SP ATHLETIC RESERVATION REQUEST FORM

Email request to:
christy.blackwood@spartanburgparks.org

- Please complete only the fields below with red text.
- Completion and submission of this form represents a REQUEST ONLY for field space, not a guaranteed rental.
- Full payment is due prior to facility usage. At time of payment the user will need to sign the signature line. An approved form will be given to the requesting party upon receipt of all fees.
- Request for a facility rental must be submitted at least 72 hours prior to the first date of your requested rental.

DATE INQUIRY RECEIVED _____ TIME INQUIRY RECEIVED _____

INDIVIDUAL'S NAME _____

FULL ADDRESS _____

TELEPHONE NUMBERS _____

EMAIL ADDRESS _____

NAME OF ORGANIZATION _____

ACTIVITY OR NATURE OF RENTAL _____

FIELD(S) YOU ARE REQUESTING _____

APPROXIMATE ATTENDANCE _____

BEGINNING AND ENDING DATES OF POTENTIAL RENTAL _____

DAYS & TIMES OF POTENTIAL RENTAL _____

OTHER FACILITIES BEING REQUESTED _____

WILL YOU NEED TO USE LIGHTS AT YOUR EVENT? _____

IF SO, NUMBER OF HOURS NEEDED FOR LIGHTS… _____

WILL YOU NEED THE ATHLETIC FIELD(S) LINED FOR YOUR EVENT? _____

IS THIS EVENT FOR YOUTH OR ADULTS? _____

WILL YOU BE CHARGING ADMISSION TO THIS EVENT? _____

WILL PARTICIPANTS IN THIS EVENT BE CHARGED A REGISTRATION OR ENTRY FEE?

SP USE ONLY BELOW THIS LINE

MAINTENANCE REQUIREMENTS _____

PRICE BREAKDOWN: Lights: Practices: TOTAL: _____

STATUS OR FOLLOW-UP ACTION _____

NOTES, COMMENTS, & SPECIAL CIRCUMSTANCES:

All field requests MUST be approved by the Park Operations Director

SP Representative:

Payment Information

Receipt #: Payment Type: Date: Amount: Key #:

User acknowledges that it is operating independently and neither User nor any of User's employees or agents are employees or representatives of SP. There will be NO alcoholic beverages permitted on the premises. User shall release and hold SP harmless from any liability for injury or damage to persons or property resulting from its use of this facility, and shall indemnify SP for any claims or damages arising hereunder.

SIGNATURE OF POTENTIAL RENTER _____ DATE _____