

Monclova Township Community Park Guidelines

League/organized team request for use of the ball diamonds will be accepted until February 1st.

Requests made after that date will be attempted.

Individual requests for use of a ball diamond or the shelter house will be arranged on a first come first serve basis, with preference given to Monclova Township residents.

Request must be in writing with date of request, address and phone number of organization, address and phone number of contact person.

Preference will be given to those organizations having a Monclova Township address.

A calendar will be posted on the township's outside bulletin board to verify approved use of the ball diamonds and shelter house.

PARKING RULES:

- **DO NOT** drop off individuals on Albon Road.
- **DO NOT** drop off individuals in the drive of the park, proceed to the parking lot.
- **NO PARKING** or driving on the grass – this includes Albon Road, Community Park driveway area, Fields.

ATTENTION RESPONSIBLE INDIVIDUALS PARENTS AND COACHES:

- Please advise individuals to stay off the fences
- Do not create “divots” in the grass or ball diamond area with shoes, bats, etc.
- When conditions warrant, **DO NOT** use the ball diamond(s); i.e. standing water on playing area (Do not attempt to remove water by trenching the field!)

ABSOLUTELY NO ALCOHOLIC BEVERAGES ARE PERMITTED.

DO NOT dispose of charcoal in waste containers. **DO NOT** leave hot charcoal unattended.

Any violation of rules, including parking, may preclude that individual or organization from use of township facilities in the future.

Adopted at the Board of Trustee meeting January 21, 2001

Date: _____

This letter is to confirm your request for the use of the Monclova Township Community Park on:

Date: _____

From: _____ Until: _____

For: _____ Shelter House

_____ Ball Field #1 (by Albon Road)

_____ Ball Field #2 (Little League Field)

A parking lot is available for your guest. NO driving or parking on grassed area. Ball diamond #1 is irrigated and can be damaged by vehicles. NO parking or dropping off of individuals on Albon Road or in the park entry drive.

The tennis courts are available for your use, but cannot be reserved. They are available on a “first come, first server” basis. The lights are on timers, but will automatically disconnect at 10:30p.m.

A “Port-a-potty” is available for your use. This is the only restroom facility. There is no running water and therefore we suggest that you provide a no-rinse antibacterial soap. We ask that you please pick up after yourselves/those in your group when your event is done. Waste containers are provided however you may choose to bring additional bags for your convenience.

If you are scheduled to use the park until nighttime, please leave by 10:30 p.m. Also, please be courteous to the neighbors and keep the noises/music to a minimum during the early morning, evening and nighttime hours.

Organization Name/Individual Name: _____

Accepted By: (Sign) _____

(Print) _____

Address: _____

Telephone: _____

Function: _____

The above-mentioned person has received a copy of the Rules and Guidelines and accepts those terms as indicated by their signature.

**RETURN THIS FORM WITHIN 10 DAYS TO MAINTAIN YOUR RESERVATION.
A COPY OF THIS SIGNED FORM WILL BE RETURNED TO YOU.
PLEASE KEEP IT WITH YOU DURNING THE TIME OF YOUR EVENT.**