PARK/SHELTER/POOL RESERVATION FORM

PLEASE PRINT

Today’s Date: __________________________ Phone: (______) __________________________

Organization: __________________________ Contact Person: __________________________

Address: _______________________________________________________________________

City: __________________ State: ______ Zip: __________________

E-mail address: _________________________________________________________________

Brief description of event: __________________________________________________________________________

CHECK ONE:

Allen Park Shelter - "A" (east of west boat ramps) [ ] Kiwanis Park North Shelter [ ]
Allen Park Shelter - "B" [ ] Kiwanis Park South Shelter [ ]
Allen Park Shelter - "C" (by toboggan run) [ ] Peck Park [ ]
Allen Park Large Shelter - "D" (by east restrooms) [ ] Pool (Riordan) (fee applies) [ ]
Allen Park Shelter - "E" (by sidewalk) [ ] Pool (Riordan)Concession Stand [ ]
Allen Park Shelter - "F" (by west restrooms) [ ] Rigden Park [ ]
Allen Park Shelter - "G" (by playground) [ ] Turnberry Park Shelter [ ]
Allen Park Large Shelter - "H"(west of railroad trestle) [ ] Walsh Park Shelter "K" (volleyball court) [ ]
Allen Park Small Shelter-"I" (east of railroad trestle) [ ] Walsh Park Shelter "L" (Lions Club) [ ]
Allen Park Shelter-"J" (east of west boat ramps) [ ] Walsh Park Shelter "M" (along Bellevue Ave) [ ]
Allen Park Band Shelter [ ] Walsh Park Shelter "N" (along Bellevue Ave) [ ]
Eastside Park Shelter [ ] Walsh Park Shelter "O" (basketball court) [ ]
Fox River Park Shelter [ ] *Washington Square (no shelter) [ ]
Jordan Block Lawn area [ ] Other ________________________________ [ ]
Jordan Block stage [ ]

*Please indicate what area of the park:______________________________

Reservation Date __________________________ Number of persons expected __________________________

Expected time of arrival __________________________ Departure __________________________

This form must be received at least 2 weeks prior to the reservation date.
The above named group agrees to abide by all applicable city ordinances. Groups are reminded that their reservation is for the shelter area only. Other park facilities are open to public use. You are responsible to abide by the policies set forth on the attached Park/Shelter/Pool Reservation Policy.

In the event that this reservation is changed or cancelled, please contact City Hall at 815-433-0161, extension 224.

Return this form to City Hall, 301 W. Madison St., Ottawa, IL 61350; Fax 815-433-2270; e-mail reservation@cityofottawa.org

Signature ________________________________________________________________
Park/Shelter/Pool Reservation Policy

- Reservations will be taken on a first come first serve basis.
- A Park/Shelter Reservation form must be submitted two weeks prior to the event.
- Please contact 815-433-0161, extension 224 to cancel a reservation or make special arrangements.
- Confirmation of the reservation will be sent to you.
- No alcohol is permitted in City parks.
- City parks close at dusk, with the exception of Washington Square, Allen Park, and Fox River Park which close at 10:00 p.m.
- You are responsible for picking up all trash, including table coverings and decorations and placing in trash receptacles.
- “Reserved” signs to be placed on the shelter will be provided.