

**RESERVATION/USE FORM - FOWLER PARK FACILITIES**

**ISSUED TO** \_\_\_\_\_

**ADDRESS** \_\_\_\_\_ **PHONE** \_\_\_\_\_

**TYPE OF EVENT** \_\_\_\_\_

**FACILITY/FACILITIES RESERVED:**

**Cook House**  **Food Pavilion**  **Shelter House**  **Gazebo**  **RV Site #** \_\_\_\_\_

**DATE(S) RESERVED:** \_\_\_\_\_

**TIME BEGINNING:** \_\_\_\_\_ **ENDING** \_\_\_\_\_ or circle **ALL DAY**

**AMOUNT PAID \$** \_\_\_\_\_ **PAYMENT TYPE:**  **Check**  **Cash**

**THIS FORM SERVES AS YOUR RECEIPT FOR PAYMENT. IF YOU EXPERIENCE A PROBLEM WITH ANOTHER PARTY USING THE FACILITIES YOU HAVE RESERVED, SHOW THEM THIS FORM, IF THE OTHER PARTY REFUSES TO VACATE, CALL THE GENEVA POLICE DEPARTMENT AT 334/684-2777 AND SHOW THE OFFICER THIS FORM WHEN HE/SHE ARRIVES. RV RENTALS WILL BE ISSUED A COLOR CARD WHICH MUST BE DISPLAYED IN AN AREA WHERE OFFICERS ON PATROL MAY VISUALLY SEE THE CARD.**

**By signature below, I hereby acknowledge receipt of a copy of Fowler Park Rental Policies. I do further acknowledge that I will adhere to said policies. I understand that I am not entitled to use of facilities except at the beginning time listed and I must vacate and have premises cleaned by ending time listed.**

**Responsible Party** \_\_\_\_\_ **Date** \_\_\_\_\_

**City Authorized Representative** \_\_\_\_\_ **Date** \_\_\_\_\_

.....

**By signature I authorize receipt of Key #** \_\_\_\_\_.

\_\_\_\_\_ **Date** \_\_\_\_\_  
**Responsible Party**

**Key #** \_\_\_\_\_, **was returned on** \_\_\_\_/\_\_\_\_/\_\_\_\_.

\_\_\_\_\_ **Date** \_\_\_\_\_  
**Received by**

## FOWLER PARK RENTAL POLICIES

The Shelter House and Food Pavilion may be used free of charge at times when no other individuals have paid for the reservation or use thereof. Charges for use will always apply to the use and reservation of Cook House.

Once made, payment is nonrefundable regardless. This means if the individual elects not to use the facility or weather conditions are such the function cannot be held, there is still no refund.

### FEE SCHEDULE:

COOKHOUSE	\$35.00
FOOD PAVILION	\$35.00
SHELTER HOUSE	\$20.00
GAZEBO	\$35.00

Price is per reservation or use per day. Price is per location used.

RV SITES FIRST DAY \$20.00

EACH ADDITIONAL DAY \$15.00

FEEES FOR COOK HOUSE AND SHELTER HOUSE DO NOT APPLY FOR RIVER FESTIVAL WEEKEND. FEES WILL BE AT A DIFFERENT RATE. RESERVATIONS MUST BE MADE FOR RIVER FESTIVAL WEEKEND ONLY THROUGH THE GENEVA CHAMBER OF COMMERCE.

### For Park Facilities:

Payment for use must be received prior to use. All reservations must be scheduled and all payments must be made to the City Clerk's Office 334/684-2485 Monday-Friday from 8:00 a.m. to 5:00 p.m. unless closed for a holiday. Facilities cannot be paid for or reservations made on weekends, holidays or after normal business hours.

Exemptions for use apply to City, County, School or Chamber functions only.

### For RV Parking:

RV parking must be paid in advance. You must make your reservations with the City Clerk's office from 8:00 a.m. - 5:00 p.m. Monday through Friday for any RV parking. All reservations must be scheduled and payment must be made to the City Clerk's Office 334/684-2485.

**DO NOT MOVE FROM YOUR RV PARKING SITE NUMBER ASSIGNED TO YOU.**

**Reservations will not be taken for the new year prior to January 1, except for the month of January.**

**Checks will only be accepted on banks within a 50 mile radius of Geneva.**

**No sub-leasing allowed.**

**The City cannot for various reasons guarantee the working status of electrical outlets, appliances etc. You are encouraged to check the status of the working order of any facility prior to use. The City may attempt to make repairs during normal business hours but no guarantees are made or should be assumed. The City will not respond to repair calls after normal business hours. DO NOT ATTEMPT TO MAKE ANY REPAIRS YOURSELF.**

**Use of Fowler Park is for personal events and personal enjoyment. Public events, events for which you charge a fee, or events where you plan to sell items is not permitted without approval of the City Council.**

**BASIC RULES:**

**Movable fixtures must be returned to its proper place.**

**Facility must be cleaned - at a minimum, counters washed, floor swept, spills wiped up, garbage picked-up, appliance surfaces wiped, charcoal must be cleaned from grills. Charcoal must be hauled off site, do not dump in garbage can, on grass, in river, etc. Garbage must be deposited in garbage bags and bags placed in garbage cans. You must provide your own bags and cleaning supplies. All decorations and signs must be removed. No decorations which must be nailed, glued or stapled are allowed. No paints. No decorations in the Big Oak, no climbing on Big Oak, no flammable material near Big Oak.**

**Turn off Lights, Appliances and Fans.**

**Facility cannot be used prior to beginning time noted on reservation form. Facility must be vacated at the noted ending time on your reservation form. Cleaning must be accomplished by the ending time noted on reservation form. Person signing reservation form will be liable for key even if they allowed another party to pick-up the key. To allow someone else to pick-up the key send your copy of the reservation form.**

**Keys must be returned the next business day.**

**No modifications can be made to any electrical outlets. Do not attempt to make any repairs, of any kind, on anything located at the park!**

**RVs CANNOT dump waste in river or in City manholes, etc. NO DUMP STATION PROVIDED. RVs must vacate by ending time on reservation form or additional rental charge applies.**

**The person signing the reservation form becomes the responsible party.**