



300 RAILROAD ST  
PO BOX 259  
TIFFIN, IA 52340  
P: 319.545.2572 F: 319.545.4147

**Potter Park Reservation Application**  
\$5.00 Usage Fee

**Return completed form to City Hall**

Group/Event Name: \_\_\_\_\_

Location of Shelter: POTTER PARK PAVILION

Reservation Date: \_\_\_\_\_ Reservation Time: \_\_\_\_\_ - \_\_\_\_\_

Number in Group: \_\_\_\_\_

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

Mailing Address: \_\_\_\_\_  
Street and PO Box City State Zip

Phone Number: \_\_\_\_\_ Alt. Number: \_\_\_\_\_

Email: \_\_\_\_\_

**WAIVER AND RELEASE:** I agree to hold the City of Tiffin harmless from any and all claims for injury or damage to persons or property suffered in connection with the permittee's activities unless such injury or damage is caused by the gross negligence of the City of Tiffin.

As group representative, I hereby agree to take responsibility to inform and assure that all group members follow the guidelines listed below.

**Signature of Group Representative:** \_\_\_\_\_  
Signature Date

**Reservation Guidelines:**

1. Leave the area clean and litter free. Please place all litter in the proper receptacles provided. If necessary, bring additional garbage bags for your group.
2. Motor driven vehicles may not be driven on the grass.

**For Office Use:**

_____ Reservation Approved	_____ Fee Accepted
_____ Public Works Notified	_____ Permit to Applicant

City Official Signature: \_\_\_\_\_  
Signature Date