

Middlefield Recreation Dept.  
14860 North State Ave.  
P.O. Box 1019  
Middlefield, Ohio 44062  
(440) 632-5248 Office  
(440) 632-0591 Fax

Any person or organization desiring to reserve a pavilion at Mineral Lake Park or Eagle Park shall obtain a permit from the Village offices; **proof of residency is required.**

- **Reservations are not accepted over the phone** and without a completed form and payment.
- **Cancellation by the Village**~~ Middlefield Recreation reserves the right to cancel any scheduled rentals for any reason. In the event of such cancellation, a mutually satisfactory time and date will be substituted for the canceled time if possible and/or refund will be issued.
- **Cancellation by the user**~~ User must give the Middlefield Recreation Department 48-hour notice in order to cancel a reservation; \$10 processing fee will be applied to all refunds. All cancellations will be communicated to the Recreation Department during regular office hours (M-F, 8am-5pm). Failure to cancel will result in loss of refund. **Cancellations will not be considered for inclement weather on the day of rental.**
- The park may be used from dawn to dusk.
- Guests are asked to comply with all parking regulations and instructions.
- Proper attire must be worn at all times.
- **Alcoholic beverages are not permitted at the park.**
- The Village is not responsible for lost, stolen, or left articles. It is strongly recommended that you do not bring valuables into the park.

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**PLEASE PRINT**

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Street Address: \_\_\_\_\_ Email: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Home Phone: (\_\_\_\_) \_\_\_\_\_ Cell Phone: (\_\_\_\_) \_\_\_\_\_

**Date Request:** \_\_\_\_\_ **Arrival Time:** \_\_\_\_\_ a.m./p.m. **Depart** \_\_\_\_\_ a.m./p.m. (Include set up and clean up)

**Purpose of Request:** \_\_\_\_\_ **Number of people expected:** \_\_\_\_\_

**Pavilion Requested:**

**Sperry Lane** \_\_\_\_\_ **Grove Street** \_\_\_\_\_ **Eagle Park** \_\_\_\_\_ (Open Memorial Day Weekend to Labor day weekend)

**This Pavilion is reserved for: (This is how the posted sign will read, ex. Adam's Birthday, Justin's Graduation party)**

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The Recreation Director/Village offices reserve the right to waive the rental fee if deemed appropriate. The Recreation Department/Village offices reserve the right to assess any additional fee if the pavilion is damaged due to intentional or malicious neglect. The Recreation Department/Village offices also reserve the right to cancel, deny, or revoke any future permits for any of its facilities if deemed appropriate.

Signature of Applicant \_\_\_\_\_ Date \_\_\_\_\_

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**FOR STAFF USE ONLY:**

Applicant is a:  Village Resident/Works in Village: \$25  Non-Village Resident: \$75 for Sperry/Grove \$100 Eagle Park

Resident Verification:  Driver's License  Water/Utility Bill  Pay Stub

Total Rental Amount: \$ \_\_\_\_\_

Method of Payment:  Cash  Credit Card  Check

Staff Processing Reservation: \_\_\_\_\_ Date: \_\_\_\_\_

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