



# PARK RESERVATION REQUEST

**OUTDOOR RECREATION**  
623.856.6267  
LUKE AFB, AZ 85309-1722  
lukeevents.com/outdoor

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 AFI 48-116: If your function will be **servicing 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. 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 driven on the grass.
- NO GLASS containers of any kind are allowed in the park/picnic area.

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

Note: **For information about grass watering schedules, please call Mr. Hutton at 623-856-4717**