

# Guidelines for Pavilion or Park Usage

Laurel Park or Fifth Avenue call **(501)450-6186**

Beaverfork Lake or Cadron Settlement Park call **(501)450-6117**

1. All parks are alcohol, drug and tobacco free zones. Any violation of this type will result in immediate removal from park and void any reservation.
2. All City of Conway activities have priority over any group wishing to reserve the pavilion.
3. Due to the high demand and use of park pavilions, a reservation application must be submitted and approved. There is a reservation fee of \$25 dollars that must be paid within 48 hours making the reservation. We accept cash or check only for the exact amount due. Once paid, you will receive a receipt and you **MUST** have this with you when you arrive at your destination of said location for that date.
4. **NO REFUNDS** are given. If weather forces cancellation of event at the time of said date, there is a possibility to arrange another date and time if it is available. You must contact the park staff by the end of the next business day. Once notified, you will have one year to date, of original reservation, to reschedule your reservation.
5. Reservations are to be made during normal business hours Monday thru Friday 7:00 am to 3:30 pm. Payment can be made during this time as well.
6. All picnic tables and trash receptacles must stay in regular designated areas. Do not move said items out of or away from pavilion. Do not bring other picnic tables or receptacles from other areas in the park. You are more than welcome to bring chairs, tables, or other needed items to the park for use.
7. Grills containing hot coals must be extinguished before leaving the pavilion. **DO NOT** put ashes hot or cold into trash receptacles.
8. It shall be unlawful for any person to *make, continue, or cause to be made or continued*, any loud, unnecessary or unusual noise or any noise which either annoys, disturbs, injures or endangers the comfort, health, peace or safety of others, *within the limits of the city*
9. Damage to the pavilion, picnic tables, grills, or receptacles may result in a fee to correct the damage. If there is any damage already present, please contact the park office immediately.
10. You are expected to clean up your area before leaving the pavilion. Any trash, food, decorations, or celebratory items must be put into the trash receptacles. Park staff will empty the receptacles when they return to the park.
11. No vehicles are to be on the grass at any time for any reason.
12. Any deviation from any of the above guidelines must have approval by Conway Parks and Recreation supervisor.
13. Violation of any park or facility ordinance, rule, or regulation may result in expulsion from facilities, citations, fines and/or arrest.

**APPLICATION FOR PAVILION RENTAL FOR  
CONWAY PARKS AND RECREATION DEPARTMENT**

**(Please type or print clearly)**

FIRST NAME \_\_\_\_\_ LAST NAME \_\_\_\_\_

CONTACT # \_\_\_\_\_ ALTERNATE # \_\_\_\_\_

**I am applying to reserve one the following:**

Beaverfork Park Pavilion _____	Cadron Settlement Park Block House Area _____
Cadron Pavilion 1 _____	Cadron Pavilion 2 _____
Fifth Avenue Pavilion East _____	Fifth Avenue Pavilion West _____
Laurel Park Pavilion _____	

I would like to reserve the previous location(s) for the following dates and time:

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**There is a \$25 reservation fee for the use of each pavilion each time of use.**

**We accept cash or check only.**

**Type of method for payment:      Cash \_\_\_\_\_      Check \_\_\_\_\_**

Receipt number \_\_\_\_\_

I agree to comply with all items listed in the POLICIES ON LAND USE AROUND CONWAY PARKS AND RECREATION. Failure to comply with ordinance codes and regulations will result in cancellation of this reservation.

Applicant's signature \_\_\_\_\_ Date \_\_\_\_\_

Park staff taking reservation \_\_\_\_\_ Date \_\_\_\_\_

Park staff receiving reservation payment \_\_\_\_\_ Date \_\_\_\_\_