

Park Reservation Policies & Procedures

General Rules

- Parks are cleaned daily. The City parks are public places, the Parks & Recreation Department can not guarantee the reserved park will be clean upon arrival.
- Park must be returned to original condition before leaving. Representative/organization will be help responsible for all damage and/or additional custodial services required, and deposit may be subject to forfeiture.
- Refundable deposit is required for each reservation. **Deposit may be forfeited if area is not cleaned, has been damaged, or a violation in permit conditions.** Using a credit card(Visa or MasterCard) for the deposit will aid in a quick return of the funds.
- Enforcement of these rules and the rules concerning alcohol and amplification are the responsibility of the authorized representative/organization and he/she must be present for the duration of the permit.

Renter's Initials _____

Reservation Changes, Moves, or Cancellations

- Any refund, changes, or cancellations require the renter to bring the *original* reservation permit.
- A \$10 administrative fee will be applies for any reservation to be changed, moved, or cancelled. For any subsequent change or move, the fee is \$20.
- Refunds will only be granted a minimum of 72 hours prior to reservation date.

Renter's Initials _____

Not Permitted During Park Reservations

- Driving into the park or onto the lawn
- Devices that will destroy park lawn or grounds (slip-n-slides, water slides, water balloons, trampolines, stage platforms, etc.)
- Alcohol (without an alcohol permit.)
- Fires outside the barbecue grills provided.
- Bounce houses using City electricity or without special permit.

Renter's Initials _____

I agree to accept and abide by the rules and regulations of City of Woodland.

Renter/Group Representative Signature _____

Date _____

- For office use only -

Field Reservation Fees (for private hourly reservations or tournaments)

HOURLY RESERVATIONS

<input type="checkbox"/> 2 Hour Reservation <i>Non residents, add 20%</i>	\$60 <i>Fee per 2 hours</i>	X	_____ <i>Number Hours</i>	\$
<input type="checkbox"/> 3 + Hours Reservation (daily) <i>Non residents, add 20%</i>	\$100 <i>Fee per day</i>	X	_____ <i>Number days</i>	\$
<input type="checkbox"/> Lighting Fees <i>Lighting fees vary, refer to fee schedule.</i>	\$ _____ <i>Fee per hour</i>	X	_____ <i>Number Hours</i>	\$
\$				TOTAL

TOURNAMENT RESERVATIONS

<input type="checkbox"/> Earnest Money Deposit <i>To hold fields, will be applied to fees upon billing</i>	\$ _____			\$
<input type="checkbox"/> Damage Deposit	\$1,000			\$1,000
<input type="checkbox"/> Daily Reservation <i>Non residents, add 20%</i>	\$ _____ <i>Per field, per day</i>	X	_____ <i>No. fields, no. days</i>	\$
<input type="checkbox"/> Holiday fee <i>Add 20% of base fee for tournaments over holidays</i>	\$ _____			\$
\$				TOTAL AMOUNT DUE