

City of Princeton
Park & Recreation Department
123 W. Princeton Dr. or P.O. Box 970
Princeton, Texas 75407
Phone: 972-736-2416 Fax: 972-734-2548

FACILITY RESERVATION REQUEST

Facility requested to be reserved: _____

Date requested to be reserved: _____

Time requested to be reserved: From _____ To _____

Organization requesting reservation: _____

Contact Information:

1) Name: _____

Address: _____

Phone: (Home) _____ (Work/Cell) _____

2) Name: _____

Address: _____

Phone: (Home) _____ (Work/Cell) _____

A Facility Use Fee and/or Deposit may be required to secure this reservation. If applicable, Fees and Deposit are due as follows: **(Deposits must be in form of check)**

_____ A Fee or Deposit is not applicable to this reservation

_____ Organization exempt from Fees and Deposits

_____ The following Fees and or Deposit are due:

Facility Use Fee in the amount of \$ _____

Facility Use Deposit in the amount of \$ _____

Total amount due \$ _____

RULES AND REGULATIONS GOVERNING FACILITY USE

All facility use is subject to the following rules and regulations. In addition to other penalties, violation of these rules may result in a suspension of reservation privileges for a period of time up to one (1) year.

- 1) All facilities under control of the Princeton Parks & Recreation may be reserved, for exclusive use, on a space available basis by Princeton/ Collin County citizens, organizations and churches only.
- 2) Reservation will be accepted from adults, 18 years old and older only.
- 3) The use of loudspeakers, amplifiers or microphones, except with the express approval of the Parks & Recreation Board, is prohibited.
- 4) Alcoholic beverages in any form are prohibited in any park facility
- 5) Automobiles and other vehicles will be restricted to designated roadways and parking areas.
- 6) All fires must be maintained in proper receptacles.
- 7) Responsibility for damage to or maintenance of facilities growing out of usage beyond normal and usual wear will be assumed by the individual, group or organization reserving the facility.
- 8) The individual, group or organization reserving the facility is responsible for returning the facility to its normal condition following use.
- 9) All paper, trash, refuse and waste shall be deposited in receptacles provided for that purpose.
- 10) All facility use fees shall be paid prior to use.
- 11) The individual, group or organization making the reservation will obey all rules and regulations, both written and verbal, and will release the City of Princeton from any and all liability that may be incurred because of the use of the facility.

Memorial Park

In honor of our Veterans, the Memorial Park shall not have permits issued for the use of the common area for the following purposes, and shall be limited to foot traffic only.

- To sell or offer for sale any food, drinks, confections, merchandise, or services
- To conduct any commercial or business activities of any kind
- To solicit donations or contributions of any sort
- To distribute, post, place or erect any advertising, handbill, circular, bill, notice, billboard, paper or other advertising device.

Any special event, with the exception of weddings or private parties in the Gazebo, held at the Veterans Memorial Park shall be conducted on the paved areas surrounding the Park, Woody St. to South, Third St. to the West, Main St. to the North, and Fourth St. to the East. Any and all road closures shall be permitted by the governing authority. All other regulations regarding facility use shall also apply.

Parks & Recreation facilities may be used during normal operation hours without a reservation provided that no reservation has been made of that time period.

Facilities where reservations have been properly made will be immediately released and made available for the exclusive use of the reserving party by individuals, group or organization using a facility without a reservation.

The City of Princeton has the right to refuse service to anyone with regard to all municipal facilities

I hereby certify that I have read and understand all the rules and regulations.

Signature: _____

Date: _____