Metro Parks Reservation Request Form

METRO PARKS
AND RECREATION

Name _____

Address _____

City _____ State _____ Zip _____

Home telephone _____ Work telephone _____

Email address _____

I am interested in (check one):

❏ **Facility Rental**

Date: _____ Time: Start _____ End _____

Shelter/Pavilion Site First Choice: _____

Shelter/Pavilion Site Second Choice: _____

Shelter/Pavilion Site Third Choice: _____

❏ **Special Event Permit**

Date: _____ Time: Start _____ End _____

Estimated Number of People at Event _____ Number of Days for Event _____

Will your event include vending or concessions (food, beverage, merchandise, etc.)? ❏ Yes ❏ No

Will your event include inflatable rides (requires separate permit)? ❏ Yes ❏ No

Additional Needs: ❏ Bleacher rentals: I wish to seat _____ people (price varies by bleacher size)
❏ City stage ($1,000)
❏ Patch box rental for electrical service ($125)
❏ Trash cans (10 cans minimum, $15 per can)
❏ Picnic tables (10 tables minimum, $15 per table)
❏ Other: _____

❏ **Athletic Field Permit**

❏ Game permit and/or ❏ Practice permit

Game Dates: _____ Time _____

Number of games: _____

Practice Dates: _____ Time _____

(Two separate 2-hour practices weekly, up to 12 weeks)

Athletic Field Site First Choice _____

Athletic Field Site Second Choice _____

Will you need lights for either practices or games? ❏ Yes ❏ No

❏ **Tennis Court Reservation**

Date: _____ Time: Start _____ End _____

Tennis Court Site First Choice _____

Tennis Court Site Second Choice _____

Describe your intended use for this rental or permit:

_____

_____

_____

I certify that I am using this facility only for the intended use stated above. I understand that use of facility for activities other than those expressly stated above may result in additional fees for which I will be responsible.

Signature: _____

Notes: Rental Facilities, Fields or Courts may not be subleased. Permits do not allow user group to mow grass or perform other maintenance tasks. This is not a permit, but a request for service. Permits will be issued based on information supplied on this form.

8/13