

**Newtown Parks and Recreation  
Sports Organization Application for Facility Request Form**

**NOTE: If this request is for a Special Program, Clinic, Camp or Tournament an Organization Representative MUST obtain a Program Proposal Form or a Tournament Request Form from Parks and Recreation**

**Organization Name:** \_\_\_\_\_

**Reason for Request:** \_\_\_\_\_

(I.e. Practices – Tryouts – Evaluations – Games – Meetings – Training Classes - Etc.) (Please note whether it is Travel/Premier or In-House)

**Please have requests into the Parks and Recreation office at least two weeks before event.**

**Preferred Location (s):** \_\_\_\_\_

(Subject to availability)

**Type of facility needed:** Gym(s) Classroom Cafeteria Field(s) Other \_\_\_\_\_

**Special Requirements:** \_\_\_\_\_

**Day(s) of the Week:** \_\_\_\_\_ **Start Date:** \_\_\_\_\_ **End Date:** \_\_\_\_\_

**Start Time:** \_\_\_\_\_ **End Time:** \_\_\_\_\_

**Is a fee being charged?** Yes No ---If yes explain: (admission/class cost, etc.): \_\_\_\_\_

**Target Group (age, grade, etc.):** \_\_\_\_\_

**Estimated number of Participants/Attendees:** \_\_\_\_\_

**On Site Instructor/Representative:** \_\_\_\_\_

**Home Phone:** \_\_\_\_\_ **Cell:** \_\_\_\_\_

**I (We) have read the Newtown Board of Education and the Parks and Recreation policy governing Community Use of Facilities, and I (We) agree to comply with them . \_\_\_\_\_ initial**

**WHEN SCHOOL(S) IS CLOSED THERE IS NO INDOOR FACILITY USE!  
Form must be completed; otherwise it will not be accepted.**

**Form Submitted by:** \_\_\_\_\_

(Please Print)

**Home Phone:** \_\_\_\_\_ **Cell:** \_\_\_\_\_

**League President/Instructor Signature:** \_\_\_\_\_