

Pool & Firemens Parks Pavilions Rental Forms

City of Litchfield Policies and Procedures

Park Reservations 08-15-00

The policy of the City of Litchfield concerning park reservations is as follows:

- This policy applies to **all City parks and picnic facilities** (i.e. Pavilions) except for the Gazebo located at Firemen's Park
- The Gazebo at Firemen's Park will be available on a first-come first-served basis (no reservation signs will be allowed to prohibit others from using it)
- Only one reservation will only be accepted ***two weeks or longer*** prior to the date requested. Additional subsequent reservations will not be accepted prior to a two-week advance notice
- The parks will be posted with signs stating that "to reserve the Pavilion, contact City Hall"
- No permit will be required, but the requestor will be asked to respond to City Hall and fill out a reservation request (to include contact information)
- It will be the responsibility of the requestor to inform the City of the need for electricity, if available at the site
- The Police Department will be provided a copy of the reservation request
- No fee will be charged for reservations or park usage
- No alcohol will be permitted in the park as a requirement of a reserved facility

*Reservations must be made after January 1 of each year-there is no every year reservations.