



City of Johnstown
Administrative Offices
www.johnstownohio.org

599 S. Main Street
Johnstown, Ohio 43031
Telephone: 740-967-3177

APPLICATION FOR USE OF CITY FACILITIES

BIGELOW PARK, COUNCIL CHAMBERS –OR – SHELTER HOUSE

REQUESTOR NAME: _____

CONTACT NUMBER # _____

EMAIL ADDRESS: _____

DATE OF APPLICATION _____

REQUESTED RESERVATION DATE _____

ASSOCIATED ORGANIZATION _____

WHEN APPLICABLE: Attach proof of Insurance Yes / No

-Please Circle which facility applies-

BIGELOW PARK: Beginning at _____ a.m. / p.m. Until _____ a.m. / p.m.
Please provide a brief description of the project/event.

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COUNCIL CHAMBERS TIME: _____ a.m. / p.m. Until: _____ a.m. / p.m.

You must pick up the key fob at the Administration Office prior to your reservation by 4:00 pm, if reserved on the weekend you must pick up the key on the Friday before.

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SHELTER HOUSE TIME: 10 a.m.–2 p.m. / 3 p.m.–7 p.m. / 10a.m.–7 p.m. (circle block of time)

Reservations and payments should be made at the City Administrative Offices, located at 599 South Main Street, Johnstown, Ohio. Checks are to be made out to the City of Johnstown. Office hours are Monday through Friday 8:30 a.m. until 4:00 p.m.

COST: \$50.00 for partial day OR \$75.00 for entire day

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The above name person has paid the assigned fee of \$ _____

If fee is being waved please name organization _____

Date Approved

City Official