



**377th Force Support Squadron, Outdoor Recreation**  
**8001 Gibson Ave Bldg 20170 Kirtland AFB NM 87117**  
Phone: 505-846-1499/1275, Fax 505-853-2274

### PARK RESERVATION MEMORANDUM

FROM: 377 FSS/FSWO

SUBJECT: Park Reservation

1. You have a confirmed reservation for \_\_\_\_\_ people to use the Outdoor Recreation Park/Picnic area on (mm/dd/yyyy) \_\_\_\_/\_\_\_\_/\_\_\_\_ from the hours of \_\_\_\_\_ to \_\_\_\_\_. (Please add an hour before and after these times for your set-up and clean up. )

Requested Area:

Millennium Park:  Pool (west side)

Volleyball (southwest side)

Marquez Park:  McDonald's (west) side

Texas Street (east) side of the park

Gazebo (center)

2. This reservation is only for the pavilion/picnic area designated above. It is not for the entire park. All playground equipment and grass areas of the park are shared space.

3. Please acknowledge receipt of this reservation and understanding of the following rules by signing the first endorsement on the reverse side of this letter.

a. Equipment must not be moved or removed from the park. No driving is authorized into park areas. They will be towed at owner expense. Damage to sprinkler systems will result in damage assessment and liability costs to the user.

b. Quiet Time is from 2200-0600. Lights and sound producing implements will be turned down to a level that does not disturb others. Misconduct and/or causing disturbance is cause for revocation of park privileges.

c. Grill usage. Cooking will be restricted to grills at the park or personal grills may be used with prior approval. All fires are restricted to grill locations. Ensure fires are extinguished before disposing of ashes. Soak all charcoal ashes in water before disposing of in large dumpster. Do not discard ashes in picnic trash containers.

d. Glass containers are strictly prohibited

e. Discard cigarettes and smoking materials only into proper containers. Do not throw them on park grounds.

f. Children are the responsibility of parents and should be monitored at all times. Safety precautions must be exercised at all times during use of the parks.

g. The use of fireworks is strictly prohibited.

h. Park areas must be thoroughly policed and cleaned after use. Patrons must provide their own trash bags and litter must be placed trash bags, and then placed in one of the dumpsters located near the picnic grounds. Do not place bags of litter in the trash cans located at the park. All food and spills must be cleared from the tables, benches and flooring

Kate Davis  
Director, Outdoor Recreation

## Park Reservation Memorandum

1st Ind to Park Reservation

\_\_\_\_\_  
Print Full Name Last, First

\_\_\_\_\_  
Organization

\_\_\_\_\_  
Phone Number

MEMORANDUM FOR: 377 FSS/FSCO

1. I understand the rules provided relative to the use of Marquez/Millennium Park. I further acknowledge and understand the following:

a. Reservations made 30 days prior to actual usage must be re-certified by calling the outdoor recreation office prior to use of the park.

b. If I have guests not affiliated with Kirtland AFB, I must provide 377 SFG/SFOL a list of those individuals NLT 72 hours prior to my scheduled usage or call security forces at 846-7926.

c. If any problems with restrooms, power, or water occur, I will notify civil engineers at 846-8222. I will also advise the outdoor recreation office at 846-1499 of calls made to CE or any other problems encountered during my usage period.

d. A cleaning fee of \$50.00 will be charged if any Outdoor Recreation staff has to clean the area for which I was responsible.

2. NOTE: Your function may be pre-empted by a base wide activity.

\_\_\_\_\_  
Sign

\_\_\_\_\_  
Date

2d Ind, 377 FSS/FSCO

MEMORANDUM FOR THE RECORD

Reservation has been received, signed and processed by Outdoor Recreation personnel.

\_\_\_\_\_  
Outdoor Recreation Staff Member

\_\_\_\_\_  
Date