



Guidelines for Pavilion Usage

Laurel Park, Fifth Avenue, Beaverfork Lake
And Cadron Settlement Park
501-450-6186

1. All parks are alcohol, drug and tobacco free zones. Any violation of this type will result in immediate removal from park and void any reservation.
2. All City of Conway activities have priority over any group wishing to reserve the pavilion.
3. Due to the high demand and use of park pavilions, a reservation application must be submitted and approved. There is a reservation fee of \$25.00 that must be paid within 3 business days of making the reservation. We accept cash or check only for the exact amount due. Once paid, you will receive a receipt and you **MUST** have this with you when you arrive at your destination of said location for that date.
4. **NO REFUNDS** are given. If weather forces cancellation of event at the time of said date, there is a possibility to arrange another date and time if it is available. You must contact the administrative staff by the end of the next business day. Once notified, you will have one year from the date of original reservation to reschedule.
5. Reservations are to be made with Brenda Autry during normal business hours Monday - Friday 7:00 am to 3:00 pm. Payments can be made Monday – Friday 7am – 9pm only.
6. If the pavilion you have reserved is occupied when you arrive and the occupants refuse to leave after you have shown your receipt to them, please call 450-6186 for assistance.
7. All picnic tables and trash receptacles must stay in regular designated areas. Do not move said items out of or away from pavilion. Do not bring other picnic tables or receptacles from other areas in the park. You are more than welcome to bring chairs, tables, or other needed items to the park for use.
8. Grills containing hot coals must be extinguished before leaving the pavilion. **DO NOT** put ashes hot or cold into trash receptacles.
9. It shall be unlawful for any person to *make, continue, or cause to be made or continued*, any loud, unnecessary or unusual noise or any noise which either annoys, disturbs, injures or endangers the comfort, health, peace or safety of others, *within the limits of the city*
10. Damage to the pavilion, picnic tables, grills, or receptacles may result in a fee to correct the damage. If there is any damage already present, please contact the park office immediately.
11. You are expected to clean up your area before leaving the pavilion. Any trash, food, decorations, or celebratory items must be put into the trash receptacles. Park staff will empty the receptacles when they return to the park.
12. No vehicles are to be on the grass at any time for any reason.
13. One must receive written or electronic approval by Conway Parks and Recreation Director for any deviation of above guidelines or park rules.
14. Violation of any park or facility ordinance, rule, or regulation may result in expulsion from facilities, citations, fines and/or arrest.



**APPLICATION FOR PAVILION RENTAL FOR
CONWAY PARKS AND RECREATION DEPARTMENT**

NAME _____

CONTACT # _____

EMAIL _____

I am applying to reserve one the following:

Beaverfork Park Pavilion	_____	Cadron Settlement Park Block House Area	_____
Cadron Pavilion 1	_____	Cadron Pavilion 2	_____
Fifth Avenue Pavilion East	_____	Fifth Avenue Pavilion West	_____
Laurel Park Pavilion	_____		

I would like to reserve the previous location(s) for the following dates and time:

**There is a \$25 reservation fee for the use of each pavilion each time of use.
** NO REFUNDS are given. If weather forces cancellation of event at the time of said date, there is a possibility to arrange another date and time if it is available. You must contact the administrative staff by the end of the next business day. Once notified, you will have one year from the date of the original reservation to reschedule your reservation.**

We accept cash or check only.

Type of method for payment: Cash _____ Check _____

Receipt number _____

I agree to comply with all items listed in the POLICIES ON LAND USE AROUND CONWAY PARKS AND RECREATION and have received a copy of Guidelines for Pavilion Usage. Failure to comply with ordinance codes and regulations will result in cancellation of this reservation.

Applicant's signature _____ Date _____

Park staff taking reservation _____ Date _____

Park staff receiving reservation payment _____ Date _____