



PARKS AND RECREATION DEPARTMENT

FACILITY USAGE APPLICATION

1. Reservation for: _____
Name of Park or Facility

2. Reservation Date(s): _____

Rental time: From _____ To _____
(Additional time for set-up and clean up may be necessary.)

3. Area to be reserved (Please indicate shelter / field / gym / multi-purpose room / outdoor courts):

4. If not a family event, name of organization or business:

5. Contact Person's Name _____

Phone numbers - day _____ night _____

Mailing address _____ Mecklenburg County ___ Yes ___ NO

Home address if different _____

6. Description of activity(ies) planned: _____

7. Will admission or fee be charged? _____ yes _____ no (Please check one)

8. Is there a charge of any kind for attendees to participate?
_____ yes _____ no (Please check one)

PLEASE COMPLETE BACK OF FORM ALSO.....

9. Estimated number of participants: _____. (Over 200 use Special Event application.)

10. Percentage of users that are Huntersville residents/taxpayers? _____

11. List any special requests/additional provisions requested of Huntersville Parks and Recreation: _____

12. Other conditions: deposit required at Waymer or HACC when food is being served; police / security requirements; etc.

I hereby certify that I am the authorized and responsible representative of the forenamed sponsoring/user group, and

I have received, read, understand and certify that we will comply with the HUNTERSVILLE PARKS /USAGE/RESERVATIONS POLICIES including the indemnity clause (Section IX. of the HUNTERSVILLE PARKS USAGE/RESERVATIONS POLICIES), and

I understand that this reservation is not confirmed unless a contract is returned to me with a signature of a Parks and Recreation Department representative.

SIGNED:

Family, Business or Organization Representative _____ Date: _____

APPROVED BY:

Parks and Recreation Dept. Rep: _____ Date: _____

Fees Received: _____ Date: _____ Receipt #: _____

Security Deposit: _____ Date: _____ Receipt #: _____
(if necessary)

This form can be mailed to: Huntersville Parks & Recreation Department
PO Box 2879, Huntersville, NC 28070 or
brought to our Administrative Office at 12600 Old Statesville Road, M-F, 8 am- 5 pm
www.huntersville.org 704.766.2220 Fax # 704.992.5528