



Justin Harsha, Mayor - Shawn Adkins, Safety & Service Director – Dawson Barreras, City Auditor

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130 NORTH HIGH STREET · HILLSBORO, OHIO 45133-1152

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**CITY OF HILLSBORO**

**Facility Use Agreement – Park Shelter & Amphitheater Reservation Form**

**Date of Request:** \_\_\_\_\_

**Name:** \_\_\_\_\_

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

**Phone:** \_\_\_\_\_

**Email:** \_\_\_\_\_

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**Facility Requested (please check one):**

- Liberty Park Shelter       Liberty Amphitheater       Harmony Lake Shelter #1  
 Harmony Lake Shelter #2

**Organization/Group Name (if applicable):** \_\_\_\_\_

**Date of Use:** \_\_\_\_\_

**Estimated Attendance:** \_\_\_\_\_ (Maximum capacity: 75)

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**Terms of Use**

By signing below, I agree to abide by the following conditions:

- All trash will be collected and properly disposed of.
  - Restrooms and public facilities will be left clean and in good condition.
  - Park equipment will be used only for its intended purpose.
  - Picnic tables and benches must remain in place and may not be moved or unbolted.
  - The building behind the amphitheater stage is off-limits.
  - All lights and electrical breakers must be turned off before departure.
  - Alcohol and inflatable structures are strictly prohibited.
  - The City of Hillsboro is not responsible for any injuries, accidents, or property damage that may occur during the event.
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Mayor’s Office P (937) 393-5219 · Auditor’s Office P (937)393-5791

[www.hillsboroohio.net](http://www.hillsboroohio.net)

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**Reservation & Payment**

A **\$50 non-refundable reservation fee** is required to secure your selected facility. This fee supports the continued maintenance and operation of park amenities. Payment may be made by **cash, check, or credit card**. Please return this completed form with payment to the City of Hillsboro to finalize your reservation. Retain a copy of this agreement for your records.

If the reserved facility is occupied upon your arrival, present this signed agreement as proof of your reservation. For assistance, contact the Hillsboro Police Department at **(937) 393-3411**.

**Waiver for Schools and Nonprofit Organizations**

School-affiliated events and registered nonprofit organizations are **exempt from the reservation fee**; however, submission of this completed reservation form is still **required to secure the facility** and ensure scheduling accuracy.

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**Applicant Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Make checks payable to:** City of Hillsboro  
**Cash and credit card payments are also accepted.**

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