

City of Russellville - City Parks Reservations for Park Facilities

TODAY'S DATE: _____

NAME OF ORGANIZATION: _____

ADDRESS: _____

TYPE OF ORGANIZATION: (check one)

PRIVATE GOVERNMENT NON-PROFIT CIVIC CHURCH
 INDUSTRIAL OTHER (explain) _____

REPRESENTATIVE'S NAME: _____

Home Phone: _____ Business Phone: _____

2ND REPRESENTATIVE: _____

Home Phone: _____ Business Phone: _____

CHECK PARK AND PARK FACILITIES TO BE USED

<input type="checkbox"/> City Park Complex 915 East B Street Pavilion Tennis Court Both Tennis Courts Basketball Courts	<input type="checkbox"/> James School Park 807 West 4 th Place Pavilion Basketball Courts	<input type="checkbox"/> M.J. Hickey Park 1312 East 16 th Street Pavilion #1 South Pavilion #2 North Pool Pavilion	<input type="checkbox"/> Pleasant View Park 3595 North Arkansas Rotary Pavilion Fishing Pond
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<input type="checkbox"/> Rsvl. Soccer Complex 901 Lock & Dam Road Pavilion	<input type="checkbox"/> Sequoyah Park 1805 West 12 th Street Pavilion	<input type="checkbox"/> Shiloh Park 3405 North Arkansas Pavilion Sand Volleyball Court Tennis Court Both Tennis Courts	<input type="checkbox"/> Washburn Park 1185 Lakefront Dr. Pavilion
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Specifications not listed: _____

EVENT (reunion, etc.) _____

EVENT DATE(S): _____ Event Begins at _____ am/pm Ends at _____ am/pm

ATTENDANCE EXPECTED: _____ Fees to be Charged: _____

Fees, Dues, etc. will go to: _____

Will your organization be requesting to place a sign on park property promoting this event? _____

Policies and Procedures for Reservation of Parks, Pavilions, & Courts

1. All reservations are on a first come with deposit basis and must be made in person during hours of 7:00 AM to 5:00 PM Monday - Friday at the Hughes Center, 1000 East Parkway, Russellville. **NO RESERVATIONS WILL BE ACCEPTED OVER THE TELEPHONE.** No reservation will be considered without at least 1/2 of the rental fee paid as a deposit, and all reservation forms are completed and signed.
2. Field reservations will be made on a single, one event basis, no multi-reservations will be allowed, i.e.- every Monday for a month.

3. The Russellville City Parks hours of operation are from 6:00 AM to 10:30 PM (City Ordinance #1887). Your event must conform to these hours unless variation is approved by the Director in writing on this contract.
4. Reservation forms and receipts will be your proof of reservation and should be carried to the facility that you have reserved.
5. The facilities will not be made available to activities of a commercial nature, who are conducting business during an event. Non-profit organizations may be permitted to charge admission, sell memberships or goods if the proceeds are to be used for the enhancement of their non-profit programs.
6. No one renting a park facility can exclude anyone from entering a city park during park operation hours. Only pavilions, courts, and ball fields may be reserved exclusively.
7. Alcoholic beverages and/or gambling are not allowed in City Parks.
8. Pets are not allowed at city athletic complexes, pavilions or playground areas.
9. Park Sign Policy - Signs promoting activities in a leased facility must be pre-approved in writing, by the Recreation and Parks Director. Once the sign is approved, it may be placed on park property one week prior to the event. Signs must be removed on the first working day following the completion of the event.
10. No GLASS BOTTLES are allowed in Russellville City Parks. (City Ordinance #1337)
11. The operation and use of all MOTORIZED, MULTI-WHEELED VEHICLES (such as motorcycles and ATVs) shall be prohibited in all parks operated by the City of Russellville. The ban on said vehicles shall not prohibit the operation of said vehicles in paved areas designated and utilized for parking. (City Ordinance #1276)
12. The use of any tobacco product is not allowed in a city park or a city owned facility. (City Ordinance #1847) Designated smoking area is the parking lot.
13. Events involving decorations must be approved by Recreation and Parks personnel and stated on contract at time of rental. All decorations and equipment used must be removed immediately upon completion of your organization's event.
14. The park facility in use shall be left in satisfactory condition. The using organization agrees to pay the cost of necessary repairs or replacements to equipment belonging to the Recreation and Parks Department that is lost or damaged.
15. Any organization, group, or individual reserving the facilities must assume full responsibility for the behavior of the people attending their function and accept responsibility for unwarranted damage caused by said participants. The renting organization or individual also agrees to take total responsibility of any vendors, exhibitors, concession, etc. which may be at this event.
16. No City Parks facility shall be sub-leased, assigned, or loaned to any other group by the lessee.
17. If your group will be needing access to electricity or water, you should contact the Recreation and Parks office for location, amps available, and the availability of utilities.
18. Any deviation from the above policies and procedures must first be approved by the Recreation and Parks Director or his delegate.
19. The following information sheet must be completed. If the rental of this facility qualifies to be considered a special event as described in the sheet below, details and extra forms will need to be completed. Everything must be pre-approved by the director concerning a special event.
20. If problems with your facility arise, you should contact the department at 968-1272 on the following days and times:

Monday, Tuesday, and Thursday	7:00 am to 8:00 pm
Wednesday and Friday	7:00 am to 5:00 pm
Saturday	9:00 am to 5:00 pm
21. Full refunds will be given if notification of cancellation of the event is given 48 hours prior to the event date. A full refund will be given if the event has to be canceled due to an oversight by the Parks Department. If the event is held despite problems with the rented facility, a full refund will not be given. If the problem is verified by a Parks Department employee, a percentage of the rental fee may be refunded.

