



The City of Hampton Parks, Recreation & Leisure Services Department (HPRLS) encourages use of its public facilities and parks for programs, activities and or events of all sizes. The HPRLS department requires advance notification and a permit for reservation and rental of facilities and parks.

In order to provide you the best possible service, please complete this form and have signed by the HRPLS Program Coordinator or designated HPRLS Staff. Please note that this form once completed must be attached to the Violence Prevention Mini Grant Application.

APPLICANT INFORMATION

Organization: _____

Name of Requestor: _____

Address: _____

Phone Number: _____ Cell Number: _____

Email Address: _____

Relationship to Organization: _____

FACILITY USE INFORMATION

Event Name: _____

Description of event: _____

1st Choice of Facility / Room Requested: _____

2nd Choice of Facility / Room Requested: _____

Estimated Attendance: _____

Date(s): _____

Day(s): _____

Start Time(s): Please include set-up times: _____

End Time(s): Please include cleanup/breakdown time: _____

Applicant Signature: _____ Date: _____

PRLS Program Coordinator: _____ Date: _____