



**City of Casa Grande
Community Services Department
Facility Reservation Request Application**

Facilities are not available on calendar Holidays.

New Year's Eve, New Year's Day, Martin Luther King Day, President's Day, Easter, Memorial Day, Fourth of July, Labor Day, Halloween, Thanksgiving Day and the Day After, Christmas Eve and Christmas Day.

FACILITY REQUESTED: Dorothy Powell Senior Adult Center _____	Len Colla Recreation Center _____
Woman's Club _____	Parks & Recreation Classroom _____
Peart Center _____	Teen Center _____

Name: _____ Date of Birth: _____ Phone: _____

Mailing Address: _____

Email: _____ Organization Name (if applicable) _____

Is Organization non-profit: Yes _____ No _____

Alternate Contact: _____ Phone: _____ Relation: _____

Day(s) and Date(s) Requested: _____

Time(s) Requested (include set up and clean up time): _____

Number of Participants: _____ Purpose of Request: _____

Number of tables _____ Number of chairs _____ Type of setup for chairs and tables _____

Food/Refreshments: Yes _____ No _____ If yes, please describe: _____

Will alcohol be served? Yes _____ No _____ If yes, will alcohol be sold? Yes _____ No _____
(If yes, Special Event Application is required)

Music? Yes _____ No _____ If yes, circle one: Live Band DJ Other Dancing? Yes _____ No _____

I have read and understand the City of Casa Grande Community Services Department Facility Use Policy. The information provided on this Facility Reservation Request Application is accurate and correct.

Print Name

Signature

Date

City Staff Use Only:

\$210 Security Deposit: Date Paid _____ \$60 Key Deposit (if applicable): Date Paid _____

Rental Fee Amount _____ Date Paid _____

Security Deposit: Returned _____
Withheld _____ Amount _____ Authorized Staff _____