



Olivehurst Public Utility District (OPUD)

Park Table(s) Reservation Policy

1. Purpose:

1.1. To give the public the opportunity to reserve picnic tables within the shade structures of designated parks.

2. Scope:

2.1. This policy applies to the picnic tables located under the shade structures at the Eufay Wood Sr. Memorial Park, Veterans Park, Lindhurst Memorial Park, and Richard "Doug" Donahue Park.

2.2. The reservation of picnic tables is limited to two hour increments with a maximum of 4 hours total use (two increments of two hours).

2.3. Not all of the tables under a shade structure will be available to reserve. No one person can rent more than half of the rental tables for any more than two consecutive reservations of two hour increments.

2.4. The reservation of picnic tables will begin at 10:00 a.m. and end at 7:30 p.m. with a half hour (30 minute) break between each reservation to allow for clean-up. The two hour reservation increments will be available as follows:

- ◆ 10:00 a.m. to 12:00 p.m.
- ◆ 12:30 p.m. to 2:30 p.m.
- ◆ 3:00 p.m. to 5:00 p.m.
- ◆ 5:30 p.m. to 7:30 p.m.

3. Responsibilities:

3.1. The "responsible party" listed on the "Park Table Reservation" form will assure that he/she and any guests abide by all park rules as posted.

3.2. The "responsible party" will be responsible for any clean-up of debris on or around reserved tables. This includes removal of table clothes, balloons, signs, etc.

4. Requirements:

4.1. Reservations will only be confirmed upon submission of a completed "Park Table Reservation Form" and payment of appropriate rental fees.

4.2. Reservations must be made no more than 90 days in advance and no less than 3 business days in advance.

4.3. Once all documentation has been completed and fees paid, you will be given a copy of your "Park Table Reservation Form" and a "Reserved" sign to be placed on each of your reserved tables. Make sure that you have the copy of your "Park Table Reservation Form" with you during your event. The "Reserved" signs can be placed on your tables no sooner than the start of your 2 hour reservation increment.

4.4. If you wish to use any equipment at the park during your event (i.e., sound equipment, stage, speaker(s), jump house, dunk tank, etc.) you must, also, fill out a "**Park Use/Application Permit**" and turn in all appropriate documentation and fees.

4.5. If you are planning on using the District facilities on a recurring basis (i.e. soccer, dance classes, etc.), you will need to contact the OPUD Business Office regarding a "**Facilities Use Contract**".