creek Park Covered Bridge	•						
Sycamore Creek Park Gazebo				1	•	8	
Sycamore Creek Park Hilltop Shelter	•			1	•	50	•
Sycamore Creek Park Moorhead Shelter				1	•	50	
Sycamore Creek Park Pickering Shelter	•			1	•	80	•
Sycamore Creek Park Pickleball Courts*		4					
Sycamore Creek Park Randy Hughes Skate Park		1					
Sycamore Creek Park Soccer Fields		3					
Sycamore Creek Park Softball Fields		2					
Sycamore Creek Park Taylor Tennis Courts		3					
Victory Park Basketball Courts		2					
Victory Park Terry O'Brien Shelter	•		1	2	•	95	•
Willow Pond Park Shelter	•			1	•	50	•

\*Sycamore Creek Park Pickleball Courts located on Tennis Court 3 (nets are not provided)




### Park Rules

1. Parks open from dawn to dusk
  2. Damaging or removing park property, natural features and wildlife is prohibited
  3. No littering or dumping
  4. Loud or disruptive behavior is prohibited
  5. Advertising or commercial enterprise requires permission of the City Manager
  6. No camping without a written permit from the City Manager
  7. No fires except in designated areas
  8. Hunting and trapping is prohibited
  9. Pets must be on a leash no longer than 6 feet at all times and owners must pick up after their pets
  10. No swimming, wading, or boating
  11. Catch and release fishing only
  12. No motorized vehicles except in designated areas.
  13. Alcoholic beverages are prohibited.
- Violation of any park rule may lead to ejection from the park or prosecution under the laws of the City of Pickerington.

### Park Watch

Please be alert to safety hazards, vandalism and other crimes in our parks. Report crimes to the Pickerington Police Department at 614-575-6911.

### Registration Information:

-  **Online**  
Reserve park space online at <https://cityofpickerington.activityreg.com>
-  **In Person**  
Register in person from 8:00am-5:00pm, Monday - Friday in City Hall, 100 Lockville Road
-  **By Mail**  
Send completed registration form and payment to:  
City of Pickerington, 100 Lockville Road, Pickerington, OH 43147.
-  **Drop-Box**  
Located outside City Hall, 100 Lockville Road
-  **By Email**  
Email the completed Facility Reservation Form with your VISA or MasterCard information to [recreation@pickerington.net](mailto:recreation@pickerington.net)

Registration is complete with full payment. Accepted methods of payment include: Cash, Checks made payable to **City of Pickerington**, VISA and MasterCard.

**City of Pickerington charges a \$35 returned check fee.**

### City Resident Discount Fee

You must live within the City limits of Pickerington, or be the spouse or child (26 years and under) of a resident to receive the City resident discount fee. Even though you have a

Pickerington mailing address, or live within the Pickerington Local School District, you may not live within the City limits.

### Cancellation of Activities

The Parks and Recreation Department reserves the right to cancel activities due to low enrollment. Decisions to offer activities are based upon pre-registration numbers and made 48-72 hours in advance of the start date. Register early to help avoid a cancelled or closed out activity. If an activity is cancelled or closed, you will receive a full refund in the form of a check; no cash or credit card refunds. Refunds take about 3 weeks.

### Refund Before the Activity Begins

Refunds will be made only before the start of the activity, pool season or facility reservation for one of the following circumstances and a \$15 processing fee will apply:

- When the activity or pool season pass refund is requested at least seven (7) days in advance (except where otherwise noted) of the first activity meeting, provided it does not reduce the participation level below the required minimum.
- When the facility reservation refund is requested prior to two (2) weeks from the scheduled date of use.
- When a refund request is completed and approved by the Parks and Recreation Department.
- No refund will be given for activities under \$15.
- No refund will be given for materials purchased.

**No refunds will be given after the start of the activity**