

## Document Submission Information

Please give us your name, email and contact number so we may contact you if needed regarding the document you are submitting.

Thank You.

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_

Email Address: \_\_\_\_\_

Contact Phone Number: \_\_\_\_\_

# HUNTSVILLE

The Star of Alabama

Parks and Recreation Department

256.564.8026

docrecquestions@huntsvilleal.gov

## JAYCEE BLDG/FAIRGROUNDS/BIG SPRING PARK & KIDS SPACE FACILITY USE APPLICATION

(Applicant must be 21 years of age or older)

Approved Application Must be in Your Possession when using the facility

Date Received: \_\_\_\_\_

Name of Group or Organization: \_\_\_\_\_

Is this a Non-profit Organization: Yes No [If YES, provide a copy of your 501(c)(3) information]

Do you have Group Liability Insurance? Yes No (Certificate naming City as co-insured may be required)

Yes: Contact Person (must be over 21): \_\_\_\_\_ Title: \_\_\_\_\_

Address: \_\_\_\_\_

Street City State Zip

E-mail Address: \_\_\_\_\_

Telephone: (home) \_\_\_\_\_ (work/cell) \_\_\_\_\_ Fax: \_\_\_\_\_

Activity: \_\_\_\_\_

Description of Activity/Events (Dance, Dinner, Birthday Party, etc.): \_\_\_\_\_

Event Date(s): \_\_\_\_\_ Time(s): From: \_\_\_\_\_ to \_\_\_\_\_

Set-up/Clean-up Date(s): \_\_\_\_\_ Time(s): From: \_\_\_\_\_ to \_\_\_\_\_

Facility Requested: Jaycee Building Fairgrounds/North Runway Kids Space Spring Arbor Gazebo

Will there be a fee charged for this activity? Yes No If yes, \$ \_\_\_\_\_ per \_\_\_\_\_

Is this activity open to the general public? Yes No Maximum No. of People Attending: \_\_\_\_\_ Adults \_\_\_\_\_ Children

Will any of the following be involved? Food Alcohol Band Decorations Kitchen House Sound System

Portable Wall Firearms/Ammunition Tents Inflatables Chairs # \_\_\_\_\_ Tables # \_\_\_\_\_ Other: \_\_\_\_\_

Submitted by: \_\_\_\_\_ Time: \_\_\_\_\_ Date: \_\_\_\_\_

(Applicant must be 21 years of age or older)

Reservations are made on a first come-first served basis.

Reservations are not confirmed until application is reviewed and 50% deposit or full payment is received.

All documentation must be on file at least 48 hours prior to the scheduled event, or the City of Huntsville has the right to deny use of the requested facility.

Reservations must be cancelled ten (10) business days in advance to qualify for a refund.

Refunds require the return of the original receipt and a 3-6 week processing period.

(To be completed by Parks and Recreation Department Staff)

Application Received by: \_\_\_\_\_ Date: \_\_\_\_\_

Review Info: To be completed by the Programmer/Superintendent - use back if necessary.

Insurance: Not Required: Required: Initials: \_\_\_\_\_ Received/Attached: Waived: \_\_\_\_\_

Business License: Not Required: Required: Initials: \_\_\_\_\_ Received/Attached: \_\_\_\_\_

Police Security: Not Required: Required: How Many: \_\_\_\_\_ Initials: \_\_\_\_\_

Payment: Total due: \$ \_\_\_\_\_ Due Date: \_\_\_\_\_ Fee Waived by: \_\_\_\_\_

Deposit: Amt. \$ \_\_\_\_\_ Rec. By: \_\_\_\_\_ Receipt # \_\_\_\_\_ Date: \_\_\_\_\_

Payment Method: Check Money Order

Bal/Full Payment: Amt. \$ \_\_\_\_\_ Rec By: \_\_\_\_\_ Receipt # \_\_\_\_\_ Date: \_\_\_\_\_

Payment Method: Check Money Order

Approval/Denial Notes: \_\_\_\_\_

Application Approved/Denied by (see Status Below): \_\_\_\_\_

Status: Approved: Denied: Date: \_\_\_\_\_

Note: A copy of this application for all events over 100 people or requiring Police Services is to be routed through the chain of command immediately upon approval for informational purposes. A copy of all documentation (insurance, business license, etc.) is to be included.

(To be completed after event by User Group)

Actual Number Attending: \_\_\_\_\_ Signature: \_\_\_\_\_ (Authorized Rep. of User Group)