

RESERVATIONS MUST BE MADE A MINIMUM OF SEVEN (7) DAYS IN ADVANCE

Today's Date: _____
 Contact Person: _____
 Organization Name: _____
 Address: _____
 City: _____ State: _____ Zip: _____
 E-mail Address: _____
 Home Phone: _____ Cell Phone: _____

Reservation taken by: _____
 Reservation approved: _____
 Amount paid: _____
 Date: _____
 Method: _____

Park/Gym Requested: _____ (Please complete a separate form for each request)

Field: _____ Shelter: _____ Courts: _____

Sport / Activity Scheduled: _____

Expected Number in Group: Adult _____ Youth _____

Game _____ Practice _____ Base Distance _____

Days of week	Date(s)	Starting Time	Ending Time
Monday (s)			
Tuesday (s)			
Wednesday (s)			
Thursday (s)			
Friday (s)			
Saturday (s)			
Sunday (s)			

REGULATIONS

- Renter must be able to show permit upon request
- Person in charge shall be responsible for conduct of group and any damages to property
- Area is to be cleaned after use and trash put in appropriate receptacles
- No alcoholic beverages or glass containers allowed
- In the case of inclement weather, Cornelius PARC Department will reschedule the event for another time (based on availability). Refunds will not be given in the event of inclement weather. Reschedules MUST be made within three (3) months of the original reservation date
- Cancellations must be made at least 7 days prior to event. The cost will be refunded minus a 10 percent administrative cost. No refunds will be given if cancellation is less than 7 days.
- For field, gym and court rentals, this form must be accompanied by a signed Facility Use Agreement.

I have read completely and understand fully the regulations of this permit.

 Signature of Authorized Representative of Organization

 Date

Please return forms to:

**Cornelius Town Hall
 Attn: PARC Department
 PO Box 399
 Cornelius, NC 28031**

**Phone: 704-892-6031 x 160
 Fax: 704-896-2462**

WEATHER HOTLINE: 704-896-2460 x 290