



TOWN OF SELBYVILLE  
1 W Church Street, Selbyville, DE 19975  
TEL (302) 436-8314  
selbyville.delaware.gov

DATE OF APPLICATION \_\_\_\_\_

## **SELBYVILLE TOWN PARK**

### **RESERVATIONS RULES & REGULATIONS**

The Selbyville Town Park is located on Park Street. It is open for general use from dawn to dusk seven days a week. The Rules and Regulations of the Park are listed on the entranceway sign and must be adhered to at all times (see below for the complete list). The Pickleball Courts, Ball Field, Pavilion/Picnic Area, and Concession Area may be reserved for special events on a first-come first-served basis. Reservations must be made by submitting a Reservation Request Form to Loryn at Town Hall one (1) week prior to the event. Please be advised that you are **ONLY** reserving the amenities that you check off on the Reservation Request Form. The rest of the amenities will still be open to the public. Anyone in violation of the posted rules will be asked to leave without a refund of the paid reservation fee and/or deposit. Subsequently, you may be denied future use as well. Our Town Park is a wonderful asset to our community and there have been many enhancements made for the enjoyment of all that use it.

#### **Selbyville Town Park Rules & Regulations:**

- Applicant must be 21 years old or older and provide the \$100 cash deposit in full upon submission of the application.
- Applicant is responsible for:
  - any damage to the field or any fence, buildings, or other equipment.
  - cleaning and locking Concession Area and Bathrooms (if used) when done.
- Alcoholic beverages are prohibited.
- No loud music.
- Moon Bounces/Tents/Structures or anything similar are prohibited.
- No decorations, signs, etc. may be tacked, nailed, stapled, or glued to any of the Town Property. Tape may be used temporarily as long as all tape residue and decorations are removed.
- Barbeque grills, cookers, or fires of any kind are prohibited.
- Trash **MUST** be properly disposed of in the provided trash receptacles. Any excess trash must be removed from the premises.
- No profane language, gestures, or other disorderly conduct.
- Children must be under adult supervision at **ALL** times.
- No unauthorized vehicular access within the park.
- All pets must remain on a leash and waste cleaned up properly.
- Be courteous to other users.



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## Selbyville Town Park Reservation Request Form

Applications must be received one (1) week in advance for events.

\$100 Cash Deposit – To be refunded in full if the area is clean and keys are returned.

**\*\*Responsible to clean and lock Concession Area (if used) when done.\*\***

<b>APPLICANT INFORMATION</b>
Name: _____
Physical Address: _____
Mailing Address: _____
Phone #(s): _____
Email: _____
<b>EVENT INFORMATION</b>
Date: _____
Time (4 hours max): _____
Approximate Number of People: _____
Describe the event to take place: _____
_____
_____

Facilities Requested (Check boxes that apply): ☐ Pickleball Courts ☐ Ball Field  
☐ Pavilion/Picnic Area ☐ Concession Area

If accepted, this contract is issued with the understanding that I, \_\_\_\_\_

**Print Name of Responsible Person**

of \_\_\_\_\_ am familiar with all policies regulating the use

**Print Address of Responsible Person**

of the facilities (see attached). I accept full responsibility for the activity stated in the agreement. I further understand and will convey to the guests of the planned event that the Town of Selbyville is not liable for any personal damages or injuries.

\_\_\_\_\_  
**Applicant's Signature**

\_\_\_\_\_  
**Date**

SHOULD ANOTHER GROUP BE USING THE RESERVED LOCATION AT YOUR DESIGNATED TIME, PRESENT THIS AGREEMENT TO NOTIFY THEM OF YOUR RESERVATION. IF NECESSARY, THE POLICE DEPARTMENT HAS COPIES OF ALL RESERVATIONS AND CAN BE CONTACTED BY CALLING 302-855-2980.

IF THERE IS A MAINTENANCE ISSUE, PLEASE CALL 302-853-0855.

### OFFICE USE ONLY

Date Received: \_\_\_\_\_

☐ APPROVED Date: \_\_\_\_\_

☐ DENIED Date: \_\_\_\_\_

**Reservation Sign Posted: By:** \_\_\_\_\_

Date: \_\_\_\_\_

Time: \_\_\_\_\_ AM/PM

**FEE: \$100** (Cash Only)

Date Fee Paid: \_\_\_\_\_

Date Issued: \_\_\_\_\_

Refund Issued: By: \_\_\_\_\_ Received By: \_\_\_\_\_ Date: \_\_\_\_\_

**Copies of Reservation sent to:** ☐ Applicant

☐ Police Department