



**SOUTH BURLINGTON RECREATION & PARKS DEPARTMENT**  
575 DORSET STREET, SOUTH BURLINGTON, VT 05403  
TEL: (802) 846-4108 \* Fax: (802) 846-4101

**REQUEST FOR USE OF FACILITIES**

**CONTACT INFORMATION:**

Today's Date: \_\_\_\_\_

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

Contact's Name: \_\_\_\_\_

Contact's Address: \_\_\_\_\_  
Street City State Zip

Contact's Phone #'s: Home: \_\_\_\_\_ Work: \_\_\_\_\_ Cell: \_\_\_\_\_

Contact's E-mail: \_\_\_\_\_

**FACILITY REQUEST INFORMATION:**

Facility Requesting: \_\_\_\_\_

Type of Event: \_\_\_\_\_

Date(s) of Event: \_\_\_\_\_ Time(s) of Event: \_\_\_\_\_

\_\_\_\_\_ Check here if attachment- (for multiple dates and times please attach a schedule)

Set-Up Time Begins: \_\_\_\_\_ Clean-Up Ends: \_\_\_\_\_

Special Requests: \_\_\_\_\_

**PARTICIPANT NUMBERS:**

Total Number of participants expected: \_\_\_\_\_

Total of South Burlington Residents: \_\_\_\_\_

**MAIL THIS FORM TO ABOVE ADDRESS OR FAX TO ABOVE NUMBER**

Requests must be received a minimum of **Two Weeks** prior to your scheduled event.

All requests are reviewed in accordance with the department's *Facility Use & Fee Policy* which is attached.

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**OFFICE USE ONLY:**

APPROVED: \_\_\_\_\_ DENIED: \_\_\_\_\_ PENDING: \_\_\_\_\_

FEE: \_\_\_\_\_ REQUIREMENTS: \_\_\_\_\_