



PERMIT NO. \_\_\_\_\_

PAVILION NO. \_\_\_\_\_

## CITY OF JENKS VETERANS PARK RESERVATION FORM

*(This Becomes a Permit if Approved Below)*

Date of Application: \_\_\_\_\_

Organization Making Application: \_\_\_\_\_

Individual Making Application: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Type of Event: \_\_\_\_\_

Is Organization Private, Non-Profit?  Yes  No *(If No, provide explanation.)*

\_\_\_\_\_  
\_\_\_\_\_

Contact Person: \_\_\_\_\_

Address: \_\_\_\_\_

Mobile Phone: \_\_\_\_\_ Other: \_\_\_\_\_

Phone: \_\_\_\_\_

### RESERVATION FOR:

Day of Week: \_\_\_\_\_ Date: \_\_\_\_\_

Time: *(From)* \_\_\_\_\_ *(To)* \_\_\_\_\_

Please select **One**:  Pavilion #1 (By Monument)  Pavilion #2 (By Pond)

Pavilion #3 (By Playground)

***I have read and agree to the conditions indicated in the Park Pavilion Regulations.***

\_\_\_\_\_  
*Applicant Signature*

\_\_\_\_\_  
*Date*

### FOR CITY USE

Received By: \_\_\_\_\_ Date: \_\_\_\_\_ Time: \_\_\_\_\_

Approved By: \_\_\_\_\_ Date: \_\_\_\_\_ Time: \_\_\_\_\_

Forwarded to P.D. By: \_\_\_\_\_ Date: \_\_\_\_\_ Time: \_\_\_\_\_

Reservation Sent to Applicant By: \_\_\_\_\_ Date: \_\_\_\_\_ Time: \_\_\_\_\_

Faxed to JPWA By: \_\_\_\_\_ Date: \_\_\_\_\_ Time: \_\_\_\_\_

By:  FAX  E-Mail  Picked Up  Mail

## CITY OF JENKS PARK PAVILION REGULATIONS

### WHO MAY RESERVE A PARK PAVILION:

A facility is available **only** for Jenks organizations, Jenks residents, and their guests. Parks may not be used for commercial events. Church *social* functions may reserve these facilities under this procedure. Church and worship services are only allowed if approved by City Council and such events which must appeal to the community at large and be ecumenical in focus.

### SCHEDULING/RESERVATIONS:

Scheduling for a park pavilion is on a first come-first serve basis and events **may not be scheduled more than thirty days in advance**. Generally, the facility is available seven days a week; from 8:00 a.m. until 9:00 p.m. The reserving party shall arrive one (1) hour in advance of use and post a copy of its permit at the facility in general view. Any dispute in regard to the permitted use at the time of the event should be directed to the Police Department at 299-6311.

### FACILITIES AND GROUNDS:

Groups will bag and carry refuse to refuse receptacles provided on the grounds. You/your organization are responsible for the cleanup of the area. You/your organization are also responsible for directing of traffic, if necessary. Water may or may not be available at the site and the organizer should plan accordingly. Any damages to the site shall be the responsibility of whoever holds the permit for the event.

### ELECTRIC SERVICE:

Electric connections are only available at Pavilion #1 (by monument).

### INFLATABLES - Liability Insurance Required

Use of inflatables ("Bounce Houses", etc.) will require prior submission to the City of public liability insurance coverage by the operator in an amount of not less than \$1,000,000.00.

### RESERVATIONS PERMIT REQUIRED FOR EXCLUSIVE USE:

A Reservation Permit Form is available at Jenks City Hall or online at [www.jenks.com](http://www.jenks.com). For inquiries, please call 299-5883 or e-mail [city@jenksok.org](mailto:city@jenksok.org). Permits will be issued by the Public Works Director or assigns.