

# PARK RESERVATION REQUEST FORM

Name of Group/Organization: \_\_\_\_\_ Today's Date: \_\_\_\_\_

Date of Event: \_\_\_\_\_ # of People Expected \_\_\_\_\_

Arrival Time (*STP opens at 9am*): \_\_\_\_\_ Departure Time (*reservation areas close at 7:30pm*) \_\_\_\_\_

## SCRIBA TOWN PARK      MAX #

Upper Pavilion      \_\_\_\_\_      100

Lower Pavilion      \_\_\_\_\_      100

Middle Pavilion      \_\_\_\_\_      100

Small Pavilion      \_\_\_\_\_      40

Upper Grove      \_\_\_\_\_      50

Middle Grove      \_\_\_\_\_      50

## RESERVATION FEE:

**\$60** Scriba residents; **\$85** non-residents

Use of pool is not included in reservation fee

*(Fees are non-refundable after March 31<sup>st</sup>)*

*\*\*No rain dates\*\**

**Name, address & telephone number** of responsible party/officer of organization:

Name \_\_\_\_\_

Address \_\_\_\_\_

City/Town/Zip \_\_\_\_\_

Phone # \_\_\_\_\_

In order to make your visit more enjoyable for all, we ask that you read and abide by the following:

1. No glass containers are permitted in Scriba's public parks.
2. Please park in designated parking areas only.
3. Cooperate with the park staff and observe opening and closing hours.
4. Unruly behavior will not be tolerated. Unruly groups will be asked to leave and may be denied future reservations.
5. All accidents, no matter how minor, must be reported to the Park Office immediately.
6. Adult supervisors are required for groups with participants under 18 years of age.

I have read and understand the guidelines above. I will do my best to see that the members of the group/organization I represent abide by these guidelines.

\_\_\_\_\_  
Signature

**\*\*\*ALCOHOL AND TOBACCO ARE NO LONGER PERMITTED AT SCRIBA TOWN PARK\*\*\***