



Burlington County Parks System

Facility Use Policies and Procedures

Procedures:

- All reservations are based on a first come, first serve basis. Reservations taken over the phone are tentative and will remain for 2 weeks until a completed Facility Use Application form is received. If the form is not received within 2 weeks, the date and facility will be released.
- All applicants must fill out a Facility Use Application form. A date will not be considered “reserved” until all paperwork is received and approved.
- Facility Use Application forms and Parks System Policies and Procedures can be acquired by: email, on the Parks page of the county website, fax, or US Mail.
- Once both the Parks System and the County Administrator approve the reservation, the applicant will be notified via phone or email to confirm their reservation.
- The applicant’s name and reservation date/time on the form will be highlighted, the personal information is blacked out, and the laminated form will be posted on the reserved pavilion by a Park Ranger on the morning of their event.
- There will be only ONE reservation within 7 days by the same applicant.
- Facilities will not be available during annual or scheduled Parks System events unless approved by the tourism office.
- Outside entertainment and vendors must be listed on the Facility Use Application form, and proper insurance documents must be submitted before approval.

Rules (during an event):

- All parties using the facilities must abide by ALL park rules and regulations.
- Groups cannot exceed the maximum capacity of the facility requested.
- The person reserving the facility MUST have their name on the sign posted for that facility for that day. Under no circumstances is someone without a form allowed to use the pavilion unless there are no scheduled parties or picnics that day. If there’s not a form, they did NOT get approval.
- The person reserving the facility must arrive within two hours of the time listed on the Facility Use Application form. (ex. If you reserve the pavilion beginning at 1:00 pm, you must arrive by 3:00 pm).
- The reservation of a pavilion is for that pavilion only. Other areas of the park are for the general public to enjoy.
- Alcoholic beverages are not permitted.
- Charcoal grills are available at designated pavilions for enjoyment. Fires are permitted in permanent grills provided at designated picnic areas only. NO wood fires. User must provide their own charcoal and extinguish fire before leaving. No gas grills are allowed.
- Decorations are permitted with tape only. Putting holes in the structures is prohibited. ALL decorations must be removed by user upon departure.
- Outside entertainers or vendors for hire MUST be listed on the Facility Use Application form submitted to our office and must provide a certificate of insurance prior to usage being approved.
- Vehicles MUST remain in designated parking lots. Users may not drive up to a structure to unload vehicles and may not park on roads or trails.
- Loud music is prohibited.
- Our parks do not have access to electricity, and no generators are allowed.
- Jumping bubbles, ball pits, or portable play areas are prohibited.
- Dogs must be leashed at all times.
- The Parks System practices a carry-in carry-out policy for managing trash. All trash is to be removed and taken by user.
- Burlington County Park Rangers may be on site at any time during an event to assure all rules are being followed and to offer any needed assistance.