

# GENERAL INFORMATION

## For City Parks



1. Park Hours are from sunrise to sunset.
2. Reservations are accepted no less than seven (7) days in advance and no more than six (6) months. Reservation forms may be obtained in the City Clerk's Office (City Hall, 2<sup>nd</sup> Floor) or by accessing the City's website at [www.greencovesprings.com](http://www.greencovesprings.com). Reservations are only scheduled upon receipt of the Park Reservation Application form, the Indemnification Agreement form, and the appropriate fees, which may be paid in the form of cash, personal check, cashier's check, or money order. Payment must be submitted at the time the reservation is made. Any returned check will result in loss of the reservation and a \$20 fee. To reinstate the reservation, the reservation fee(s) and returned check fee must be paid in cash only.
3. All shelters are on a "first come, first serve" basis, if not already reserved in the above seven (7) day period.
4. Spring Park has the following Shelters available for reservation:
  - a. The Gazebo is located on the riverfront. There is a five (5) hour time limit for reservation of this shelter but it can be for any block of five (5) hours.
  - b. The Large Pavilion Shelter overlooks the City Pool. It has five (5) tables which can seat approximately 10-12 people each or about 50-60 people total.
  - c. The Large Picnic Shelter is located to the immediate south of the Gazebo. It has three (3) tables which can seat approximately 6-8 people each or about 18-24 people total.
  - d. The Small Pavilion Shelter is located in between the Small Picnic Shelters. It has six (6) tables which can seat approximately 6-8 people each or about 36-48 people total.
  - e. The Small Picnic Shelters (A & B) are located to the south of the Large Picnic Shelter. They each have an octagonal table which can seat up to 8 people.
5. Vera Francis Hall Park has the following Shelters available for reservation:
  - a. There are two (2) Picnic Shelters with two (2) tables each which can seat approximately 6-8 people each or about 12-16 people per Shelter.
  - b. The Amphitheater is a 60' by 100' open area Shelter located in the rear of the Park.
6. There are numerous picnic tables located throughout the parks. Reservations are not taken for these tables.
7. Grills are located next to the shelters. **ONLY** charcoal may be used. All fires must be extinguished upon departure.
8. Decorations are allowed; however, **ONLY** string, tape or plastic ties are allowed to be used. Tents may be used but they must be weighted down – **NO STAKES ARE ALLOWED**.
9. If the event is open to the public and you expect more than 100 people in attendance, this constitutes a Minor Special Event. Applications must be completed and appropriate fees submitted to the Development Services Department (City Hall, 1<sup>st</sup> Floor). This is in addition to the Park Reservation fee(s).
10. All requests for street closures or for the use of amplification devices must be made in writing and submitted to the City Manager's office for approval prior to the event.
11. If a problem arises on the day of your reservation, please contact the Police Department immediately.

*Please refer to the "Park Rules and Regulations"  
on the reverse side of the Park Reservation Application form  
for further information.*