

PARK USE AND RESERVATION PERMIT
CITY OF ROSWELL, NM (revised 11/2017)

FAX 575.624.6889

Phone number Day Evening

Today's Date

Date(s) Requested

Person Responsible Address City, State, Zip Email

Time(s) Requested

Number of people

Area requested

Description of activities

GENERAL GUIDELINES FOR USE OF CITY PARKS

City parks may be used according to the following:

- 1. Individuals desiring to use City parks must first obtain a Park Use Permit from the City of Roswell, Parks and Recreation Office, 1101 W. Fourth, in Cahoon Park. Requests must be made to this office, at least two (2) weeks in advance of the date of the event. Requests made after that time may not be processed. Permission to use Parks is not automatic. Some requests may take longer to process than others, so early requests by the individual is recommended. Most requests will be handled directly by the Parks and Recreation Office, however, some requests may be directed to the Public Affairs Director and/or the City Manager for approval due to the nature of the request.
3. Requests will be considered with the following questions in mind:
a. Will there be a minimum of adverse effects on the neighborhood, participants, grounds, etc...?
b. Will the areas requested be left in as good, or better condition after the event?
4. The area used must be left free of trash after the event. If not, then the individual will be charged a fee for clean-up which will start at \$100 per hour. A cash deposit may be required for clean up and/or damages if it is deemed to be in the best interest of the City.
5. No alcoholic beverages are allowed to be consumed in City parks, trails and facilities.
6. This permit is for the use of City property only. It does not convey the right to peddle, solicit, or canvass within the City.
7. Certain types of activities are not allowed in City parks unless a designated area has been set aside for such an activity. These activities may be, but are not limited to, golf driving practice, equestrian activities, driving vehicles on the grass, etc... These activities may be determined to be detrimental to the turf, the safety of patrons, or both.
8. Reservations will only be taken for the current calendar year beginning in January.
9. The Sunken Garden in Cahoon Park may be reserved for a fee for a three (3) hour period. Specific rental periods will be between A) 10:00 am - 3:00 pm or B) 3:30 pm - 8:00 pm.
10. If electricity and/or water is needed and available, then an additional fee will be required. The City can only provide electrical service at specified locations. Any additional electricity needed is the responsibility of the permit holder. The City of Roswell will not be responsible for problems associated with exceeding the electrical load limit.
11. If equipment or site facilities are damaged during this reservation, the responsible party will be charged for the actual cost of the repair, replacement, and/or labor plus \$500.

Fee Paid Cash Check # Credit card

I have read the General Guidelines for Special Use of City Parks and agree to abide by these regulations and any others that may be listed by the Parks and Recreation Department. I understand that there are no refunds. Signature Date

Permit approval Yes No By Date

Insurance required? Yes No Company Name Policy Number

Copy to: Individual/Organization Parks Police Fire Spring River Zoo Public Affairs

*If you have a problem with your permit and it is after office hours, please call Central Control at (575) 347-5421.