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
Park Table Reservation Form

(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.

1. Savanna White, representing ____________________________ (Organization, if applicable)
   (Name of Individual/Representative)

   hereby request to reserve ___1___ tables. Date: 3/28/20 Time: 3:00-5:00

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

at the following facility: __________________________________________________________________________

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

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

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

FOR OFFICIAL USE ONLY: Reservation Fee $ 500

[ ] Cash [ ] Check #

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

Table Numbers Reserved: 13, 15, 17

Date and Time of Reservation: 3/28/20 3:00-5:00

Processed by: ____________________ Date: 2/10/20

PK001-REV1 08/27/2012 – Parks Dept.