

CHARLIE'S PARK

Park Reservation Request Form

Please complete all sections. Submission of this form does not guarantee approval. The requesting resident is responsible for the park area, guests, cleanup, and compliance with all park rules.

Resident Name	_____ _____
Home Address	_____ _____
Phone Number	_____ Email: _____
Date Requested	_____ Day of Week: _____
Reservation Time	Start: _____ End: _____
Type of Event	_____ _____
Estimated Attendance	Adults: _____ Children: _____ Total: _____
Park Usage Fee	\$50.00 (refundable if park is left in same condition)
Payment Method	☐ Cash ☐ Check ☐ Electronic Payment ☐ Other: _____
Payment Due	<i>Due upon approval unless otherwise authorized in writing.</i>
1. The requesting resident must be present and is responsible for all guests.	6. Do not damage trees, landscaping, playground equipment, benches, signs, or property.
2. Use is limited to the approved date, time, and activity. Keep noise respectful.	7. Keep walkways, roads, driveways, and emergency access areas clear at all times.
3. No illegal activity, weapons, fireworks, glass containers, or disruptive behavior.	8. Remove all trash, food, decorations, personal items, and equipment when the event ends.
4. Alcohol is prohibited unless specifically approved in writing by the community.	9. The resident may be charged for cleanup, repairs, or replacement caused by the event.
5. Pets must be supervised, leashed as needed, and cleaned up after immediately.	10. A reservation may be canceled or ended for rule violations, unsafe conditions, or emergencies.

I certify that the information above is accurate. I have read and agree to the park rules and accept responsibility for my guests, event activities, cleanup, and any damage resulting from this reservation.

Resident Signature: _____	Date: _____
Printed Name: _____	
Status	☐ Approved ☐ Denied ☐ Pending Additional Information
Fee Received	\$ _____ Date Received: _____
Authorized By	Name: _____ Date: _____

