

OAK RIDGE RECREATION AND PARKS DEPARTMENT

Facility Request for Tournaments & Special Events

Please note: This is not a reservation until it is reviewed and approved by the Rec. & Parks Dept.

SPORT: _____

Organization: _____

Liability Insurance Provided By: _____

Contact Person:

Name

Address

(H)_____ (W)_____

Phone

Email Address

Alternate Contact Person:

Name

Address

(H)_____ (W)_____

Phone

Email Address

Any fees that may apply to facility use will be based on User Classification. Please check the category that applies to this request.

User Classification:

- ____ Class I City Sponsored Leagues & Programs
- ____ Class II Youth & Senior Citizen Activities
- ____ Class III Oak Ridge Community Organizations and Adults
- ____ Class IV Commercial Use, Nonresident and Non-Oak Ridge Organizations

Priority for facility use will be given in the order listed below. Please check the category that applies to this request.

- ____ 1. City Sponsored Leagues & Programs
- ____ 2. Existing Leagues & Programs for Youth
- ____ 3. Existing Leagues & Programs for Adults
- ____ 4. New Oak Ridge Leagues & Programs for Youth
- ____ 5. New Oak Ridge Leagues & Programs for Adults
- ____ 6. Nonresident or Non-Oak Ridge Organizations' Leagues & Programs
- ____ 7. Commercial Use

Facility(s) Requested:

Will Concession Stand be used? _____ (Please see Concession Stand Operations Policy)

Tournament or Event Schedule:

Beginning and Ending Dates: _____ through _____

Day(s) _____ Time(s) _____

Tournament or Event Schedule:

Beginning and Ending Dates: _____ through _____

Day(s) _____ Time(s) _____

Tournament or Event Schedule:

Beginning and Ending Dates: _____ through _____

Day(s) _____ Time(s) _____

(Please attach additional sheets if more space is required.)