

ALL REQUESTS SHALL BE SUBMITTED 30 DAYS PRIOR TO USE

**SMYRNA PARKS & RECREATION
REQUEST FOR USE FOR SCHOOLS
(PICNICS/EVENTS)
FAX BACK TO 615-459-9727**

DATE OF APPLICATION _____ NAME OF SCHOOL: _____

GRADE/AGE OF CHILDREN _____

PERSON REQUESTING: _____ PHONE _____ PAGER/CELL _____

2 ND PHONE# _____ SCHOOL FAX # _____

THIS IS TO CONFIRM THAT THE ABOVE ENTITY MAKING THIS FACILITY REQUEST WILL
ASSUME ALL LEGAL AND FINANCIAL LIABILITY FOR GUESTS AND PROPERTY DURING THE USE
OF CITY OWNED PROPERTY:

PRINCIPAL SIGNATURE: _____

ITEM (S) REQUESTED _____

(LIST SHELTER # AND/ OR BALLFIELD #)

(TIME OF EVENT: ARRIVAL & DEPARTURE)

PARK LOCATION: _____ DATE OF EVENT: _____

NUMBER OF STUDENTS/TEACHERS/AIDES/PARENTS: _____

ORGANIZATION CONTACT PERSON (PERSON IN CHARGE ON DAY OF EVENT):

NAME: _____ ADDRESS: _____

PHONE: _____ PAGER: _____

SIGNATURE _____

**NOTE: FOR GROUPS OF 50 STUDENTS OR MORE, THE CONTACT PERSON MUST CONTACT
THE PARKS OFFICE, 459-9773, PRIOR TO LEAVING THE AREA IN ORDER FOR THE PARK AND
RESTROOMS TO BE INSPECTED FOR CLEANLINESS.**

FEES: _____ IS A WAIVER REQUESTED? YES _____ NO _____
APPLIES TO SMYRNA SCHOOLS ONLY

FOR OFFICE USE ONLY

ANY SCHEDULING CONFLICTS? _____

INFORMATION FOR PARKS MAINTENANCE STAFF. WORK ORDER# _____

SPECIAL ITEMS _____

SPECIAL CONDITIONS FOR USER: _____

DIRECTOR OF PARKS DEPT. APPROVAL _____ DATE _____