



**CITY OF URBANA, OHIO**  
 205 South Main Street, Urbana, Ohio 43078  
 P: (937) 652-5123 F: (937) 652-4306  
[www.urbanaohio.com](http://www.urbanaohio.com)

**PARKS AND RECREATION  
 INDOOR/OUTDOOR SHELTER RESERVATION**

Form reviewed/updated January 1, 2026

**All reservations are processed on a first come, first served basis. Confirmation of space is delivered upon receipt of signed form and payment.**

NAME OF GROUP/EVENT: \_\_\_\_\_

NAME OF RESPONSIBLE PARTY: \_\_\_\_\_  
 (Person listed shall be in attendance during the entire event.)

Address: \_\_\_\_\_

Telephone: (\_\_\_\_) \_\_\_\_\_ Email: \_\_\_\_\_

Reservation Date: \_\_\_\_\_ Time: \_\_\_\_\_ to \_\_\_\_\_

**OUTDOOR SHELTER HOUSES ARE AVAILABLE, FREE OF CHARGE,  
 HOWEVER, "THE STAGE" CAN BE HELD AS "RESERVED" WITH COMPLETION OF FORM  
 AND RECEIPT OF A \$50 PROCESSING FEE.**

REQUESTED SPACE	MAXIMUM OCCUPANCY	FEE
MELVIN MILLER PARK OFFICE ("The Deck")	60 Seated Guests	\$175 FEE
YOUTH SPORTS BLDG	60 Seated Guests	\$175 FEE
THE STAGE	UP TO 8 PICNIC TABLES	\$50 FEE

**CANCELLATIONS/REFUNDS:**

All reservation payments are **non-refundable** (emergency situations are handled on a case-by-case basis); if it is necessary for you to cancel your reservation, you must notify the Park Office ([Parks@ci.urbana.oh.us](mailto:Parks@ci.urbana.oh.us)) in writing, and the City will then make every effort to reserve an alternate date for your event. Please make all checks payable to: City of Urbana, 205 South Main Street, Urbana Ohio 43078 (Parks Department)

I, \_\_\_\_\_, do hereby accept the responsibility for the conduct of the people in attendance at the facility selected above during the specified date and time, and in so doing I agree that: I have read the City of Urbana Park Rules and Regulations; all event attendees shall abide by these rules; I assume all costs or repair/replacement of City owned property that may be damaged during the event; I understand the City of Urbana and its employees are not responsible for the loss of personal property or risk/injury pursuant to ORC 1533.181; the City is not responsible for the personal injury, death, property damage or any other loss sustained by my group or other person attending my event. I acknowledge that I may inspect the facility immediately prior to my use and advise the City of any hazards or other concerns that I identify.

\_\_\_\_\_  
 Signature of party responsible for event

\_\_\_\_\_  
 Date

The City of Urbana reserves the right to cancel any reservation. In the event that the City cancels a reservation, we will attempt to give you forty-eight (48) hours' notice by phone and/or email.

\_\_\_\_\_  
 Signature of City Operations Coordinator

\_\_\_\_\_  
 Date Approved

**THIS COMPLETED FORM MUST ACCOMPANY YOU ON THE DAY OF YOUR EVENT.  
 EMERGENCY CONTACT: [RYAN.LANTZ@CI.URBANA.OH.US](mailto:RYAN.LANTZ@CI.URBANA.OH.US) (TXT)  
 OR PHONE: 937-408-0854**