

**CITY OF SPRING VALLEY VILLAGE  
PARK RESERVATION REQUEST**

NOTICE: ALL PARK RULES APPLY TO RESERVED AREAS AS AUTHORIZED IN ORDINANCE 225 IN BOOK 1. RESERVATIONS MAY NOT BE MADE MORE THAN THREE (3) WEEKS IN ADVANCE OF AND NO LATER THAN FOUR (4) DAYS PRIOR TO THE DATE REQUESTED. RESERVED AREAS MAY BE USED FOR A MAXIMUM OF THREE HOURS. THERE IS NO CHARGE FOR USING THE PICNIC TABLES. A FEE IS REQUIRED FOR THE PAVILION AND THE GAZEBO.  
 PAVILION - RESIDENTS 100.00 NON-RESIDENTS 200.00  
 GAZEBO - RESIDENTS 50.00 NON-RESIDENTS 100.00

PAVILION _____ GAZEBO _____ PICNIC TABLES _____	NUMBER OF PEOPLE EXPECTED _____
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DATE OF USE	TIME TO BE RESERVED (MAXIMUM 3 HRS) FROM: _____ TO: _____
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APPLICANT'S NAME
EMAIL ADDRESS

APPLICANT'S ADDRESS	CITY	ST	ZIP
STREET: _____	_____	_____	_____

APPLICANT'S HOME PHONE ( )	APPLICANT'S CELL PHONE ( )
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APPLICANT ACKNOWLEDGES RECEIPT OF RULES & REGULATIONS AND AGREES TO THE CONDITIONS STATED THEREIN:	
DATE: _____	SIGNATURE: _____

\*PAYMENT OF FEE MUST BE TURNED IN WITH THE RESERVATION APPLICATION

RESERVATIONS WILL BE POSTED ON THE CITY HALL BULLETIN BOARD EACH FRIDAY.

THIS COMPLETED APPLICATION MUST BE SUBMITTED IN PERSON AT SPRING VALLEY VILLAGE POLICE DEPARTMENT, 1025 CAMPBELL ROAD, HOUSTON, TEXAS. PHONE: 713-465-8323.

APPROVED BY: _____	DATE: _____
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# CITY OF SPRING VALLEY VILLAGE

## PARK RULES & REGULATIONS

AUTHORIZED BY CITY ORDINANCE 225 AND SUBJECT TO FINES UP TO \$ 500.00

NO GLASS CONTAINERS ALLOWED      NO ANIMALS ALLOWED

CHILDREN UNDER 8 YEARS OF AGE MUST BE ACCOMPANIED BY AN ADULT AT ALL TIMES

NO OPEN FLAMES PERMITTED IN PARK AREA - NO ALCOHOL ALLOWED

NO MOTORIZED VEHICLES OR TOYS ALLOWED

NO UNSAFE USE OF PARK OR EQUIPMENT PERMITTED

DO NOT LITTER-----PLACE TRASH IN CONTAINERS PROVIDED

RESERVATION OF PICNIC TABLES, THE PAVILION, OR THE GAZEBO IS AVAILABLE.

AREAS POSTED AS "RESERVED" MUST BE HONORED

PARK HOURS ARE 6:00 AM TO 10:00 PM DAILY

REPORT UNSAFE CONDITIONS OR VIOLATIONS TO POLICE DISPATCHER

RESTROOMS ARE AVAILABLE AT THE PAVILION OR IN THE POLICE DEPARTMENT LOBBY

CERTIFICATES OF INSURANCE MUST BE PROVIDED TO CITY HALL PRIOR TO USE OF NON-STATIONARY EQUIPMENT SUCH AS A MOON WALK OR OTHER INFLATABLE PLAY ITEMS

A FEE IS REQUIRED FOR THE PAVILION AND GAZEBO

THERE IS NO FEE REQUIRED FOR THE PICNIC TABLES

FEE MUST BE SUBMITTED WITH THE RESERVATION APPLICATION

THE PERSON MAKING THE RESERVATION IS RESPONSIBLE FOR MAKING SURE THE AREA USED IS CLEANED UP.