



PARK RESERVATION REQUEST

OUTDOOR RECREATION

623.856.6267

LUKE AFB, AZ 85309-1722

<https://www.56FSS.com>

1. Request the below listed base park/picnic area be reserved (check one), by the listed contact.

- Medium Ramada
 Large Ramada
 Playground Ramada
 Silver Wing's Ramada

Name/Rank of Contact: _____

Org/Unit: _____ Phone #: _____

Date Needed: _____ Time: _____ to _____

Type of activity being conducted: _____ Estimated Attendance _____

Will alcohol beverages be consumed? Yes / No

2. Alcohol beverages must not be sold. Only malt beverages (beer) may be consumed.

3. The above listed contact understands that this request is only for the ramada and restroom facility and does not reserve the entire park.

4. It is also understood that if the area is not going to be used, the reservation must be canceled within 12 hours. Failure to do so may result in denial of future use of the facility by the contact.

5. IAW with DAFI 48-116: **If your function will be serving food, it is mandatory you contact Public Health Community Health (856-6174/6176) for guidance.**

6. The contacts organization/unit is responsible for ensuring compliance with AFI 34-219 and LAFB supplement to include: designated drivers, the prudent consumption of alcoholic beverages, and conduct of personnel during the activities/functions in the park/picnic area.

7. **Any Changes to Sprinkler Schedule must be made no less than 48hrs prior to event. For information about grass watering schedules, please call Mr. Hutton at 623-856-4717.**

8. The contact must ensure the following rules are observed:

- **At the completion of the activity, remove all trash from the Ramada area and the restroom facility. Police any blowing trash in the area.**
- At the completion of the activity, all barbecue coals will be completely extinguished and ashes removed from the area.
- Trees and shrubbery in the area will be protected and not damaged by any individuals of the contacts organization.
- Pets taken into the area will be kept on a leash and cleaned up after at all times.
- **Vehicles will not be driven into the area or on the grass. No parking of any vehicles or heavy equipment is allowed in the grassy area.**
- NO GLASS containers of any kind are allowed in the park/picnic area.

9. Resale and fund-raising activities are not authorized unless pre-approved in writing by 56 FSS/CC.

- **If you are doing a Fundraising event, you must contact Ms. Mikaela Stone & Complete a Fundraiser Request form.**

10. This reservation is subject to change or cancellation due to unforeseen circumstances.

I understand the above requirements and accept full responsibility for utilization of the facility and area.

Signature of Contact

Date

Approved By

Date