



MUNICIPAL PARKS: RULES & REGULATIONS

All park use is subject to the following rules and regulations. Failure to adhere to these rules and regulations will result in the forfeiture of your deposit and/or suspension of park privileges. Washington, Wiley and Veteran's Park facilities are under the jurisdiction of the City of Galva and may be reserved on a space available basis by Galva residents, businesses, churches and other organizations.

1. The Washington Park and Wiley Park pavilions may be reserved through the City Clerk's office during normal working hours; or, you may fill out the [online reservation form](#), print it out and either bring it or mail it to City Hall.
2. The Washington Park and Wiley Park pavilions may be used for social functions such as showers, parties or family reunions.
3. Veteran's Park may be reserved for social functions as well, however, keep in mind that Veteran's Park, though home to a small gazebo, does not have a pavilion or bathroom facilities.
4. Reservations will be accepted from adults only (18 years of age or older).
5. The City Clerk's office may require proof of residency before reserving park facilities.
6. Reservation of park facilities does not equate to the reservation of the entire park. For example, you may reserve the Wiley Park pavilion but others unattached to your party may enjoy the playground equipment and use the restrooms.
7. All reservations shall be made no more than ninety (90) days in advance and will be on a first come, first served basis. Potential applicants are encouraged to check the [municipal calendar](#) prior to scheduling an event to ensure the park facilities are available.
8. Hours of operation are between 9:00 a.m. and 9:00 p.m. each day of the week.
9. There is a one-hour minimum between each scheduled reservation.
10. A deposit of twenty-five dollars (\$25.00), which is refundable under certain conditions, is required for reserving a pavilion. If electrical service is required, a five dollar (\$5.00) per hour charge (minimum of two hours) will apply.
11. To complete your reservation, the deposit and electrical service charge must be paid in full no less than forty-eight (48) hour in advance of your reservation date. Non-profit organizations are exempt from the electrical service charges, but a deposit is still required. Non-profits may be required to document their tax-exempt status.

12. If the applicant expects 100 or more persons to attend the event, the applicant may be required to provide uniformed security. It is the responsibility of the applicant to make arrangements for security with the [Galva Police Department](#) or to provide their own uniformed security with prior approval by the City of Galva. Arrangements for security shall be made at least seven (7) days in advance of the event. All payments for Galva Police Department service must be paid in advance at the current rate for special services.
13. If canceling a reservation, the individual whose signature appears on the reservation application must notify the City of Galva at least forty-eight (48) hours in advance for a full refund of their deposit.
14. The City of Galva reserves the right to refuse or cancel any reservation at any time.
15. Individuals and organizations are prohibited from charging admission to the park or for the use of park facilities.
16. The use of loudspeakers, amplifiers or microphones is prohibited, except with the prior written permission of the City Administrator or his designee.
17. Excessive noise or complaints from residents adjacent to the park may result in loss of deposit and forfeiture of the opportunity to reserve a municipal facility in the future.
18. Alcoholic beverages of any kind or in any form are prohibited.
19. All fires must be maintained in grill receptacles.
20. Vehicles are restricted to designated parking areas.
21. All paper and waste must be deposited in proper receptacles.
22. Responsibility for damage to or maintenance of facilities resulting from usage beyond normal wear and tear will be assumed by the individual, group, or organization reserving the facilities.
23. The person whose signature appears on the reservation application is fully responsible for all participants using the park and/or park facilities.
24. Users shall not be permitted to nail, tack, tape, screw or otherwise physically attach materials to any part of any facility.
25. The applicant should inspect the facility prior to the event and report any damages to the City of Galva prior to usage.
26. The facility must be used "As Is." No special services will be provided by the City to make the existing facility usable for a specific purpose. The City will clean the pavilion as frequently as possible. It is the applicant's responsibility to provide any cleaning or products for their reservation date.
27. Users are responsible for returning the pavilion to its original condition following its use in order to secure the return of their deposit. Said determination will be made by the Superintendent of Streets or his designee.

28. Users must have a copy of the approved Reservation Application, signed by an authorized City of Galva employee, with them during the event in order to verify their reservation in case of conflict.
29. Users will abide by all rules and regulations, both written and verbal, issued by the City of Galva.
30. Users agree that they will not hold the City of Galva liable for any injury sustained while using City facilities.