

Olivehurst Public Utility District



Agenda Item Staff Report

Meeting Date: March 31, 2020

Item description/summary:

Park Table Reservation Refund Request

Ms. White contacted us on March 17, 2020 requesting a refund of \$50.00 for her Park Table reservation scheduled for March 28, 2020. She stated that because of Covid-19 she was unsure when she would be able to reschedule. She is asking the Board of Directors for a refund of \$50.00

Fiscal Analysis:

N/A

Employee Feedback

N/A

Sample Motion:

N/A

Prepared by:

Sherry Koller, Administrative Assistant



OLIVEHURST PUBLIC UTILITY DISTRICT
 Business Office
 1970 9TH Avenue P.O. Box 670
 Olivehurst, CA 95961
 Phone (530) 743-4657 Fax (530) 743-3023 www.opud.org

Application must be submitted to Business Office a minimum of 3 business days prior to date of use.

Park Table Reservation Form

Permit # EUPR-127

(YOU MUST HAVE YOUR COPY OF RESERVATION PACKET IN POSSESSION DURING USE)

No reservation is finalized until the fees are paid. Once paid, the reservation fee is **NON-REFUNDABLE**.

I, Javana White, representing _____
(Name of Individual/Representative) (Organization, if applicable)

hereby request to reserve 3 tables. Date: 3/28/20 Time: 3:00-5:00

T 35, 7

(See Park Table Reservation Policy for the number of tables and hours available for reservations)

at the following facility: _____ Park (Eufay Wood Sr. Memorial Park)

Veterans Park, Lindhurst Memorial Park, or Richard "Doug" Donahue Park)

Type of event Birthday Party
(Company picnic, family picnic, fund raiser, birthday party, etc.)

Will there be an admission charge, sale, solicitation, donation, or collection involved with your use? NO

Will other equipment be used (i.e., sound equipment, stage, speaker(s), jump house, dunk tank, etc.)? NO

(A Park Use Permit will also be required if you answered yes to the above)

No reservation is finalized until the fees are paid. Once paid, the reservation fee is **NON-REFUNDABLE**. INITIAL HERE SW

The "responsible party" listed on the "Park Table Reservation" form will assure that he/she and any guests abide by all park rules as posted. INITIAL HERE SW

The "responsible party" will be responsible for any clean-up of debris on or around reserved tables. This includes removal of table clothes, balloons, signs, etc. INITIAL HERE SW

FOR OFFICIAL USE ONLY: Reservation Fee \$ 50.00 Cash Check # _____

Issued Packet with Reservation Form, Reservation Policy, Yuba County Ordinance, Map, and Table Signs _____

Table Numbers Reserved T3, T5, T7 Date and Time of Reservation 3/28/20 3:00-5:00

Processed by: [Signature] Date: 2/25/20