

ALL REQUESTS SHALL BE SUBMITTED 30 DAYS PRIOR TO USE

**SMYRNA PARKS & RECREATION
REQUEST FOR USE BY LOCAL SCHOOLS
(HARDSHIP APPLICATION FOR BALLFIELD USE)**

DATE OF APPLICATION: _____ NAME OF SCHOOL: _____

PERSON REQUESTING: _____ PHONE: _____ PAGER: _____

BALLFIELDS REQUESTED: _____

TYPE OF EVENT: SCRIMMAGE, PRACTICE OR GAME _____

PARK LOCATION: (1ST CHOICE) _____ (2ND) _____

DATE AND TIME REQUESTED: (1ST CHOICE) _____ (2ND) _____

NOTE: IN THE EVENT OF RAINOUT DETERMINATION BY PARKS FACILITY MANAGER, WHAT IS THE LATEST POSSIBLE TIME YOU MUST BE CONTACTED ON THE DAY OF THE EVENT IN ORDER TO NOTIFY THE VISITING TEAM? _____

ORGANIZATION CONTACT PERSON: (PERSON IN CHARGE ON DAY OF EVENT):

NAME: _____ ADDRESS: _____

PHONE: _____ PAGER: _____

SIGNATURE: _____ EMAIL: _____

NOTE: **THE PARKS DEPARTMENT INSISTS THAT SCHOOLS TRY TO RESCHEDULE OR PLAY AT ANOTHER SCHOOL BEFORE MAKING A REQUEST TO PARKS DEPARTMENT.**

(1) REASON FOR REQUESTING A TOWN FACILITY: _____

(2) WHAT SCHOOLS HAVE BEEN CONTACTED FOR USE OF THEIR FACILITY? _____

(3) CAN THE GAME(S) BE RESCHEDULED? IF NOT, WHY? _____

CONFIRMATION FROM THE PRINCIPAL THAT EVERY EFFORT HAS BEEN MADE TO CONTACT OTHER LOCAL SCHOOLS FIRST, PRIOR TO REQUESTING USE FROM PARKS DEPARTMENT, AND 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:

PRINCIPAL SIGNATURE: _____

FOR OFFICE USE ONLY

PARKS DEPARTMENT APPROVAL:

(1) LEAGUE & SCHOOL LIAISON: _____

(2) PARKS MAINT. SUPERVISOR: _____

(3) DIRECTOR, PARKS & RECREATION: _____

DELIVERY DATE/TIME: _____ PICK UP DATE/TIME: _____