

**CENTENNIAL PARK BOOKING POLICY**  
**Council Policy No. 23/00**

POLICY:

It is the policy of the City of Fort St. John to coordinate the booking and scheduling of Centennial Park.

POLICY BACKGROUND:

The Recreation and Leisure Services Department is the booking agent for public use of Centennial Park. The booking and/or scheduling of Centennial Park allows the public an opportunity to reserve public space.

POLICY GOAL:

It is the goal of this policy to coordinate the use of public space in Centennial Park. This typically includes the sand volleyball court, partial parking areas and the sunken green space.

The Director of Recreation and Leisure Services is authorized to develop the booking procedure of this space so that the process is customer friendly and administratively expedient.

PROCEDURE:

1. Refer to the Centennial Park Calendar for any bookings, if there is a conflict, suggest an alternate location or date. Bookings are all done on a first come, first serve basis.
2. Take the individuals:
  - Name
  - Phone, fax and/or cell number
  - Area or part of Centennial Park they wish to book
  - Ask the nature of the event, i.e. wedding pictures, reunion, children's birthday party
3. Write the individual's name, number and time in the calendar on the appropriate date and location in Centennial Park booked.
4. Complete the Centennial Park Booking work sheet to activate the appropriate Department to cut the grass, and/or Leisure Services to remove litter. This form goes to the Facilities Maintenance Manager for action.
5. Remind customer that it is a public park and there will likely be others using the park.
6. No charges to book Centennial Park.