



PARK RESERVATION FORM

Date of use: _____ **From:** _____ **am/pm** **To:** _____ **am/pm**

Organization/ Person Responsible: _____

Address: _____ **Phone Number(s):** _____

Type of Event: _____ **Est. Attendance:** _____ **Woodway resident:** **Yes** **No**

RENTAL FEES (**Proof of residence required**):			
<u>PAVILIONS (all parks)</u>		<u>GAZEBO (Poage Park)</u>	
First three (3) hours (minimum rental period):		First three (3) hours (minimum rental period):	
Woodway residents:	\$50.00	Woodway residents:	\$25.00
Non-Woodway residents:	\$60.00	Non-Woodway residents:	\$35.00
Additional hours :		\$15.00 per hour	
Use of water and/or electricity:		\$5.00 each	
Fees for excessive usage:			
Water (for water slides, etc.):		\$30.00 one-time charge	
Electricity (overloading circuits):		At cost of repair- for City staff & electrician	

POAGE	Large Pavilion (capacity: 100 people):	Total Hours Rented: _____
		Water <input type="checkbox"/> Electricity <input type="checkbox"/>
	Small Gazebo (capacity: 10-15 people):	Total Hours Rented: _____
		Electricity <input type="checkbox"/>
WHITEHALL	Large Pavilion (capacity: 100 people):	Total Hours Rented: _____
		Water <input type="checkbox"/> Electricity <input type="checkbox"/>
WOODWAY	Activity Park Pavilion (capacity: 50 people):	Total Hours Rented: _____
		Electricity <input type="checkbox"/>
	Lakeside Park Pavilion - near the lake (capacity: 50 people):	Total Hours Rented: _____
		Electricity <input type="checkbox"/>

<i>For City Staff Use Only</i>		
Received by: _____	Date: _____	FEEs TO BE PAID
	<input type="radio"/> Cash <input type="radio"/> Check # _____ <input type="radio"/> Credit Card	Rental fees: \$ _____
		Water : \$ _____
Receipt #: _____		Electricity: \$ _____
		Extra Water Usage: \$ _____
	Posted to calendar by: _____	TOTAL FEES: \$ _____

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