

**CITY OF ANNISTON  
DUCK POND PARK PAVILION RESERVATION APPLICATION  
P. O. BOX 2168  
ANNISTON, AL 36202**

1. Park/Picnic Shelter Requested \_\_\_\_\_
2. Person/Organization to Use Facility \_\_\_\_\_
3. Date of Reservation \_\_\_\_\_ Time \_\_\_\_\_ To \_\_\_\_\_
4. Description of Activity \_\_\_\_\_
5. Number of People Expected \_\_\_\_\_
6. Additional Items Needed:      Tables (#) \_\_\_\_\_      Chairs (#) \_\_\_\_\_

*Cost of Additional Tables and Chairs: \$100.00 (10 Tables & 100 Chairs)  
\$170.00 (More than 10 Tables & 100 Chairs)*

**POLICIES**

1. All reservation requests should be made to the Anniston Parks and Recreation Department at least 30 days prior to the rental to ensure availability.
2. **NO** alcoholic beverages may be served in any city park or picnic area except as designated by Ordinance #92-0224.
3. Rental Fees must be paid two weeks prior to use of the facility.
4. Picnic Shelters will be reserved for the following time periods:  
10:00 a.m. – 2:00 p.m.; 2:00 p.m. – 6:00 p.m.; and 6:00 p.m. – dark
5. Reservations are limited to one 4-hour period unless otherwise authorized by the Parks and Recreation Director.
6. Picnic Shelter Rental Fees: \$50.00 for each 4-hour period (with restrooms)  
\$25.00 for each 4-hour period (without restrooms)  
\$25.00 for each 6:00 p.m. – dark reservation

The undersigned individual, on behalf of the above named organization, agrees to be entirely responsible for any and all lost, damaged, or injuries to property owned by the City of Anniston while that organization or their guests are on City property.

Signature \_\_\_\_\_ Home Phone \_\_\_\_\_ Work Phone \_\_\_\_\_  
Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ ZIP \_\_\_\_\_

The Anniston City Council is the final authority concerning operating policies and procedures for all city-owned facilities. The Parks and Recreation Department has the management and responsibilities for public use of these facilities.

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**Parks and Recreation Department Use Only**

Rental Fees Collected \_\_\_\_\_ Confirmation Mailed \_\_\_\_\_  
Set-up Time \_\_\_\_\_ Take-down Time \_\_\_\_\_  
Approved \_\_\_\_\_ Unapproved \_\_\_\_\_