



TO: Homer Garcia III, Director, Parks and Recreation

FROM: _____
Head of Requesting Organization

MILITARY VETERANS' GROUP ORGANIZATION INFORMATION			
Organization Name:		Contact Name:	
Contact Phone:		Email Address:	

EVENT/RESERVATION INFORMATION			
Event Name:			
Event Date(s):		Start Time for Set Up:	
Event Time:		End Time for Clean Up:	

REQUEST DETAILS	
Name of Parks Facility/Amenity Requested:	
Additional Event Details, Set-Up (If Applicable) and No. of Attendees:	

EVENT/RESERVATION DAY POINT OF CONTACT			
Name:		Name:	
Mobile Phone:		Mobile Phone:	
Alternate Phone:		Alternate Phone:	

REQUESTING MILITARY VETERANS' GROUP ORGANIZATION SIGNATURE		
SIGNED: _____	PRINT NAME: _____	DATE: _____

ADMINISTRATIVE USE ONLY	
<input type="checkbox"/> Approved	<input type="checkbox"/> Denied
_____ Homer Garcia III, Director Parks and Recreation	
Date	

NOTE: This Event Request Form is applicable to Military Veterans' Groups requesting a Service In Lieu of Fee for the reservation of Parks Facilities/Amenities. Approval of Service In Lieu of Fee does not relieve the event organizer of the obligation to comply with all other permit requirements, including but not limited to security, liability insurance, health permits, etc. All other rules and requirements as outlined in City Code remain applicable. Special Events Application will still need to be completed with the Special Events Coordinator.