

**Clayton County Parks and Recreation Department**

**SPECIAL FACILITY USE REQUEST**

(This form should be used for anyone other than Clayton County Government Departments requesting special use, special rates or any other special requests for use of the Clayton County Parks & Recreation facilities and parks)

**ALL REQUEST MUST BE MADE A MINIMUM OF TWO WEEKS PRIOR TO EVENT**

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

Facility Requested		Date of Event	
Beginning Time (Including Setup)		Ending Time (Including Breakdown)	
No of Persons Expected			
Name of Group/Organization making Request			
Does Group/Organization have IRS 501(c)3 status? (If yes, please submit a copy of the group/organ. IRS Determination Letter)			
Name of Contact Person			
Mailing Address			
Cell Phone #		Home Phone #	
Email address			
Briefly describe type of event/activities below as well as attach a <b>Proposal</b> explaining in detail your request.			
Will a fee be charged for the event?		If yes, on site or off site?	
Is this a fund raising event?		If yes, who will be recipient of funds?	
Will Alcohol be served?		If yes, who holds alcohol license?	
Do you plan on having vendors?		If yes, will they be promotional or selling?	
Does your organization have Insurance?		If yes, how much liability coverage do you have? Can you provide your COI?	
Is your organization registered with the Secretary of State?		If yes, what name is your business registered under?	
Will Food be served?		Will music be played? Live or Recorded	
What is your specific request?			
***** To be completed by Director's Office *****			
Regular cost \$		Department will provide:	
Approved cost \$		Directors Approval:	

**NOTE:**

- 1) Some requests will require approval from the Clayton County Board of Commissioners. (8-10 weeks)
- 2) Some requests will require approval from the Director of Clayton County Parks & Recreation. (2 weeks)

***Please complete form and return your request to the facility Manager***

Managers - Please forward the following information to your Administrator:

(Special Facility Use Request, Proposal Letter and 501(c)3 Determination Letter, if applicable)