



500 E Main St. Duchesne, Utah 84021
 PO Box 974, Duchesne, Utah 84021
 phone (435) 738-2464
 fax (435)738-5394
duchesne@ubtanet.com

CITY PARK RESERVATION

Please put a check mark next to the park you would like to reserve and then complete and return this form to the city office at least ONE WEEK prior to event. Park is NOT reserved until payment is received.

Roy Park _____ \$25 Non-Refundable Fee

Tennis Park _____ \$25 Non-Refundable Fee

CONTACT INFORMATION

Organization: _____
 Contact Person: _____
 Contact Phone: _____

EVENT INFORMATION

Event: _____
 Number of persons attending: _____
 Date of Event: _____ Time of Event: _____
 Duration of Event: _____

FACILITIES NEEDED

Check all that apply.

- _____ Restrooms
- _____ Water sprinklers turned off _____ days prior to event
- _____ Lights turned on *please specify:* _____
- _____ Power *please specify:* _____
- _____ Trash Receptacles *How many:* _____
- _____ Keys _____ \$50 Deposit is required for borrowing a facility key
- _____ Other *please specify:* _____



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PARK USE REQUIREMENTS

Please initial next to each item.

_____ NO PARKING vehicles on lawn unless permission granted by Duchesne City.

_____ [Observe to follow Duchesne City Noise Ordinance. See Duchesne City Code, Title 5-2-2](#)

_____ [Observe to follow Duchesne City curfew for persons attending the event who are under the age of 18yrs old. See Duchesne City Code, Title 5-3-1](#)

_____ When cooking use cardboard under barbecues or grills.

_____ Organizer should work directly with the police department for police control.

_____ Organizer should work directly with the fire department for fire watch or fire control.

_____ Organizer is responsible to clean the park of any trash, litter or debris from their event.

ACKNOWLEDGEMENTS

I have read and understand the requirements and rules for using the city park as explained above and will do my best to observe and follow them.

Signature of Organizer: _____

Date: _____

Amount Received: \$ _____ Check #: _____

Received by: _____