



Waynesboro Parks and Recreation Facility Reservation Permit

Reservation Fee \$ _____

Receipt # _____

Park _____

Area _____ ONLY

Date _____ Time _____

Contact person(s) _____

The area above has been reserved for:

Organization

Individual(s) in charge of event

Individual in charge **MUST** ensure that all participants are aware of all rules and regulations concerning park use. Groups arriving more than one hour late will forfeit their rights to this reservation should others occupy the area. Should anyone refuse to recognize this permit, those reserving the area are requested to contact the Waynesboro Police Department and proper action will be taken. Cancellations must be made in writing 10 working days prior to the event date for refund (minus a \$5 processing fee). Facility reservation permit must be returned if the reservation is cancelled. There are no rain dates. Parks open at sunrise and close at sunset.

- * The fee paid is a 'reservation fee' only and reserves only the area indicated on your permit. Please confine your activities to this area. If you require a larger area, please complete the Parks and Recreation Event Application.
- * Absolutely no alcoholic beverages are permitted in the parks.
- * No vehicles are permitted access to the reserved area across the grass except by special written permit.
- * Please bring extra trash bags so that, if park receptacles are full, you can carry away and dispose of your trash elsewhere.
- * Please do not remove any picnic tables from shelter. You may rearrange tables but you must put them back as they were.
- * Please do not use tape, tacks, staples, etc. to hang decorations on the shelters. You may tie signs, streamers, balloons, etc. on the shelter but you must remove all items before leaving the shelter.
- * Please take special effort to avoid inconveniencing area residents with unreasonable noise levels.
- * The fireplace in the shelter may be used. Personal gas/charcoal grills are permitted outside of the shelter. All fires must be closely monitored and completely extinguished by persons using them. Do not dump hot coals in trash cans.
- * Please help keep our parks clean.

**THIS IS YOUR PERMIT – YOU MUST HAVE IT WITH YOU!
NO OTHER NOTIFICATION OF FACILITY RESERVATION WILL BE POSTED AT THE FACILITY.**

Staff Approval

Individual(s) in charge of event