

**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: \_\_\_\_\_