



289 Jayroe Ave. · P.O. Box 74 · Elm Springs, AR 72728  
479-248-7323 · Fax: 479-248-1092 · elmsprings.net

**CITY OF ELM SPRINGS**  
**PAVILION/PARK RESERVATION AGREEMENT**

Name of Applicant \_\_\_\_\_ DOB \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_ E-Mail \_\_\_\_\_

Driver's License # \_\_\_\_\_ Alt. Phone \_\_\_\_\_

Day/Date of Reservation \_\_\_\_\_ Time Period Needed \_\_\_\_\_

**Pavilion is reserved in four hour blocks if not indicated for longer period of time needed. Pavilion is reserved on a first come first serve basis.**

**Cancellation Policy:** Please notify City Hall if you need to cancel your reservation, to allow Pavilion to be open to new reservations.

**Park/Pavilion Terms and Conditions:**

1. No Alcoholic beverages and/or drugs are permitted on any City of Elm Springs property. Such use will result in immediate ejection from the premises.
2. Please remove any decorations, tape, etc... from tables, poles, building, etc.
3. Restrooms will be unlocked during reserved time. They must be left neat and free of debris. Please make sure all toilets have been flushed upon your departure. (CLOSED DURING WINTER)
4. All garbage must be bagged, tied and placed in Dumpster. Pavilion will have garbage bags in trash barrels (2); renters are responsible for providing any additional bags.
5. Renter assumes full responsibility for any damages to City of Elm Springs equipment and/or property that occur as a result of the requested use. Park/Pavilion will be inspected after designated rental times.
6. Renter must be considerate of surrounding neighbors.

7. Renter understands that reservation may be revoked at any time due to the misconduct of individuals in the group or misuse of the property. If revoked, future reservations may not be issued to these groups or individuals.
8. No fireworks or open fires are allowed.
9. Renter is responsible to see that all activities are properly controlled and supervised and agrees to comply with the City of Elm Springs Noise Ordinance and all other applicable laws. Renter is responsible for leaving the Pavilion in the same condition it was found.
10. Music must not be loud or offensive to the public. Pavilion is within a residential area; please respect the neighbors of the pavilion. NOTE: Music must comply with the City of Elm Springs Noise Ordinance or police will be dispatched.
11. Renter understands that all terms and conditions must be adhered to and Pavilion/Park and surrounding common areas are left in the condition in which they were found.
12. Renter understands that the Elm Springs Park is open to the public from sun up to sun down, Sunday through Saturday.
13. City of Elm Springs is not responsible for any personal items left on premises.
14. Reservation is for Pavilion only, park remains open to public.

The City of Elm Springs reserves the right to charge for cleanup costs associated with your failure to abide by the above stated rules and instructions.

I have read and will follow the above instructions and agree not to hold the City of Elm Springs responsible for any damages or injuries to persons or property. I or the organization, which I represent, will take full responsibility for any damages or injuries to persons or property and lost or stolen items that occur during the use of the Pavilion and/or surrounding outdoor facilities.

Signature/Renter \_\_\_\_\_ Date \_\_\_\_\_

**WHEN RENTING THE COMMUNITY  
BUILDING AND/OR PARK  
PLEASE DO NOT  
PARK IN EMPLOYEE PARKING,  
IN FRONT OF SHOP BUILDING  
(NO BLOCKING GARAGE  
DOORS), & HANDICAP  
PARKING (UNLESS YOU HAVE A  
VALID HANDICAP PASS)**

**(POLICE DEPARTMENT AND SHOP IS OPEN 24/7)**

**(TICKETING AND OR TOWING COULD BE  
A RESULT OF PARKING IN EMPLOYEE  
PARKING ONLY DESIGNATED SPACES)**

**PLEASE MAKE SURE YOU AND ALL YOUR GUESTS ARE AWARE OF ALLOWED PARKING SPACES**