



Clayton County Parks & Recreation Facility / Equipment Request Form

This form is to be used for Inter-Departmental Events only

Today's Date

Contact Information

Department Name making request

Departmental Director Approval?

Name of person making request

E-mail

Work Phone

Cell Phone

Fax Number

Address, City St, Zip

Facility Request

Facility Requested (1st Choice)

Date for Facility Requested

Facility Requested (2nd Choice)

Date for Facility Requested 2nd Choice

Number of Guest Expected

Event Time (Include Set-up and clean-up)

Additional Facility Request
Information

Facility Request Approved By:

Date Approved:

Assigned to:

Please note: A completed room diagram of the event layout must be provided two weeks prior to the event date.

Equipment Request

Equipment / Vehicle Requested

Date for Equipment Request

Location Equipment will be used

Name / Phone of contact that will
be picking up the equipment?

Equipment used indoors or outdoors

Pick up Date / Time and Return
Date / Time

Additional Equipment Information

Equipment Request Approved By

Date Approved

Assigned to:

All items left overnight must be secured by requesting agency.
Any damage or loss of property will be the responsibility of the requesting agency to replace.

Please complete and fax to 770-477-1696

Administrator Approval:

Date:

Department Comments

Directors Approval

Date:

"We connect communities through people, parks and programs"