

CITY OF OTTAWA

301 West Madison Street Ottawa, Illinois 61350 www.cityofottawa.org
Phone: 815-433-0161 Fax: 815-433-2270 E-mail: reservation@cityofottawa.org

PARK/SHELTER 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) | Jordan Block Lawn area |
| Allen Park Shelter - "B" | Jordan Block stage |
| Allen Park Shelter - "C" (by toboggan run) | Kiwanis Park North Shelter |
| Allen Park Large Shelter - "D" (by east restrooms) | Kiwanis Park South Shelter |
| Allen Park Shelter - "E" (by sidewalk) | Pool (Riordan) (fee applies) |
| Allen Park Shelter - "F" (by west restrooms) | Pool (Riordan) Concession Stand (additional fee) |
| Allen Park Shelter - "G" (by playground) | Rigden Park Shelter |
| Allen Park Large Shelter - "H"(west of railroad trestle) | Walsh Park Shelter "K" (volleyball court) |
| Allen Park Small Shelter-"I" (west of railroad trestle) | Walsh Park Shelter "L" (Lions Club) |
| Allen Park Shelter-"J" (west 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) |
| | Other _____ |

*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 Reservation Policy*.

In the event that this reservation is changed or cancelled, please contact City Hall at 815-433-0161, extension 24.

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

Signature _____

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Park/Shelter Reservation Policy

1. Reservations will be taken on a first come first serve basis.
2. A *Park/Shelter Reservation* form must be submitted two weeks prior to the event.
3. Please contact 815-433-0161, extension 24 to cancel a reservation or make special arrangements.
4. Confirmation of the reservation will be sent to you.
5. No alcohol is permitted in City parks.
6. City parks close at dusk, with the exception of Washington Square, Allen Park, and Fox River Park which close at 10:00 p.m.
7. You are responsible for picking up all trash, including table coverings and decorations and placing in trash receptacles.
8. "Reserved" signs to be placed on the shelter will be provided.