



EVENT COORDINATING FORM

(DEPARTMENT OF PARKS AND RECREATION FACILITIES)

Circle which facility (only one) Refer to price listing on Rental Application

PARKS (permit needed)

- Ben Flint Park
- Bicentennial Park
- Cunningham Park
- George Street Park
- Goodmark Park
- Lone Pine Estates Park
- Monroe Heights
- Shultz Park
- Tate Park
- Timber Pine Park
- Wells Park

GYMNASIUMS (Community Center)

- Wells Gymnasium (Floor)
- Dan Calloway Rec. Center/Tate Gymnasium (Floor)
- Side Room – Dan Calloway Recreation Complex
- Lindsey Davis Community Center – *Large Room*
- Lindsey Davis Community Center – *Smaller Room*

BALL FIELDS

- Football
- Softball

COURTS

- Tennis
- Racquetball Courts

POOL

- Barracuda Bay Waterpark

BEACH

- Municipal Beach

OTHER: _____

Type of Event: _____ Date of Event: _____

Contact Person: _____

Time of event: _____ a.m. to _____ p.m.

Phone Number: () _____ Alt Phone: () _____

Number of Guests: _____ (Insurance coverage for some events may apply)

Special accommodations:

Please indicate if you are requesting any special accommodations. Any and all request for special accommodations must be approved by the Parks and Recreation Administrative Office.

Chairs: _____

Stage: _____

Tables: _____

Sound System: _____

Kitchen Access: yes no

Access prior to Event: yes no time _____

Security Required: yes no police receipt #: _____ Other: _____

****NOTE TO APPLICANT****

**FORM TO SERVE AS AN INFORMATIVE TOOL ONLY.
DOES NOT CONFIRM APPROVAL OF YOUR REQUEST!**

APPLICANT SIGNATURE

DATE

Administrative Staff Use Only:

Approved Not Approved

Date: ____/____/____

Authorized Signature of Parks and Recreation Staff

Attach/Submit any correspondence regarding event that has been submitted to the Parks and Recreation Administrative Office (yes/no)

Notes:

CONFIRMATION NUMBER: _____

LIMITATIONS: _____
