



Portable Park Reservation Information

About The Portable Park

The Portable Park is a mobile recreation unit with activities, games and exercise equipment. It is free and open to all ages with the goal of increasing recreational opportunities.

Portable Park Request Form

Name: _____

Organization Name: _____

E-Mail _____

Cell Phone _____ Work Phone _____

Address _____

Date Requested: _____ Today's Date: _____

Time Requested Start: _____ Time Requested End: _____

Age Range Anticipated: _____ Location: _____

Other Notes: _____



Portable Park Application Policies and Procedures

Portable Park must be reserved 30 days in advance or the applicant is subject to denial. Park reservations are subject to change due to weather. The Portable Park does not have a generator so if the sound system is to be used, applicant must provide a power source. The only times the Portable Park can be requested is during normal city business hours M-F 7:30-4:30, no availability on City Holidays. The Portable Park may only be reserved if reservation aligns with our program goals. For this reason, any applicant is subject to refusal.

The Portable Park must be accompanied by City staff. Applicants must allow people from outside of their organization to use the portable park when it is operating. The Portable Park is open to the public regardless of reservations. Applicants may not profit from the Portable Park's service. Admission may not be charged to use the Portable Park.

The Portable Park is not a child care service. The Portable Park provides activities but not complete supervision. Child supervision is still the responsibility of the applicant or organization reserving the portable park. At least one staff member must be provided by the applicant and the staff member must be present and willing to assist in games and activities for every 20 children participating in the Portable Park programming.

As a matter of policy, law and commitment, The Portable Park does not discriminate on the basis of race, color, sex, marital status, sexual orientation, political ideology, age, creed, religion, ancestry, national origin, or presence of any sensory, mental or physical handicap.

It is the responsibility of the applicant to help set up the tables, chairs and any other necessary items for an event scheduled for reserved use. The amount of time needed to set up, hold the function and clean up shall be included in the amount of time scheduled for the event. Any damages to Portable Park equipment during reserved time period must be reimbursed by the applicant.

By signing below and initialing each policy above, the applicant agrees to all policies and procedures.

Applicant Print Name: _____

Applicant Signature: _____ Date: _____