

**BAMA PARK RESERVATION REQUEST**

Name: \_\_\_\_\_ Squadron: \_\_\_\_\_

Cell/Home Phone: \_\_\_\_\_ Duty Phone: \_\_\_\_\_

Event Date: \_\_\_\_\_ Type of Function: \_\_\_\_\_

Expected Number in Attendance: \_\_\_\_\_ Ramada #: 1 2 3 4

Event Time: \_\_\_\_\_ to \_\_\_\_\_

**Park reservations no longer require a deposit. Park guidelines and cleaning requirements include, but not limited to the following:**

**Customer's Initials-Cleaning**

- (a) \_\_\_\_\_ Return all picnic tables to their original locations.
- (b) \_\_\_\_\_ Remove all personal items, i.e., utensils, clothing, coolers, etc.
- (c) \_\_\_\_\_ Place all trash/garbage in the dumpster. Empty the trashcan and insert clean plastic bags in all used trashcans. Patrons must provide their own trash bags.
- (d) \_\_\_\_\_ Ensure all toilets in restrooms are flushed, trash is picked up from the floor and trash is disposed of in dumpster. Replace plastic bags in restroom receptacles.
- (e) \_\_\_\_\_ Stocking of toilet paper and paper towels is the responsibility of the individual holding the function.

**Customer's Initials-Guidelines/Information**

- (f) \_\_\_\_\_ Glass containers are not permitted in the park area.
- (g) \_\_\_\_\_ Vehicles are not allowed on the park, this includes unloading and loading.
- (h) \_\_\_\_\_ Individuals or squadrons needing electrical power can use the electrical outlets located along the fence and must provide their own extension cords. Outdoor Recreation and Civil Engineering will not provide extension cords.
- (i) \_\_\_\_\_ Items and blowups (bouncy castles, slides) cannot be staked down due to irrigation sprinklers. Weights, water jugs, or sand bags must be used.
- (j) \_\_\_\_\_ The sprinkler system is scheduled to run Monday-Thursday 2100-0200.
- (k) \_\_\_\_\_ **Facility keys to unlock the bathrooms may be obtained from Outdoor Recreation during business hours the day prior to my scheduled event.**
- (l) \_\_\_\_\_ **I understand that it is my responsibility to ensure that the park is clean after the function. Should there be any issues with the cleanliness of the facility, a \$50 cleaning fee will be owed to Outdoor Recreation.**

\_\_\_\_\_  
Customer's Signature

\_\_\_\_\_  
Date

For Office Use Only

Employee Initials \_\_\_\_\_

Date Submitted \_\_\_\_\_