



Application for Facility Use

Parks and Recreation Department

Receipt of the application is not a guarantee of facility use. Application will not be finalized until approved and executed by the Parks and Recreation Superintendent or designee.

Customer

Last Name	First Name	Middle Initial
Email Address	Date of Birth	Gender
Primary Phone	Secondary Phone	Text Alerts
Address	City	Zip Code

Agree to receive text messages.

Agree to receive promotional mail/email.

Organization (if applicable)

Name		
Employer ID Number (EIN)	Tax Exempt # (Please attach a copy of the form.)	
Phone 1	Phone 2	Fax
Address	City	Zip Code

Event Details

Facility	
Event Name	Attendance
Description	
Special Requests	

Event Date and Time

Start Date	Start Time	End Time
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Please add additional dates and times on the following page.

Additional Dates

Day	Dates	Start Time	End Time
Mon			
Tue			
Wed			
Thu			
Fri			
Sat			
Sun			

Are you advertising your event?

Facebook

Twitter

Website:

Instagram

NextDoor

Not Applicable/Private Event

Outdoor Events

Will you be charging an admission?

Is your event private or open to the public?

What items will be used during your event?

Banner/Sign

Tent (10x10)

Generator *

Food/Refreshments

Tent (Larger Than 10x10)

Inflatable *

* Name of Insurance Company:

If available, will you need electricity for your event?

If available, will you need access to outdoor restrooms during your event?

Indoor Private Events

What age groups will be in attendance?

Preschool

Teens

Seniors

Youth

Adults

Will you be serving refreshments?

Will you be serving alcohol? **

Indoor Public Events

Will you be charging an admission?

Will you be selling concessions/merchandise?

Name of insurance company you will be using:

City of St. Petersburg must be listed as additionally insured.

Name of security company you will be using:

City of St. Petersburg reserves the right to require additional security at some events.

Will there be participants under the age of 18?

How many chaperones?

Will you be serving alcohol? **

**** The use of alcohol is only approved at the following centers:**

Azalea Recreation Center, Bay Vista Recreation Center, Boyd Hill Nature Preserve, Sunshine Center.