



Facility Usage Request Form

Name _____ Group _____

Address _____ City _____

State _____ Zip _____ Email _____

Business Phone _____ Cell Phone _____

Home Phone _____ Age of Participants _____ # of Participants _____

Sport, Activity or Event _____

| Day/Date (s) Requested: | Time (s) Requested: | Area (s) Requested: | Cost: |
|-------------------------|---------------------|---------------------|----------|
| 1st _____ | 1st _____ | 1st _____ | \$ _____ |
| 2nd _____ | 2nd _____ | 2nd _____ | \$ _____ |
| 3rd _____ | 3rd _____ | 3rd _____ | \$ _____ |
| 4th _____ | 4th _____ | 4th _____ | \$ _____ |

50% DEPOSIT IS REQUIRED TO CONFIRMED RESERVATION

I agree to pay the Total Amount Due prior to the start of our first event. Cancellations result in a minimum 50% fee assessment.

Print Name: _____ Signature: _____ Date: _____

OFFICE USE ONLY
Payments

| | | Date | Method of Payment | Entered Into EZ (Date) |
|-----------------------------|----------|------|---|------------------------|
| Total of Rental inc. extras | \$ _____ | | | |
| 1st Payment | \$ _____ | | Check # _____ Cash _____ CC _____ | |
| 2nd Payment | \$ _____ | | Check # _____ Cash _____ CC _____ | |
| 3rd Payment | \$ _____ | | Check # _____ Cash _____ CC _____ | |
| 4th Payment | \$ _____ | | Check # _____ Cash _____ CC _____ | |

RESTAURANT REQUESTS: _____

OTHER REQUESTS: _____

Staff Member Reservation Confirmed: _____

Date Reservation Confirmed: _____

Credit Card _____ Exp. _____ Code _____

Signature: _____ Date: _____