



Regional Facilities Use Application

Baltimore County Department of Recreation and Parks

Please fill out a separate request for each site.
Include all needs including registration, coach's meetings, awards, recitals ect.

Organization/Program Name:

Recreation Council (Y/N):

Facility Requested: (mark *ONLY* one)

- Northeast Regional Recreation Center
- Honeygo Regional Park
- Eastern Regional Park
- Southeast Regional Recreation Center

- Randallstown Community Center
- Northwest Regional Park
- Reisterstown Regional Park
- Meadowood Regional Park

Description of Activity:

Estimated Attendance:

Sevices Requested: Audio/Video # of Tables # of Chairs

Start Date	End Date	Day	Total # of Days	Start time	End Time	Hours Per Day	Total Hours	Area(s) Requested
		Saturday						
		Sunday						
		Monday						
		Tuesday						
		Wednesday						
		Thursday						
		Friday						
						# Hours NOT Using		
Program totals								

EXCLUSIONS / BLACKOUT DATES:

Schedule Due Date: Schedules NOT received by this date the user group will be notified of their permit cancellation.

Having read and agreed to the regulations governing the use of facilities on the attached document(s), I, the undersigned being duly authorized officer of the above organization, do hereby request the use of facility as described above.

Signature of Chairperson / Applicant Date

Program Representative Contact information: (person who will be present and responsible during activity)

Name Phone Alt Phone

Staffing Costs			
Total Hours	Hourly Rate	Subtotal	
	\$20.00		
Additional Staffing			
# Staff	# Hours	Hourly Rate	Subtotal
		\$20.00	

Payment Information	
Total Staffing Costs	
Rental Fees	
Outstanding Balance	
TOTAL DUE	
Date rec'd	Check #

For office use only:			
Staff initials	Date	Priority use #	Schedule?
CSII			
RC			
RF Staff			
RF Main			

Signature of Regional Facilities Staff: _____

Date: _____