

**BALTIMORE COUNTY DEPARTMENT OF RECREATION AND PARKS
FACILITIES USE APPLICATION**

Please fill out a separate request for each site. Include all needs including registration, coach's meetings, awards ceremonies, recitals, etc.

PERMIT NUMBER _____

ARE YOU A RECREATION COUNCIL PROGRAM? YES NO

PROGRAM (OR ORGANIZATION) NAME _____

CHAIRPERSON (OR APPLICANT) NAME _____

PHONE: home: _____ cell _____ EMAIL ADDRESS: _____

ADDRESS: _____ CITY: _____ ZIP: _____

FACILITY REQUESTED _____

DESCRIPTION OF ACTIVITY _____ ESTIMATED ATTENDANCE _____

SERVICES REQUESTED: AUDIO LIGHTING TABLES REQUESTED _____ CHAIRS REQUESTED _____

Include time for set-up and clean-up, if necessary

start/end dates	day of week	open time	close time	# of wks	hrs daily	total hrs	gym	cafe	aud	class-room	multi-purpose rm	grounds (specify)	other (specify)
	MON												
	TUE												
	WED												
	THU												
	FRI												
	SAT												
	SUN												

Having read and agreed to the regulations governing the use of facilities described on the reverse side, I, the undersigned being a duly authorized officer of the above organization, do hereby request the use of the facility as described above.

SIGNATURE OF CHAIRPERSON/APPLICANT _____ DATE _____

Please indicate representative from organization who will be present and responsible during activity:

NAME: _____ PHONE: home _____ cell _____

FOR OFFICE USE ONLY

APPLICATION: APPROVED NOT APPROVED

Rental Information: Total Hours: _____ Hourly Rate: \$ _____ Total Rental Fee: \$ _____

Staff Information: Additional Attendant Required YES NO
Total Hours: _____ Hourly Rate: \$ _____ Total Staffing Fee: \$ _____

Payment Information: Total Due: \$ _____ Date Rec'd _____ Invoice No. _____

Comments: _____

SIGNATURE R&P STAFF MEMBER _____ DATE _____