



PARK FACILITY USE REQUEST FORM

OFFICE USE ONLY: Date Paid: _____ \$ _____ Check # _____ Cash Card | Approved: _____ | Key/Permit: _____

FAQ

HOW TO COMPLETE THE FORM: This form is intended for routine events of under 100 people in a Woodlake City Park. Please complete this form with as much detail as you can, to give us a good idea of what the vision is for your event so that we can give you proper direction & guidance.

WHAT'S THE COST: \$25 per park, per day

WHAT IS PROVIDED: You'll receive a permit as proof of your reservation, and keys to restrooms (if applicable)

WHAT IS NEEDED TO RESERVE: Once this form is completed & turned in with the \$25 payment, you'll be added to our calendar & that date/location will be blocked off for you.

WHEN WILL I BE CONTACTED NEXT: The Monday before your event you'll be contacted via email to confirm & answer any additional questions you might have. You'll also be notified that your permit & key will be available for pick-up on Friday.

REQUESTOR'S NAME: _____ PHONE #: _____

ORGANIZATION/EVENT NAME: _____

PHYSICAL ADDRESS: _____ EMAIL ADDRESS: _____

DATE OF EVENT: _____ TIME OF EVENT: _____ # OF ATTENDEES: _____

(including set-up & clean-up)

PARK FACILITY LOCATION:

- Alsumiri Park
- Castle Rock Sports Fields
- Castle Rock Community Park
- Hillside Estates Neighborhood Park
- Valencia Heights Community Park
- Willow Court Park
- Woodlake City Park: Arbor Gazebo Pavilion

TYPE OF EVENT:

- Party / Shower
- Class / Program
- Practice / Clinic
- Meeting / Service

EVENT DESCRIPTION: _____

PLANNED ELEMENTS: Decorations Bounce House Games/Activities Cooking Food / Catering On-Site
 Music/DJ Additional Tables/Chairs Rented Other: _____

EVENT ATTENDEES: Invite Only Public Event Admission Fee

RESTROOM FACILITIES: Restrooms are located at Willow Court Park, Castle Rock Sports Fields & Woodlake City Park. If your event is at a different park and you'd like to have restrooms on-site, please arrange for port-a-potties to be brought in for your event & parked on the street. (NO vehicles can go onto the park grass for any reason)

We will be renting port-a-potties *(please provide a copy of your rental contract to JReynolds@ci.woodlake.ca.us)*

ELECTRICITY: If you need access to an electrical plugin, please let us know. If there are no electrical outlets at the Park you selected, you will need to provide a generator.

We will be using an electrical outlet We will be using a generator | Reason for use: _____





350 N. VALENCIA BLVD.
WOODLAKE, CA 93286
PHONE: 559.564.8055
FAX: 559.564.8776
EMAIL: JREYNOLDS@CI.WOODLAKE.CA.US
WWW.CITYOFWOODLAKE.COM

PHOTOGRAPHY / VIDEO RELEASE

I understand that the City of Woodlake Parks and Recreation may take pictures and/or video for use in a City publication, educational purposes or social media posts. My initials indicate approval for the use of such photography/video in which I or my child may appear. I understand that I will not receive compensation for the use of the pictures/video.

(initials)

REFUND POLICY

I understand that the City of Woodlake Parks and Recreation, as a rule, does not offer refunds. Your reservation fee is used for staffing. Special situations can be discussed. My initials indicate acknowledgement of the refund policy.

(initials)

RENTER AGREEMENT

I, the renter, agree to the following conditions:

- ALL cleanup will be done **after** the event is over, **not** the next day. Cleanup is not limited to, but must include trash removal of all grounds areas used, picnic tables, arbors, playground, decorations taken down, trash removed from parking areas. Port-a-potties picked up and all equipment removed from facility and associated areas.
- There are absolutely NO vehicles allowed on the grass at any of our parks. Any unloading of items to be taken into parks must be done either curbside or in a parking area. All unauthorized vehicles in the park will be towed and impounded at the owner's expense.
- There is **NO alcohol** permitted at any of our parks.
- Music must be kept at a reasonable level for surrounding neighbors and must be turned off by 8pm.
- I confirm that the information listed in my application is true and correct, to the best of my knowledge.

Signature

Date

Print Name

Cell Number