

**EVERYONE MUST** Call (318) 456-2679 first to verify the date you are requesting is available.

**PARKING FOR PICNICS:** For large events PLEASE designate a parking director. There is no parking at FamCamp or in the gravel parking area designated for Mobile homes 1-6. Also the Famcamp entrance is not to be used to access Cullen Park.

**TOILET FACILITIES:**

Port-O-Lets are available for park customer's use. The FamCamp bathhouse is for paying FamCamp customers only. We will allow special circumstances to use facility upon request.

**FOR ON-BASE GROUPS:** (Squadron parties, youth and chapel activities, etc.)

1. All on-base squadrons will receive one annual party at no cost - but they must submit a waiver of fee request letter from their squadron commander to FamCamp.
2. Complete reservation form - indicate the following on the form:
  - a. All areas you will need to include BBQ pits, volleyball areas, etc.
  - b. Number of people expected.
  - c. Point of contact - Name, full home mailing address, work and home telephone numbers for point of contact.
3. Fee: \$25 for on-base squadron or organization.
4. If alcohol will be served, complete the Dram Shop Theory Training.
5. Point of contact must have each participant in party complete a Hold Harmless Agreement and submit to FamCamp office prior to party or to FamCamp office at least by day of the party.
6. All forms may be dropped off at the FamCamp office at Cullen Park or e-mailed to [Barksdale.odr.famcamp@gmail.com](mailto:Barksdale.odr.famcamp@gmail.com).
7. Point of contact is responsible for ensuring that park is left clean prior to departure.

**FOR OFF-BASE GROUPS:** (Army Reserve Units, Off-base church groups, schools, etc.)

The following is needed to make a Park Reservation for an off-base group:

1. Complete reservation form - indicate the following on the form:
  - a. All areas you will need to include BBQ pits, volleyball areas, etc.
  - b. Number of people expected.
  - c. Point of contact - include both work and home telephone numbers.
  - d. Name, full home mailing address, work and home telephone numbers for point of contact.
2. Fee for one pavilion is \$35 or for entire park for \$100.
3. Off-base groups are responsible for submitting an access list of all expected guests (in alphabetical order) at least days prior to the event. Please call for a sample EAL to provide to Security Police Operations Clerk or e-mail to: [2SFS.SFOL@us.af.mil](mailto:2SFS.SFOL@us.af.mil)
4. If alcohol will be served, you will need to complete the Dram Shop Theory Training.
5. Point of contact must have each participant in party complete a Hold Harmless Agreement and submit to FamCamp office prior to party or to FamCamp office at least by day of the party.
6. Point of contact is responsible for ensuring that park is left clean prior to departure.

7. All forms may be dropped off at the FamCamp office at Cullen Park or e-mailed <barksdale.odr.famcamp@gmail.com>.

**FOR MORE INFORMATION:** Contact the FamCamp office at (318) 456-2679 or cell (318) 453-7176.

**BARKSDALE AIR FORCE BASE  
OUTDOOR RECREATION  
PARKS RESERVATION FORM**

Date of Event: \_\_\_\_\_  
Park Name: Cullen \_\_\_\_\_ Clear Lake \_\_\_\_\_ Witches' Hut \_\_\_\_\_  
BBQ Grill \_\_\_\_\_ Volleyball Court \_\_\_\_\_ Horseshoe Pits \_\_\_\_\_ Playground \_\_\_\_\_ Grass Area across from Cullen Park \_\_\_\_\_

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Customer Name: \_\_\_\_\_  
Unit/Organization: \_\_\_\_\_  
Mailing Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
Phone Number: Home \_\_\_\_\_ Work \_\_\_\_\_

.....  
Number in Party \_\_\_\_\_ (Estimated)  
Set up Time \_\_\_\_\_ Take down Time \_\_\_\_\_

Hold Harmless Agreements Needed **(All)** \_\_\_\_\_ Yes \_\_\_\_\_ No  
Will Alcohol Will Be Served or provided: \_\_\_\_\_ Yes \* \_\_\_\_\_ No  
\*Dram Shop Theory Training completed: \_\_\_\_\_ Yes Date \_\_\_\_\_  
\*Dram Shop Theory Training signed by. Name: \_\_\_\_\_

\*Parks are now a Smoke Free Area \_\_\_\_\_ (int.) Park Clean-Up Checklist \_\_\_\_\_ (int.)  
IAW AFI 40-102; 3.3.3. Installation recreational facilities, including but not limited to athletic fields, Running tracks, basketball courts, golf courses, beaches, marinas, and parks.

.....**office use only below this line**.....  
Date Deposit Paid \_\_\_\_\_  
Name of Customer Paying Deposit \_\_\_\_\_  
Staff member taking Reservation \_\_\_\_\_

**Park Clean Up Checklist  
Please keep this list**

**Cullen Park:**

1. Clean-up trash or food debris (bones, crawfish shells, etc.) left under any pavilion or surrounding park grounds.
2. Pick up any party debris (balloons, crepe paper etc.).
3. Empty trash cans located next to pavilions. Replace trash bags. New trash bags put in small cans. Do not leave trash cans overflowing as wildlife will get into bags. Take trash to the dumpsters at FamCamp.
4. Put cans and recyclables in containers provided or take bags to recycling dumpster at FamCamp.
5. If Park Kit was used, please return it to FamCamp.

## **Clear Lake Park:**

1. Same as above with the addition that all trash must be take to FamCamp and put in dumpsters.

## **Witches Hut Park:**

1. Clean-up trash or food debris (bones, crawfish shells, etc.) left under any table or surrounding park grounds.
2. Trash emptied from cans into large dumpsters located in parking lot.
3. Put trash cans into restrooms and lock the restroom doors.
4. Replace long table up to the front.
5. If Park Kit was used, please return it to FamCamp.

**THANK YOU FOR USING OUR PARKS!!!**