



Parks and Recreation • 100 Lockville Road, Pickerington, OH 43147 • ph: 614-833-2211 • fax: 614-833-2201 • www.pickerington.net

2025 Facility Reservation Form

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

Office Use Only

Received Date _____	Cash _____
Approved By _____	Credit Card _____
Total Paid _____	Check # _____
Receipt Number _____	

Reservation Information

Facilities (check all that apply)	Event Description		
Sports Fields	Sports Courts	Park Shelters	Other Locations
<input type="checkbox"/> Diley Road Softball Field 1	<input type="checkbox"/> Victory Park Basketball Court 1	<input type="checkbox"/> Victory Park – Terry O'Brien Shelter	<input type="checkbox"/> Simsbury Disc Golf Course
<input type="checkbox"/> Diley Road Softball Field 2	<input type="checkbox"/> Victory Park Basketball Court 2	<input type="checkbox"/> Sycamore – Pickering Shelter	<input type="checkbox"/> Sycamore – Randy Hughes Skate Park
<input type="checkbox"/> Sycamore – Softball Field 1	<input type="checkbox"/> Sycamore – Basketball Court	<input type="checkbox"/> Sycamore – Moorhead Shelter**	<input type="checkbox"/> Sycamore – Covered Bridge**
<input type="checkbox"/> Sycamore – Softball Field 2	<input type="checkbox"/> Sycamore – Pickleball Court 1	<input type="checkbox"/> Sycamore – Hilltop Shelter	<input type="checkbox"/> Sycamore – Amphitheater
<input type="checkbox"/> Sycamore – Soccer Field 1	<input type="checkbox"/> Sycamore – Pickleball Court 2	<input type="checkbox"/> Simsbury Disc Golf Course Shelter	<input type="checkbox"/> Sycamore – Gazebo
<input type="checkbox"/> Sycamore – Soccer Field 2	<input type="checkbox"/> Sycamore – Tennis Court 1	<input type="checkbox"/> Willow Pond Park Shelter	<input type="checkbox"/> Olde Pickerington Village Gazebo
<input type="checkbox"/> Sycamore – Soccer Field 3	<input type="checkbox"/> Sycamore – Tennis Court 2	<input type="checkbox"/> Diley Road Softball Shelter 1	
<input type="checkbox"/> Anchored Base Set - \$25 (key issued)		<input type="checkbox"/> Diley Road Softball Shelter 2	**Unavailable due to park construction.

Reservation Dates and Fees	\$80 Fee (per time slot, per facility)	\$40 - 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: _____	<input type="checkbox"/> Sunday	<input type="checkbox"/> 9:00am – 1:00pm	
Total Date(s)*: _____	<input type="checkbox"/> Monday	<input type="checkbox"/> 1:00pm – 5:00pm	
	<input type="checkbox"/> Tuesday	<input type="checkbox"/> 5:00pm – 9:00pm	
	<input type="checkbox"/> Wednesday		
	<input type="checkbox"/> Thursday		
	<input type="checkbox"/> Friday		
	<input type="checkbox"/> Saturday		
Fee:		Total Time Slots _____ x Fee Amount _____ = Total Fee _____	

Facility Reservation Information

- Facilities may be reserved throughout the year from April 1 - October 31. Reservations will be accepted after **March 1** of each year. Restroom facilities are not available from November 1 - April 30. Reservations must be made at least 72 hours in advance. Additional information including online reservations available at www.pickerington.net.
- 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. There is a \$15 processing fee to cancel a reservation.
- 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. Reservations will not be rescheduled or refunded due to slight rain or cooler temperatures. Requests to reschedule must be communicated within 5 business days of the reservation date.
- The group or organization using the facilities shall assure that:
 - All park rules are followed.
 - Damages made to the facilities or equipment during their time of use shall be their financial responsibility.
 - 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. I recognize and voluntarily accept all of the potential risks and hazards associated with participating in said activities, no matter how remote and unlikely. Further, I recognize the inherent danger involved in such activities and take full responsibility for my actions and physical condition. I hereby consent to receive medical treatment and hereby consent on behalf of my child to receive medical treatment, which may be deemed advisable in the event of injury, accident and/or illness during the event. I do hereby grant and give these groups the right to use my or my child's photograph or image with or without my or my child's name, both single and in conjunction with any persons or objects for any and all purposes including, but not limited to, private or public presentations, advertising, publicity and promotion relating thereto without compensation. I warrant that I have the right to authorize the foregoing uses and do hereby agree to hold the City of Pickerington harmless of and from any and all liability of whatever nature, which may arise out of result of such uses. The City of Pickerington reserves the right to cancel this agreement or make a decision on any situation not covered herein. I hereby acknowledge that he/she has read and agrees to comply with the terms and conditions of this agreement. For the consideration stated above, I hereby agree, on behalf of myself, my heirs, executors, administrators and assigns, to indemnify any, all or any combination of the aforesaid, jointly and severally and to hold harmless from and against any and all actions, claims, demands, liabilities, loss damage or expense of whatever kind of nature, including attorney's fees, which may at any time be incurred by reason of my preparation and/or participation in recreational activities and reservations.

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	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				•			•					•		•				•	•				•	•		
Olde Pickerington Village							•		•					•												
Preston Trails Park				•						•																
Shawnee Crossing Park					•																					
Simsbury Disc Golf Course							•				•	•		•				•	•							•
Simsbury Park														•	•									•		
Sycamore Creek Park	•	•	•	•		•	•	•	•		•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•
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		1					
Sycamore Creek Park Covered Bridge							
Sycamore Creek Park Gazebo					•	8	
Sycamore Creek Park Hilltop Shelter	•			1	•	50	•
Sycamore Creek Park Moorhead Shelter				1	•	50	
Sycamore Creek Park Pickering Shelter	•			2	•	80	•
Sycamore Creek Park Pickleball Courts		2					
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		2					
Victory Park Basketball Courts		2					
Victory Park Terry O'Brien Shelter	•		•	2	•	95	•
Willow Pond Park Shelter	•			1	•	50	•

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

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. Refunds will be distributed by check or credit card.

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.