



RESERVATION NO. _____
DATE SENT TO PARK _____

PASCO COUNTY, FLORIDA

FAX (813) 929-2758
LAND O' LAKES (813) 929-2760
NEW PORT RICHEY (727) 834-3278
DADE CITY (352) 521-4182

PARKS AND RECREATION DEPARTMENT
DAVID "HAP" CLARK, JR., BUILDING
4111 LAND O' LAKES BLVD., SUITE 202
LAND O' LAKES, FL 34639-4402

PARK RESERVATION FORM (PLEASE PRINT)

1. TODAY'S DATE _____ PARK REQUESTED _____
2. FACILITY(IES) REQUESTED (i.e., room, shelter, field) _____
3. DATE(S) REQUESTED _____ DAY OF WEEK _____
4. TIME: FROM _____ TO _____ NUMBER OF PEOPLE EXPECTED _____
5. PARK TO BE USED FOR _____
6. REQUESTING ORGANIZATION _____
7. REQUESTED BY _____ TITLE _____
8. ADDRESS _____
9. CITY _____ STATE _____ ZIP _____
10. HOME PHONE () _____ WORK PHONE () _____
11. FAX () _____ E-MAIL ADDRESS _____
12. SPECIAL ARRANGEMENTS REQUESTED (description of activity) _____

13. REQUESTED BY (must be the same as No. 7) SIGNATURE _____
PRINT NAME _____

(Please make checks payable to the **PASCO COUNTY BOARD OF COUNTY COMMISSIONERS**. If paying by check, please have your driver's license or ID available.)

OFFICE USE ONLY—PLEASE DO NOT WRITE BELOW THIS LINE

FACILITY AVAILABILITY CHECKED AND LOGGED: DATE _____ SIGNATURE _____	
REQUEST APPROVED _____ REQUEST DENIED _____ REASON FOR DENIAL _____	
BY _____	TITLE _____
RESTRICTION(S) _____	

FEE AMOUNT \$ _____	AMOUNT PAID \$ _____	CASH _____	CHECK NO. _____
O.D. RECEIPT # _____	STAFF SIGNATURE _____		

FACILITY RENTAL AGREEMENT

RESERVATION NO. _____
PARK SITE REQUESTED _____

CANCELLATION: Fee forfeited if cancellation not made within two weeks prior to activity.

RESPONSIBILITY: The organization or individual, in signing this agreement, assumes full responsibility:

- For any damages to the facility and/or equipment.
- To absolve Pasco County of all liability claims or damages incurred by any participant or spectator of the activity.
- To ensure that the following rules and regulations are followed or privileges to utilize the facility in the future may be revoked:

1. No smoking in facilities.
2. No alcoholic beverages or drugs are allowed.
3. Control and safety will be maintained.
4. Facility must be vacated at the end of the rental time.
5. Area must be cleaned and everything replaced in original position.
6. No weapons.
7. Activity may not disrupt the use of the park by other patrons.
8. No **PRESSURE COOKERS, CHARCOAL, OR GAS GRILLS** may be brought on site. Absolutely no charcoal grills may be brought on site. Grills are provided for you. Gas grills may not be brought on site without prior approval in advance from the Park Site Supervisor.
9. No bands, disc jockeys, and/or public address systems may be used without written approval.
10. All special arrangement requests must be written on the reservation request form at the time the request is submitted. Please be specific in describing special requests.
11. If banners and/or streamers of any kind are utilized, please use tape or pushpins. DO NOT use staples, nails, glue, etc. All decorations and fasteners MUST be removed before you leave the park.
12. Directions to your location must be attached to **YOUR OWN STAKE** or it will be removed.
13. All Pasco County ordinances must be observed.
14. Policies/procedures for Youth League activities and camping are provided under separate cover.

**THANK YOU
FOR NOT
USING
WATER
BALLOONS**

Signature: _____

Date: _____