

**CITY OF HUNTSVILLE RECREATION SERVICES
FACILITY USE APPLICATION
(Applicant must be 21 years of age or older)**

Name of Group or Organization: _____

Activity: _____ Date: _____ Time: _____ From: _____ To: _____

Description of Activity (include Location): _____

Non-profit Organization: Yes: _____ No: _____] [If YES, provide a copy of your 501(c)(3) information]

Group Insurance? Yes: _____ No: _____ (If YES, proof of coverage may be required, some activities will require insurance.)

Contact Person: _____ Title: _____

Address: _____
Street City State Zip

E-mail Address: _____

Telephone: (home) _____ (work/cell) _____ Fax: _____

Facility(s) Requested (Gym, meeting room, etc.): _____

Will there be a fee charged for this activity? Yes _____ No _____ If yes, \$ _____ per _____

Is this activity open to the general public? Yes ___ No ___ Total No. of People Attending: ___ Adults ___ Children

Type of Advertising Used for the Activity: _____
(Newspaper, Radio, TV, flyers, Website, etc.)

Will any of the following be involved? Food _____ Decorations _____

Chairs # _____ Tables # _____

Other: _____

Submitted by: _____ Time: _____ Date: _____
(Applicant must be 21 years of age or older)

Reservations are made on a first come-first served basis. Reservations are not confirmed until application is reviewed and full payment is received.
Reservations must be cancelled five (5) business days in advance to qualify for a refund.
Refunds require the return of the original receipt and a 3-6 week processing period

(To be completed by Recreation Services Staff)

Application Received by: _____ Date: _____

Application Reviewed by: _____ Date: _____

Approved: _____ Denied: _____ Date: _____

Payment: Total due: \$ _____ Due Date: _____

Deposit Received by: _____ Receipt # _____
Date: _____ Payment Method: Cash Check Money Order

Balance/Full Payment Rec. by: _____ Receipt # _____
Date: _____ Payment Method: Cash Check Money Order

Review Info: To be completed by the Programmer on the back of this form.

Note: A copy of this application for all events over 100 people or requiring Police Services is to be routed through the chain of command immediately upon approval for informational purposes.