



Parks & Recreation Department

Park Reservation Request Form

Organization Name:		Date Submitted:
Submitted By:		E-mail:
Address:	City/State:	Zip:
Home Phone:	Work Phone:	Cell Phone:

Event Description

Park Amenity Requested:

Purpose of Event:

Estimated Attendance: Youth (18 & under): _____ **Adults:** _____

Usage Time

Frequency of Requested Use

One Time Event

 Once Per Week

 Once Per Month
 Other: _____

Date (s)	Start Time	End Time
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Parks

Collins Park: Open Play area, Garden, Gazebo, 4 large park swings

Darnell Park: Open Play area, gazebo and picnic tables

Fuller Park: 2 basketball courts, 9 hole disc golf course, 9 picnic tables, 4 grills, baseball field and wetlands

Jack Phillips Park: Wooded setting for picnics

Lemon Park Sports Complex: 4 200 foot fields, multi-purpose field, t-ball field, 300 foot field, walking trail & 2 playgrounds

It is understood that no person, group or organization has any vested right to the exclusive use of park property. The use of any/all park property is subject to availability and approval by the City of Barnwell Parks & Recreation Department, subject to the policies, rules and guidelines of the City of Barnwell Parks & Recreation Department. All requests and paperwork related to it must be received by the Department before the requested usage date. It is understood that Department-sponsored activities have priority over all other activities in using park facilities and this permit is subject to cancellation in the event of an emergency. If a facility rental permit is granted, the users agree to be responsible for any accidents or injuries sustained by any person attending or participating in the program or activity at the park, and to be responsible for replacement in case any damage or loss is incurred. A certificate of insurance naming the City of Barnwell as an additional insured may be required. It is agreed and understood the City of Barnwell will assume no liability for the use of any facilities or equipment. The applicant agrees to hold the City of Barnwell harmless from any incident or injury (including death), directly or indirectly, resulting from the use of the city facility or equipment. All users agree to adhere to the Rules, applicable federal, state and local laws, and any specific guidelines outlined in the facility reservation permit. I understand that alcoholic beverages are not allowed on park property. The undersigned hereby acknowledge receipt of the rules. I have read the Terms and Conditions and Park Rules and, as representative of the group making this request, I do agree to abide by these rules.

Signature of Authorized Representative of Group

Date

FOR OFFICE USE ONLY

Date Received: _____

Approved **Declined**

Approved by: _____