



Recurring Facility Rental Request Form

Contact Person: _____ **Contact Telephone Number:** (_____) _____
(This person must be available at this listed phone number should we need to contact them on the day/time of the event)

Contact Email Address: _____

Mailing Address: _____

City: _____ **State:** _____ **Zip:** _____

Name of Event:		
Description of Event:		
Start Date:	End Date:	# of Attendees:
Public or Private event?		Purpose of use:
<input type="checkbox"/> Public – open to anyone <input type="checkbox"/> Private – closed guest list	<input type="checkbox"/> Game <input type="checkbox"/> Practice <input type="checkbox"/> Workshop <input type="checkbox"/> Performance <input type="checkbox"/> Rehearsal <input type="checkbox"/> Event <input type="checkbox"/> Other: _____	
Cost for participation:	<input type="checkbox"/> Free <input type="checkbox"/> Requested Donation <input type="checkbox"/> Required Donation (<i>check range below</i>) <input type="checkbox"/> Fee (<i>check range below</i>) <input type="checkbox"/> less than \$10 <input type="checkbox"/> over \$10 to \$25 <input type="checkbox"/> over \$25 to \$50 <input type="checkbox"/> over \$50	

Indicate start and end times for each requested facility by day	MON	TUES	WED	THURS	FRI	SAT	SUN
Posse Grounds Park:	am - pm am - pm	am - pm am - pm	am - pm am - pm	am - pm am - pm	am - pm am - pm	am - pm am - pm	am - pm am - pm
Basketball Court							
Bike Skills Park							
Concession Stand							
HUB							
Lower Softball Field							
Multi-Use Field							
Pavilion							
Picnic Ramada #: _____							
Recreation Room							
Sand Volleyball							
Skate Park							
Tennis Courts #: _____							
Upper Softball Field							
Sunset Park:	am - pm am - pm	am - pm am - pm	am - pm am - pm	am - pm am - pm	am - pm am - pm	am - pm am - pm	am - pm am - pm
Basketball Court							
Grass Area							
Picnic Ramada #: _____							
Tennis Courts #: _____							

Do you have a Non-Profit ID? YES NO **ID # (required to receive rates):** _____

Will there be amplified music or sound? YES NO
If sound regulations are in question, please contact our Code Enforcement Office at (928) 282-1154.

Will your event have alcohol? YES NO
Alcohol is not allowed on City property unless you obtain the necessary permits and/or approvals.

Do you plan to bring rented items into the space (tables, chairs, bouncy house, etc.)? YES NO
You will be required to provide a Certificate of Insurance listing the City as additionally insured before permission is granted to bring items onto the premises.