

## 2009 GENERAL PROCEDURES FOR RESERVATIONS

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1. Use this link to view and download a [Ballfield Reservation Application](#). For information about reserving a field at Piedmont Park, please refer to the Field and Court Reservations section on the web page of the [Piedmont Park Conservancy](#).
2. All **pavilion reservations** must be made in person. Reservations are taken on a first-come, first served basis. Reservations cannot be made earlier than 3 months prior to the event, or later than 14 working days before the event. Use this link to view and download a [Pavilion Rental Application](#), which includes rules and regulations for pavilion reservations.
3. Any person planning a **large gathering in a park**, where the gathering is reasonably expected to have 75 or more people, and is reasonably expected to last one hour or longer, must submit a **Large Gathering Application**. Use this link to download a [Large Gathering Application](#).
4. Use this link to view and download a [Wedding in the Park Application](#), including rules and regulations for weddings in City of Atlanta parks.
5. Payment for all reservation fees must be made via Visa or Master Card, cashier's check, company check, personal check or money order, made payable to the **City of Atlanta Office of Parks or City of Atlanta Office of Recreation (for reserving Recreation Centers only)**. No American Express or Discover credit cards will be accepted. **No cash will be accepted. Money Orders are the only form of payments accepted for sanitation bonds and security deposits.**
6. Reservations are accepted only between 8:15 a.m. and 5:00 p.m., Monday through Friday. Please clock in and sign in for service.
7. To provide equal opportunity, we cannot render service to persons who sign in or clock in before 8:15 a.m. or after 5:00 p.m.
8. The Office of Special Events is responsible for processing applications for certain other activities that may be held in a park. To obtain permission for a **festival** or **special event** (for example: road races, walks, runs, rallies), or to arrange a **photo shoot** or **filmmaking**, call 404.330.6741 or email [specialevents@atlantaga.gov](mailto:specialevents@atlantaga.gov)
9. For additional information, telephone the Office of Parks Reservationist at 404.817.6757. You may also request information via e-mail to [parksreservationist@atlantaga.gov](mailto:parksreservationist@atlantaga.gov). **NOTICE: At this time we cannot accept or respond to reservation requests or applications we receive via e-mail.**

### Location of Centralized Reservations Office

The Office of Parks Centralized Reservations Office is located on the 8<sup>th</sup> floor of City Hall East, 675 Ponce de Leon Avenue (across from the Home Depot shopping center). Take the Ponce de Leon Avenue elevators to the 8<sup>th</sup> floor. The Office of Parks Centralized Reservation Office is located across the hall from the elevators.