

Rutland Recreation and Parks Department

1 Deer St. Rutland, VT 05701

(802) 773-1853

Facility/Park Reservation Request Form

Today's Date _____

Name: _____ Organization: _____

Address: _____ email: _____

Phone: _____ (h) _____ (w) _____ (c) _____ (fax)

Facility/Park preferred: _____

Date(s) Needed: _____
Start (m/d/yr) End (m/d/yr)

Days of the week: (M) _____ (T) _____ (W) _____ (TH) _____ (F) _____ (S) _____ (SU) _____

Time of day needed: _____ (AM/PM) to _____ (AM/PM) - **include set-up/break down time**

Detailed description of event or reason for reservation or see attached: _____

Will there be a participation fee? _____ (yes) _____ (no) If yes, how much _____ / person (\$)

Will food/drink being served? _____ (yes) _____ (no) # of people expected _____

Is electricity required? _____ (yes) _____ (no) **(min. \$10 fee required per day in parks)**

Are chairs and/or tables required? _____ (chairs) _____ (tables)

THIS FORM MUST BE FILLED OUT COMPLETELY BEFORE YOUR REQUEST CAN BE REVIEWED. REQUESTS MAY TAKE UP TO A WEEK OR TWO BEFORE FINAL APPROVAL DEPENDING ON THE CIRCUMSTANCE. IN ORDER TO GUARANTEE YOUR RESERVATION FULL PAYMENT OF ANY FEES IS REQUIRED WHEN FACILITY USE AGREEMENT IS SIGNED.

SIGNATURE:

