



**TO BE COMPLETED BY DIRECTOR IN CHARGE**

APPLICATION MUST BE FILLED OUT COMPLETELY, GIVEN IMMEDIATELY TO THE DISTRICT SUPERVISOR FOR APPROVAL WITH ALL FEES PAID IN FULL OR RESERVATIONS REQUIRE AN ADVANCE DEPOSIT OF 50% OF THE TOTAL FEES (PER RATES AND FEES MANUAL). ALL APPLICATIONS ARE TO BE SUBMITTED TO THE REGION OFFICE TWO WEEKS PRIOR TO EVENT. SPECIAL EVENTS WITH 200+ REQUIRES PRIOR APPROVAL BEFORE FEES ARE COLLECTED AND 12 WEEKS PRIOR TO THE EVENT

Facility is normally :  Open  Closed Staff Coverage Required:  Yes  No

Is Insurance Required :  Yes  No \*Leagues, competitive sports, activity involves risk, or large event/number of people. CAO # / Insurance verification Top of front page

Fees:  Regular Permit  Fee Generating Permit Group Exempt from fees?  Yes  No If yes - Exemption number \_\_\_\_\_ Proof of Non Profit status attached  Yes  No

Basic Room Fee (1<sup>st</sup> 3 hours) = \$ \_\_\_\_\_

No. Staff Needed x # of hours requested = Total Staff Hrs x Hourly rate \$ \_\_\_\_\_ = \$ \_\_\_\_\_

Additional Hours Needed (Rates & Fees) X Hourly Rate \$ \_\_\_\_\_ = \$ \_\_\_\_\_

Additional Rooms (Rates & Fees) x \$ \_\_\_\_\_ x \$ \_\_\_\_\_ = \$ \_\_\_\_\_

Use of Kitchen (Rates & Fees) = \$ \_\_\_\_\_

Refreshment Fee (Rates & Fees) = \$ \_\_\_\_\_

Field / Gymnasium Rental Fee Hours x \$ \_\_\_\_\_ = \$ \_\_\_\_\_

Picnic Reservation Fee:  1-50  51-100  101-200  201-400\*\*see note  201-400\*\*see note = \$ \_\_\_\_\_

Non-Refundable Permit Fee (All picnic reservation and specific facilities) – (deposited into Regional Account) = \$ \_\_\_\_\_

Picnic Maintenance Fee (MRP # \_\_\_\_\_) = \$ \_\_\_\_\_

Moon Bounce Fee (Special Fund) = \$ \_\_\_\_\_

Center Rental:  Chairs # \_\_\_\_\_ x \$ \_\_\_\_\_  Tables # \_\_\_\_\_ x \$ \_\_\_\_\_ = \$ \_\_\_\_\_

Utility Hookup Fee = \$ \_\_\_\_\_

Clean-up Breakage Refundable Deposit Receipt No. \_\_\_\_\_ = \$ \_\_\_\_\_

Other Charges (Explain) \_\_\_\_\_ = \$ \_\_\_\_\_

**TOTAL CHARGES:** = \$ \_\_\_\_\_

LESS DEPOSIT: Receipt No. \_\_\_\_\_ Date \_\_\_\_\_ = \$ \_\_\_\_\_

Balance Due By: \_\_\_\_\_ **TOTAL:** = \$ \_\_\_\_\_

Approval of Director In Charge \_\_\_\_\_ Date \_\_\_\_\_

Approval of District Supervisor \_\_\_\_\_ Date \_\_\_\_\_

Approval of Principal Recreation Supervisor \_\_\_\_\_ Date \_\_\_\_\_

\*\*PLEASE NOTE: For EVENTS (200 persons or more) Principal Maintenance Supervisor and Recreation Superintendent Required

Approval of Principal Maintenance Supervisor \_\_\_\_\_ Date \_\_\_\_\_

Approval of Superintendent \_\_\_\_\_ Date \_\_\_\_\_

Comments: \_\_\_\_\_