REISTERSTOWN RECREATION & PARKS COUNCIL

Baltimore County Department of Recreation & Parks

REQUEST FOR USE OF FACILITY

office use only
Received
Recorded
Fee Paid/Date

Activity: _____ Apprx # of Participants _____

Chairperson: _____

Address: _____

H/W/C Phone: _____

Email address: _____

WALK-IN REGISTRATION INFORMATION

Site	Facility (field, gym, lobby, cafeteria, etc.)	Time	Date	office use only OC	PI

Registration needs (tables, chairs, etc.): _____

PROGRAM INFORMATION

Age group: _____ Participation cost (per person): _____

Name sites requested for program and facility at site needed. If more than one sessions is held, give starting & ending dates for each session. ***Please include award ceremonies, recitals, rehearsals, organizational meetings, homecoming, set-up dates, etc.*** List special needs (tables, chairs, **public address system**, **stages**, lights) below:

Site	Facility/Special needs	Days	Start/End Dates	Times	office use only OC	PI

Site abbreviations:

CE-Cedarmere GE-Glyndon
CH-Chatsworth HM-Hannah More
FE-Franklin E RE-Reisterstown
FM-Franklin M
FH-Franklin High

Day abbreviations:

M-Monday A-Saturday
T-Tuesday U-Sunday
W-Wednesday
R-Thursday
F-Friday

Facility Abbreviations:

fld - field (designate #)
gym-gymnasium
classrm-classroom
cafe-cafeteria
lobby-lobby
hall-hallway
aud-audtitorium
act rm-activity room
aux cafe - auxiliary cafeteria
aux gym-auxiliary gymnasium
wrst rm - wrestling room

I understand that building use requests will not be submitted to the schools for approval until the program budget is approved by the Reisterstown Recreation Council executive committee.

Chairperson/Director's signature Date