

PRIVATE Reservation Requests Policy for Parks, Park Shelters, Special Events, and Street Closures

This policy will be reviewed and updated as necessary to reflect changing circumstances and requirements.

Reservation Process

1. Reservations for city parks, park shelters, special events, and street closures will be accepted on a first-come, first-served basis.
2. To request a reservation, a Park/Shelter Reservation form must be submitted at least 14 days prior to the event. Please submit your reservation request on our website.
3. A meeting regarding your request may be required. This is to ensure that the event aligns with city regulations, public safety, and logistical considerations. The event organizer should be prepared to discuss the event's objectives, anticipated attendance, and any other relevant information.
4. No reservation fee is applicable for city residents who provide proof of residency. Residents living beyond the city limits are required to pay a \$25 fee before final approval.
5. For inquiries, cancellations, or to make special arrangements regarding your reservation, please contact our office at 815-433-0161, extension 110.

Confirmation of Reservation

- 1) Once your reservation is approved, a confirmation of the reservation will be sent to the email address provided in the reservation form. This confirmation will include important details, such as the date, time, and location of your reservation.
- 2) A "Reserved" sign, if applicable, will be provided and placed on the shelter for your event.
- 3) Park Operating Hours
 - a) City parks generally close at dusk, except for the following parks that close at 10:00 p.m.:
 - i) Washington Square, Allen Park, and Fox River Park
- 4) Alcohol Policy
 - a) In accordance with city regulations, no alcohol is permitted in city parks except for special events open to the public, such as festivals.
 - b) For special events where alcohol service is requested, written approval must be obtained from the Commissioner of Public Improvements and the Mayor, in accordance with ordinance 027-2021.
- 5) Cleanliness and Maintenance
 - a) It is the responsibility of the reservation holder to ensure that all trash, litter, and garbage generated during the event are properly disposed of in the designated receptacles.
 - b) After the event, all table coverings, decorations, and other materials brought to the park or park shelter must be removed, and the area must be left in a clean and orderly condition.
- 6) Feather Banners
 - a) Feather banners are prohibited in C-4 Central Core Business District, C-5 Secondary Central Business District, and C-6 Downtown Transition District (see attached map)

Compliance:

Failure to comply with this Special Event Request Policy may result in denial of event requests or other appropriate actions deemed necessary by the city authorities. Furthermore, the city reserves the right to charge the requestee for any city expense incurred during your event.

For questions, concerns, or to initiate a reservation request, please contact:

Alaina Iverson

Phone: 815-433-0161, extension 110

Email: reservations@cityofottawa.org