



To: Facility Users

From: Matt Reedy  
City of Oak Ridge Recreation & Parks Department

Re: **Facility Requests for March 1, 2016 to October 31, 2016**

Date: January 4, 2016

Included in your facility request packet you will find the Facility Request forms required for the use of City facilities during the period of time from March 1, 2016 to October 31, 2016. Please be aware that your request is only that. It is not a reservation until it has been reviewed and approved. **Organizations or groups with delinquent paperwork or fees will not be considered in the reservation process.** Only requests for the stated period of time will be considered.

We are requesting that all facility requests be submitted by **5:00 P.M., January 23, 2015**. Requests received by this date will be given priority over later requests. **Throughout the season, a minimum of a one week notice is required for any request to be considered.** Please be aware of additional requirements once your request is approved. You will find those requirements noted and/or included in your facility request packet.

So that everyone is familiar with the reservation process, on your facility request form you will find both the User Classifications and the Priority list that will be referred to when assigning facilities. If you have any question as to the classifications and where you or your organization belongs, please just let me know.

You will find two separate request forms. One will be used for tournaments and special events and the other for games and practices. A \$50.00 deposit will be required immediately after a request has been approved to complete the reservation process. Once submitted this fee is not refundable but can be applied to facility rental fees for your scheduled event or activities.

Along with the facility request forms, you will find the fee schedule for non-resident fees and the rental of City outdoor athletic facilities. Please take time to look them over before submitting your facility request forms. A complete listing of all Recreation and Parks rental fees can be found at [www.orrecparks.org](http://www.orrecparks.org) or [www.oakridgetn.gov](http://www.oakridgetn.gov).

The Oak Ridge Recreation and Parks Department does not schedule School facilities. Please make note that requests for school facilities should be submitted to Shonna Kidwell, Operations Secretary for the Schools Department of Maintenance and Operations.

Your completed request forms may be dropped off at the front desk of the Civic Center, mailed or faxed to me at 425-3418. Please feel free to contact me at 425-3442 or [mreedy@oakridgetn.gov](mailto:mreedy@oakridgetn.gov) if I can be of any help.

Thank you!