

Park Usage Request Form

Responsible Party Name: _____ Rank/Status _____
Phone? _____ Date of Event: _____
Date Paid: _____ Number of Attendees: _____ Park Requested _____
Event Type: Official or Non-Official: _____

**I understand that I am responsible for the following:
CC Must initial each line for official functions**

- _____ Park/Facility will not be reserved until fees are paid in full.
 - _____ Conduct of all personnel at the event.
 - _____ Pets must be kept on a leash.
 - _____ Fires are limited to BBQ grills or fire pits. All fires will be extinguished and coals dumped into the coal bin and grills cleaned prior to leaving park.
 - _____ All trash must be removed and placed into dumpsters.
 - _____ Private Organizations are not authorized to sell or serve alcoholic beverages.
 - _____ Alcohol will not be present at this function.
- **Serving alcohol at your event requires a letter from you commander stating what the event is.

****Note: Baseball fields are not included in you usage fee and must be reserved separately through the Fitness Center 7-2212.**

Responsible Party Printed Name

Date

Responsible Party Signature

Outdoor Recreation Employee

Approved / Disapproved

Director / Assistant Director, Outdoor Recreation
412th Force Support Squadron