



2023 APPLICATION FOR USE OF MEETING ROOMS

Name of requested Facility: _____ Today's Date: _____

Name of your organization: _____

Name of Applicant: _____ Email: _____

Address: _____ City _____ State _____ Zip _____

Cell Phone# _____ Alternate Phone # _____

Event Date: _____ Rain Date: _____ Start Time: _____ End Time _____

Set up Date & Start time: _____ Breakdown Date & End Time: _____

Staffing will be determined by the needs of each organization; it will vary by event, and it will be determined by Parks Administration.

Describe event in detail: _____

Have you ever had a similar permit? _____ YES _____ NO Estimated amount of people to attend: _____

Special request or services required by parks staff: _____

It is expected of all leagues/organizations to clean the meeting room after using it and rearrange tables and chairs to its original set up.
A \$240.00 FEE WILL BE CHARGED FOR ROOMS LEFT UNCLEANED AND/OR TABLES AND CHAIRS LEFT UNARRANGED.

Any special requests for parks staff services will be at a charge of \$60.00 per our minimum of 4 hours per staff (This fee is subject to change).

For anyone requesting any meeting room at 50 Officer Manny Familia Way please see the restriction below:

Parking is in front of the building during business hours will not be allowed. Applicant will be responsible to assign a person to direct all meeting attendees to park their vehicles at the parking lot between the athletic fields and the handball courts. NO EXCEPTIONS

DPW & Parks, Parks, Recreation & Cemetery Division reserves the right to revise the rules, regulations, policies and procedures at any time and to rule on a situation not specifically covered in this application or other city documents

APPLICANTS SIGNATURE: _____ DATE: _____

Initials: _____