

Facility Use Request Form/Notice of Event

Please complete this form and attach any related materials. Once completed, please return to Waterville Parks and Recreation, 6 Wentworth Ct, Waterville, ME 04901 at least two weeks prior to event. This form may also be faxed to (207) 877-7532.

Name of Organization/Group: _____

Event Contact Person: _____

Address: _____

City/State/Zip: _____

Contact Phone: _____

Event Information

(Please attach any route information to this form)

Event Date & Time: _____

Facility Requested: _____

Type of Activity: _____

Description/Purpose of Event: _____

Approx. Number of Users: _____

Admission Fee/Donation: Y N If yes, please specify amount: _____

Will you require any special equipment or preparation? _____

Signature: _____ Date: _____

Other Information

Would you like to have your event listed under News & Announcements on the City of Waterville webpage? Y N

If yes, should we post the contact information listed above? Y N

Is there other contact information that we should post instead of the information listed above? _____

Office Use Only

Action Taken: _____

Conditions/Comments: _____

By: _____ Date: _____