

City of Walnut  
Community Services Department  
**Park Reservation Request Form**  
21701 E. Valley Blvd., Walnut, CA 91789  
(909) 598-5605 office  
(909) 598-2160 fax

Today's Date: \_\_\_\_\_

**Name of Walnut Resident** \_\_\_\_\_  
**Address** \_\_\_\_\_ (Work Ph#) \_\_\_\_\_ (Home Ph#) \_\_\_\_\_  
**Name of Organization** (if applicable) \_\_\_\_\_  
**Address** \_\_\_\_\_ **City** \_\_\_\_\_ **Zip** \_\_\_\_\_  
**Phone (w)** \_\_\_\_\_ **(h)** \_\_\_\_\_

**Park Requested** (circle one):     *Suzanne*     *Lemon Creek*     *Creekside*     *Snow Creek*

**Day Requested** (circle one)    **Sat**   **Sun**   **M**   **T**   **W**   **Th**   **Fr**     **Date Requested** \_\_\_\_\_

**Purpose of Park Use** \_\_\_\_\_

**Time from** \_\_\_\_\_ **am/pm**     **to** \_\_\_\_\_ **am/pm**     **# of Expected Participants** (be accurate) \_\_\_\_\_

**Special Notes:**

- ◆ Please note that deposits are no longer required for park reservations.
- ◆ No bouncers/jumpers/ carnival rides allowed at any time.
- ◆ No amplified music or public address (PA) systems allowed at any time.
- ◆ Individual/family non-resident reservations are not allowed.
- ◆ All signs, banners and other materials must be removed from the park immediately following your event.
- ◆ Personal portable or charcoal grills are not allowed. Please only use barbecue grills provided at the parks.
- ◆ Park restroom hours are from 8:00 am to 9:00 pm every day. Restroom keys are no longer issued.
- ◆ Staff will post a reservation sign inform other groups of your activity. We ask that you be accommodating to other groups when possible, and keep in mind that the reservation guarantees you a designated area in the park but does not give you exclusivity.
- ◆ Should you encounter any problems on the day of your event, please contact our weekend park staff at (909) 322-3224 or contact staff at the Walnut Gymnasium at (909) 444-7959.
- ◆ No Vehicles are allowed on Park Grounds at any time.
- ◆ By signing below, you acknowledge you have read and agree to the rules and regulations in using City of Walnut park facilities.

**Signature** \_\_\_\_\_

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**YOUR RESERVATION HAS BEEN APPROVED BY STAFF AS FOLLOWS:**

**Park Request Approved:** \_\_\_\_\_

**Number of Tables Approved** \_\_\_\_\_

**Additional Area Approved** \_\_\_\_\_

**Signature of City Staff Issuing Approval** \_\_\_\_\_