

# Freedom Park Picnic Area Registration Form



Reserved By: \_\_\_\_\_

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

Organization/Group Name: \_\_\_\_\_

Reservation Date: \_\_\_\_\_ Time of Function: \_\_\_\_\_

Group Amount: \_\_\_\_\_

Verify Checklist Upon Completion of Function:

\_\_\_\_\_ All fires will be extinguished

\_\_\_\_\_ All perishable foods and waste materials will be properly disposed of in available containers. (Recycle containers are not to be used for disposal of food/waste).

\_\_\_\_\_ Picnic area and restroom will be cleared of trash, paper, cans, etc.

\_\_\_\_\_ Any equipment that is moved will be returned to its original placement.

\_\_\_\_\_ I will depart from Freedom Park at \_\_\_\_\_.

\_\_\_\_\_ All trash will be removed and placed in the dumpster on the east side of the Restrooms.

\_\_\_\_\_ All charcoal will be removed from grill and put in the container next to the grill.

\_\_\_\_\_ **I will pick up the key to the grills on the business day prior to the reservation and return it on the business day after completion of the reservation.**

\_\_\_\_\_ **I will make sure the lock has been replaced on the grills after they have been used and cleaned.**

Please list any broken or unserviceable equipment and/or recommendations for improving the picnic area.

Remarks:

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I certify that I have read the Picnic Area Customer Use Responsibilities & Information and will comply with subject instruction and follow the checklist. I will return the completed checklist to Outdoor Recreation no Later than 12 p.m. on the first duty day following the reservation date. All cancellations must be made no later than 48 hours prior to reserved date. A \$5.00 fee will be charged for any cancellation.

Signature of Customer: \_\_\_\_\_ Date \_\_\_\_\_

Staff Initials: \_\_\_\_\_

\*Outdoor Recreation Recommends this Reservation form be retained by the sponsors on the day reservation.