



Charleston AFB  
Picnic Ground  
Reservations Form



Name: \_\_\_\_\_

Organization: \_\_\_\_\_

Duty Phone: \_\_\_\_\_

Home Phone: \_\_\_\_\_

Date Requested: \_\_\_\_\_ Time Requested: \_\_\_\_\_

Pavillion  A/B Playground

Number of People: \_\_\_\_\_

C/D Baseball

Signature: \_\_\_\_\_

Amount Paid: \_\_\_\_\_ Date: \_\_\_\_\_

Staff Initials: \_\_\_\_\_

### Picnic Grounds Policy

Reservations are reserved with full payment. Availability may be checked by telephone but reservations are set with full payment. Reservations can not be held by telephone or email. Reservations are non-transferable. Patron information is subject to the Privacy Act of 1974. The park is available for use by authorized users and guests and may be utilized during regular operation hours (sun up to 10 p.m.). The park may be closed to general use for base-wide functions. Reservation periods for the calendar year open on the first working day of January each year.

### Reservation Cancellation

Cancellation consists of returning your Picnic Grounds and Pavilion Reservation form to the Outdoor Recreation Center (ORC). Cancellation will not be accepted via telephone or email. Refund of full payment is authorized when cancellation is received 90 days prior to reservation date. Refunds for cancellation less than 90 days prior to reservation dates are authorized when the reservation is re-reserved. No-cost reservations are authorized for base-wide or Wing-level community functions; fundraisers are excluded from this payment exemption. No other no-cost reservations are authorized.

### Use Policy

Please place all trash in to the dumpster when event is over.  
Please turn off the lights when not in use and when you leave.  
Off-base guests will require authorization. Please check with the Visitor Center for additional guidance.

May we recommend a recreation or sport kit for your event?