



Park Permit Rules and Regulations

To ensure park patron safety and to assist department staff in maintaining the park to the highest level possible we ask for your cooperation and extend our appreciation with your willingness to follow all rules and regulations listed below:

- Reserving party is responsible for securing and roping off permitted area.
- No Glass Containers are allowed in the park.
- Please dispose of any trash in waste disposal containers and help keep the park clean.
- Fires are allowed only in the grills provided. For safety reasons, all embers must be extinguished before leaving.
- Dogs must be under the owners control at all times and remain on a leash when using any walking or hike/bike trail. Owners are responsible to clean up after dogs at all times.
- Parks are closed each day from 12 Midnight to 5 a.m.
- Patrons may not set up tents or any other temporary shelter for the purpose of overnight camping; nor leave in a park after closing hours any movable structure or special vehicle that could be used for that purpose.
- Patrons wanting to erect shelters or structures of any kind for day use involving the use of STAKES must get approval by parks personnel prior to erecting (see contact number below).
- Parking is allowed in designated parking areas only. Motor Vehicles are not allowed on the grass or park walkways. All streets, drives and parking lots within city parks are designated public ways and all applicable traffic ordinances apply.
- Firearms or Weapons of any kind are strictly prohibited in city parks.
- Protect Park Landscape; do not pick up or destroy plants.
- Patrons may not ride a horse in or on a designated Hike and Bike Trail, or a city park except on designated bridle trails.
- Patrons shall not enter an area posted as "closed" or to use or abet the use of any area in violation of posted notices.

Inclement Weather

Permit holders canceling park reservations due to inclement weather **MUST** contact the Park & Recreation Department at 378-3036 the next business day. Failure to contact the department within that time frame may result in loss of reservation (inability to reschedule without a additional fee) and appropriate fees (deposits, paid rental fees).

Cancellation and Refunds

The Parks & Recreation Department reserves the right to cancel or reschedule park reservations due to unforeseen circumstances, safety issues or conflicts in scheduling up to 24 hours prior to the reservation time with full refund to the permit holder. Reservations cancelled by the Permit holder will be subject to an administration fee of \$10.00. Permit Holder must submit original receipt to park office upon requesting a refund. Approved refunds may take up to 45 days to process depending on form of original payment.

Permit Holder Responsibilities

The permit holder is responsible to pick up a facility key at the Parks Office, during operational hours, located at 509 S Johnson when reserving the **Memorial Park Basement/Gazebo**.

The permit holder shall be bound by all park rules and regulations and all applicable ordinances fully as though the same were inserted in this permit. **Permit holder must be a minimum of eighteen (18) years of age.**

The permit holder is responsible to provide all event related equipment and supplies desired **above and beyond** those amenities currently listed for each specific picnic or park area.

The person to whom a permit is issued shall be liable for any loss; damage or injury sustained by any person whatever by reasons of the negligence of the person to who such permit shall have been issued.

The Parks & Recreation Director shall have the authority to revoke a permit upon finding deceptive, misleading, or incomplete information in the application, for violation of the terms of the permit, for violation of any rule or ordinance, or upon other good cause shown.

Upon acceptance of these rules and regulations and completion of the permit process, please PRINT your permit/receipt.

You must have a copy of the permit/receipt available on site during your reservation.

**For Park Reservation problems during operational hours (M-F from 8 a.m. – 5 p.m.) please call 378-3036 for assistance.
For Park Reservation related emergencies after hours or during weekends please call 678-3891.**