

Park & Pavilion Reservation Instructions

FOR ON-BASE GROUPS:

(Squadron parties, youth and chapel activities, etc.)

1. All on-base squadrons will receive their first party of the year at no cost - but they must submit a request letter from the squadron commander.
2. Complete reservation form - indicate the following on the form:
 - a. All areas you will need to include BBQ pits, volleyball areas, etc.
 - b. Number of people expected.
 - c. Point of contact - include both work and home telephone numbers.
 - d. Name, full home mailing address, work and home telephone numbers for point of contact.
3. Fee: \$25 for on-base squadron or organization (non-refundable). However, point of contact is responsible for ensuring that the park is left clean.
4. If alcohol will be served, you will also need to complete the Dram shop theory and the park usage request with alcohol. These forms must be turned in no later than two weeks prior to the event.
5. Drop all forms off at the FamCamp office at Cullen Park with the appropriate fees for the park usage.

FOR OFF-BASE GROUPS:

(Army Reserve Units, Off-base church groups, schools, etc.)

The following is needed to make a Park Reservation for an off-base group:

- a. Complete Park Reservation form and indicate all areas desired - number of pavilions, use of BBQ pits, volleyball courts, etc. Reservations will be taken up to 90 days in advance.
- b. Fees for park usage for off-base groups are: \$35 per pavilion or \$100 for entire park. This fee is non-refundable to the customer. Make check payable to Outdoor Recreation and attach to Park Reservation Form. Drop off at the FamCamp office in Cullen Park.
- c. Off-base groups are responsible for submitting approval request letters to the base commander. They also must provide the Security Police Operations with an access list of all expected guests (in alphabetical order) at least 72 hours prior to the event. Point of contact is responsible for ensuring Hold Harmless Agreements are complete for each guest.
- d. If alcohol will be served, you will also need to complete the Dram shop theory and the park usage request with alcohol. These forms must be turned in no later than two weeks prior to the event
- e. Point of contact must have each participant in party complete a Hold Harmless Agreement and submit to FamCamp office at least by day of the party.
- f. Point of contact is responsible for ensuring that park is left clean prior to departure.
- g. All forms should be dropped off at the FamCamp office in Cullen Park.

CLEAN UP CHECKLIST FOR PARK CUSTOMERS:

1. No trash or food debris (bones, crawfish shells, etc.) left under any pavilion or surrounding park grounds.
2. Tables underneath pavilion wiped clean - no food debris left.
3. Trash emptied from small aluminum cans located next to pavilions into large brown dumpsters. New trash bags put in small cans and lids replaced.
4. Cans and recyclables put in containers provided. Bags of cans may not be left next to the recycling containers.
5. Picnic tables moved back underneath pavilion if take out for party.

TOILET FACILITIES:

Port-O-Lets are available for park customer's use. The FamCamp bathhouse is for paying FamCamp customers only.

FOR MORE INFORMATION:

Contact the FamCamp office at 456-2679 or cell 318-453-1517.

THANK YOU FOR USING OUR PARKS!!!

**BARKSDALE AIR FORCE BASE
OUTDOOR RECREATION
PARKS RESERVATION FORM**

Date of Event: _____

Park Name: _____ Cullen _____ Clear Lake _____ Witches' Hut

Pavilions Desired: #1 _____ #2 _____ #3 _____

Brick BBQ Grill _____ Volleyball Court _____

Clear Lake Grass Area _____

Other Areas Desired _____

Point of Contact _____

Unit/Organization _____

Mailing Address _____ City _____ State ____ Zip _____

Phone: Home _____ Work _____

Number in Party _____

Set Up Time _____ Take Down Time _____

Hold Harmless Agreements Needed _____ Yes _____ No

Alcohol Will Be Served _____ Yes * _____ No

*Dram Shop Theory Training for Events memo received _____ Yes Date _____

*Dram Shop Theory Training for Events memo signed _____ Name

*****office use only below this line*****

Name of Customer Paying Fee _____

Date Fee Paid _____ Staff member taking Reservation _____