

Internal Use Form For County Park Facility

Department Head Name:	Phone:
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Department:	Date Request Made:
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Type of Function:	Date of Function:
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Estimated Attendance:
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**INDOOR**

- |   |   |
|---|---|
| <input type="checkbox"/> Wayne Johnson Community Center   | <input type="checkbox"/> Bayside Community Center (140)   |
| <input type="checkbox"/> Banquet Hall (300)               |   |
| <input type="checkbox"/> Conference Room (10)             | <input type="checkbox"/> Agrilife Extension Building (90) |
| <input type="checkbox"/> Dickinson Community Center (100) | <input type="checkbox"/> Runge Community Center (100)     |
| <input type="checkbox"/> Walter Hall Facility             |   |
| <input type="checkbox"/> Banquet Hall (300)               | <input type="checkbox"/> Pioneer House (50)               |
| <input type="checkbox"/> Meeting Room (25)                |   |

**OUTDOOR**

- |  |  |
|--|--|
| <input type="checkbox"/> Bayshore Pavilion   | <input type="checkbox"/> Gregory Pavilion                  |
| <input type="checkbox"/> Lobit Pavilion      | <input type="checkbox"/> Preston Pool - Therapeutic Garden |
| <input type="checkbox"/> Noble Carl Pavilion | <input type="checkbox"/> Paul Hopkins Pavilion             |
| <input type="checkbox"/> Runge Pavilion      | <input type="checkbox"/> Fort Travis Bunkers               |
| <input type="checkbox"/> Jack Brooks         | <input type="checkbox"/> Walter Hall Park                  |
| <input type="checkbox"/> Veterans            | <input type="checkbox"/> Gazebo                            |
| <input type="checkbox"/> Highlands           | <input type="checkbox"/> North Pavilion                    |
| <input type="checkbox"/> Live Oak            | <input type="checkbox"/> South Pavilion                    |
|  | <input type="checkbox"/> BBQ Shed                          |
| <input type="checkbox"/> Rodeo Arena         |  |
| <input type="checkbox"/> Runge               | <input type="checkbox"/> Carbide                           |
| <input type="checkbox"/> Covered             | <input type="checkbox"/> North Pavilion                    |
| <input type="checkbox"/> Uncovered           | <input type="checkbox"/> BBQ Hut                           |
| <input type="checkbox"/> Jack Brooks         |  |
| <input type="checkbox"/> Covered             | Other: _____   |
| <input type="checkbox"/> Uncovered           |  |

Start Time of Function: _____ (Including your set-up)	End Time of Function: _____ (Including your clean-up)
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Will you have a Moonwalk? \_\_\_\_\_

Will you be serving Alcohol? \_\_\_\_\_

Amenities Needed: (Please check all that apply)

- Chairs                      How Many? \_\_\_\_\_
- Round Tables              How Many? \_\_\_\_\_
- Rectangle Tables        How Many? \_\_\_\_\_
- Sound System
- Podium
- Kitchen
- Stage                              Size? \_\_\_\_\_

**\*\*Note:** Outdoor Facilities have picnic tables only and limited electricity.

**Conditions:**

Parks and Cultural Services programs and events are first priority concerning use of the space

Your reservation of the facility WILL NOT be official until this form is submitting to the Director of Parks and Cultural Services and you receive it back with Approved/Not Approved.

Set-up and/or decorating, as well as take down, must be done by the department hosting the function

**All requests must be received by the Parks and Cultural Services Director at least two (2) weeks prior to the date of the function. In the event of an emergency situation, please call the Department Head directly at 409-934-8114.**

Agrilife Extension Buliding is available subject to program and class schedules

<i>Parks and Cultural Services Office Use Only</i>		
Date Department Head Received Form: _____	Security Required: Yes	No
Approved	Not Approved	
Reason for not approving:		
Dates Reserved in the computer: _____	By: _____	Permit #: _____
Permit Confirmation Sent to Department: _____		
Parks Staff Notified: _____		