



Smyrna Parks and Recreation Request For Use Form

Name and/or Group Name:

Date of Event: Date of Application:

Park/Shelter Requested:

Time Requested: ex. (8am – 2pm or 3pm – 8:30pm or All Day) Number Attending:

2nd Choice Park/Shelter Requested:

Daytime Phone Number: 2nd Number:

Address:

Describe Event:

Is this going to be advertised publicly: Yes / No

If so, how? (Newspaper, Flyers, Websites, etc...):

Check the items being brought in for the event:

- Decorations Potluck Food Catered Food Inflatable (no water inflatables allowed)
- Tables/Chairs Tent Grill Trailer
- Port-A-Potties Games (volleyball, horseshoes, badminton, etc...)

List any other items being brought in:

Are you contracting with a special event/catering company? Yes / No

If so, who?

Note: Certificate of Liability Insurance Form from the company and a Release of Liability and Indemnification Agreement Form will be required for all inflatables and may be required for other items brought in.

All requests should be submitted 30 days prior to use. This is to confirm that the above entity making this facility request will assume all legal and financial liability for guests and property during the use of city owned property.

Signature: _____ Date: _____

Director's Approval Signature: _____		Date: _____	
<input type="checkbox"/> No parking on grass	<input type="checkbox"/> Stay off fields	<input type="checkbox"/> Trash in cans / Dumpsters	<input type="checkbox"/> Require port-a-potties
<input type="checkbox"/> Waive fee	<input type="checkbox"/> Meet maintenance crew for set up		
<input type="checkbox"/> Other Notes: _____			
