

**SPORTS POOL, PICNIC PAVILION, PUTTING COURSE,  
 and FIRE PIT RESERVATION APPLICATION**

*Thank you for your interest in the use of our facilities for your event. This application will be viewed as a request and does not guarantee a facility reservation. In our efforts to meet your requirements, a recreation staff member will be in contact with you upon reviewing the application. Please allow 3 - 5 business days for processing. Incomplete forms may delay processing time.*

RECREATION FACILITIES ARE RESERVABLE – MONDAY-SUNDAY – 7 AM TO DUSK (unless otherwise specified)

**INDIVIDUAL REQUEST**

Name: \_\_\_\_\_ Resident ID #: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Contact Phone: \_\_\_\_\_ Alternate Phone: \_\_\_\_\_

Email Address: \_\_\_\_\_

Event Name / Description: \_\_\_\_\_

**Estimated # Attendees:** \_\_\_\_\_

**Check ALL that apply:** Residents  Non-Residents (With Guest ID's)  Non-Residents (Ineligible for Guest ID)

**FACILITY TYPE REQUEST and LOCATION**

**SPORTS POOL:** \_\_\_\_\_ **PICNIC PAVILION:** \_\_\_\_\_ **PUTTING COURSE:** \_\_\_\_\_ **FIRE PIT:** \_\_\_\_\_

**Sports Pools:** Rentals are on Sundays, 3 pm to Dusk Only at designated Sports pools. (See pool guidelines for more information)  
**Picnic Pavilions:** Small Pavilions located at Neighborhood Recreation Areas are excluded. (See rules for use of picnic pavilions for more information)  
**Putting Courses:** Only one 9-hole course may be reserved only on Sundays, 12 pm to Dusk, for a maximum of 3.5 hours; Minimum of 24 people, Maximum of 36.  
**Fire Pits:** Maximum of 3 hours; Only one reservation will be allowed each day; Roasting/Cooking is prohibited. (See Fire Pit Guidelines for more information)

For complete Facility Guidelines go to [DistrictGov.Org](http://DistrictGov.Org)

**Date:** 1<sup>st</sup> Choice: \_\_\_\_\_ 2<sup>nd</sup> Choice: \_\_\_\_\_ 3<sup>rd</sup> Choice: \_\_\_\_\_

**Start Time** (includes setup): \_\_\_\_\_ **End Time** (includes cleanup): \_\_\_\_\_

**Potluck:** \_\_\_\_\_ **Catered (Licensed & Insured):** \_\_\_\_\_

**If catered, name of Florida Licensed and Insured Caterer:** \_\_\_\_\_

**Alcohol Consumption:**  BYOB (Individual Personal Consumption, No Sharing)  Bartender (Certified Server Documentation & Liability Insurance Required)  No Alcohol

**HOW TO SUBMIT THE FACILITY RESERVATION APPLICATION**  
 Deliver in person to any Regional Recreation Center or Recreation Administration Office or  
 Email to Room Reservations at [RoomReservations@DistrictGov.org](mailto:RoomReservations@DistrictGov.org)

USE FACILITY AT YOUR OWN RISK

*The District reserves the right to cancel or alter facility / room use and will notify the applicant of any changes. Every effort will be made to accommodate the affected individual or organization.*

Date Received: \_\_\_\_\_  
 Received By: \_\_\_\_\_

**APPLICANT SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_