

**City of Lowell Parks
& Recreation
Department**



Parks & Recreation Reservation Form

PLEASE SUBMIT IN PERSON OR TO THE EMAIL ADDRESS ON OUR PARKS WEBSITE (www.lowellarkansas.com)

***Exact Cash or Checks Only**

WNP = Ward Nail Park

Facilities with a \$75 Deposit Fee:

- McClure Pavilion-\$20 Per Hr
- WNP Picnic Shelters #1-\$10 Per Hr
- WNP Picnic Shelters #2-\$10 Per Hr
- WNP Picnic Shelters #3-\$10 Per Hr
- Lowell Pavilion-\$20 Per Hr
- WNP Concession Cover-\$15 Per Hr
- WNP Gazebo-\$15 Per Hr

Facilities with a \$100 Deposit Fee:

- Ward Nail Park - Contact Office
- WNP Stage-\$50 Per Hr
- Lowell Senior Center-\$75 Per Hr
- 8 Hours+ Day Use - \$250

City of Lowell Resident Discount: <input type="radio"/> \$5.00 Discount Per Usage Hour	Total of Usage Hours: <input type="text"/>	Total of Usage Fee Cash or Check# <input type="text"/>	Total of Deposit Fee Cash or Check# <input type="text"/>	Receipt # <input type="text"/>
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Event Title (As seen by the public on City's website):

Event Date(s):

Time(s): Including Setup & Cleanup

of Attendance:

Description of Event:

Applicant Name:

Mailing Address:

City:

State & Zip Code:

Phone:

E-mail Address:



AGREEMENT: I have read and agree to follow the park rules and regulations and agree to abide by them as well as all laws, codes and regulations. I agree to indemnify and hold harmless the City of Lowell and any officers, employees, representatives, directors of agents or either from and against all liability, claims, suits, damages, levies, costs, losses and fees, including attorney fees, arising out of or related to my activities at the park.

It is your responsibility to inform all members of your group of the City of Lowell Parks & Recreation Rules and Regulations. Failure to abide by City of Lowell Parks & Recreation Rules and Regulations could result in immediate loss of privileges of forfeiture of privileges for future use.

Signature of Responsible Party and Date:

City of Lowell Representative and Date:

*Bring this form with you to the park. If others are using your reserved space & refuse to leave, call the Lowell Police Dept. at (479) 659-8888. Lowell city parks & recreation buildings are open for public use from 6:00am to 10:00pm.

Rules, Regulations and Fees

All applicants **must** be at least 18 years of age or older.

Alcoholic beverages are **prohibited** and smoking is **not** allowed within park/city buildings.

Motor vehicles, trailers, or recreational vehicles are **not** permitted in park grassy areas except during the time needed to drop off and/or pick up equipment, event related items, food, etc...

Applicant **must** be present during the event and **must** retain a copy of the reservation form on the premises throughout the scheduled event.

Playgrounds, tennis courts, volleyballs courts, etc...are open to the group, as well as the public.

No refunds will be given for inclement weather. Applicant may reschedule their event for the next available date.

You may use masking tape on picnic tables. However, you may **not** use staples, tacks, nails, or screws to affix any decoration or signs to any tables, trees, fences, or posts throughout the park, gym or senior center.

City of Lowell **must approve** any plan to charge admission or sell any service or product at any event on City property.

City of Lowell **must approve** any request for reservations made for two consecutive days within a two weeks span of time or more than 30 days out.

***For a complete listings of City Parks Regulations & Fines: Reference Lowell, AR - Code of Ordinances, Chapter 24, Parks and Recreation, Article II, Park Rules, Sec. 24-19 and Sec. 24-20.*

Keys:

Please bring your copy of the Park Reservation Form. Keys may be picked up on the day of your event at the Lowell Police Dispatch Window at 214 N Lincoln St, (479) 659-8888, Monday-Sunday. Please return the keys when your event is finished to the Lowell Police Dispatch Window.

Senior Center:

Gather all trash and place in the dumpster located outside near the building. All belongings must be removed by the end of the usage period. Patrons may **NOT** use the kitchen area. City of Lowell **must approve** your event under the guidelines given by the Office of Human Concern.

Lowell Gym:

No food or drink in the gym. During school in-session and weekdays, schedule the gym through the Rogers School District (479) 631-3610. During summer months and weekends, schedule the gym with the Rogers Activity Center (479) 631-0336 Ext 434.

Light Usage:

Patrons are expected to turn off Pavilion/Gazebo lights when applicable before leaving the park area. If left on, your deposit may be forfeited.

Water Usage:

Patrons are expected to turn off city water pumps when not in use. Replace and lock the pumps before leaving the park area. If left on, your deposit may be forfeited.

City Grill Usage:

Patrons are expected to use the grills for its intended purpose. Allow coals to burn out completely before leaving the park area.

Bathrooms:

Patrons are expected to turn off all lights and sink faucets. If the toilets are clogged, please call the City of Lowell, Monday-Friday, 9am-4pm, at (479) 770-0166.

Payment of Fees:

Payment for all facility reservations must be paid in full at the time of the reservation, unless otherwise specified. If payment is not received, your reservation may be canceled. **The City only accepts exact cash or check.**

Deposits:

All Deposits will be returned provided the Facility Reserved was left in the same condition before usage, no excessive litter was found and all the rules & regulations were followed. All Facilities Reserved are checked by a City Employee after the event or the following business day. Deposits may be picked up at Lowell City Hall, 216 N Lincoln St, (479) 770-2185. Any deposit checks left **unclaimed for 30 days** after the event occurred, will be disposed of by shredding. Any deposit monies left **unclaimed for 60 days** after the event occurred, will be forfeited to the City of Lowell.

Cancelation, Relocation or Denied of Use:

The City of Lowell may, without liability, upon giving as much advance notice to the applicant as practical, cancel or terminate reservation request or relocate the event to a nearby available location if the premises are closed for repairs, being used for a City Sponsored event, or any reasons deemed necessary by the City of Lowell.