



SCRD Parks & Recreation FACILITY RESERVATION INTAKE FORM

MULTIPURPOSE ROOMS	<input type="checkbox"/> 209 (GACC)	<input type="checkbox"/> 219ABC (GACC)	<input type="checkbox"/> 204 (GACC)
	<input type="checkbox"/> Comm. Room (SAC)	<input type="checkbox"/> Comm. Room (SCA)	
HALLS	<input type="checkbox"/> Chaster House	<input type="checkbox"/> Coopers Green Hall	<input type="checkbox"/> Eric Cardinall
	<input type="checkbox"/> Frank West		
Pools*	<input type="checkbox"/> GDAF	<input type="checkbox"/> SAC	<input type="checkbox"/> PHAFC
Arena*	<input type="checkbox"/> Ice (SCA)	<input type="checkbox"/> Dry Floor (GACC)	<input type="checkbox"/> Ice (GACC)
	<input type="checkbox"/> Dry Floor (SCA)		
Sports Fields*	<input type="checkbox"/> Pender Field	<input type="checkbox"/> Connor Park	<input type="checkbox"/> Cliff Gilker
	<input type="checkbox"/> Shirley Macey	<input type="checkbox"/> Brothers Field	
Parks*	<input type="checkbox"/> Cliff Gilker Grounds	<input type="checkbox"/> Coopers Green Grounds	<input type="checkbox"/> Dakota Ridge
	<input type="checkbox"/> Roberts Creek Pier	<input type="checkbox"/> Sprockids Park Skills Area	<input type="checkbox"/> Baker Beach
Commercial Kitchen with Restrictions*	<input type="checkbox"/> GACC		

*Meeting with program coordinator required prior to reserving.

General Event Information	Event Name				
	Event Details	<input type="checkbox"/> Private	<input type="checkbox"/> Public*	Alcohol at event?	<input type="checkbox"/> Yes <input type="checkbox"/> No
		*Send to coordinator first prior to reserving.			
	Date(s) / Time(s) Include set-up & clean-up time. If planning a program, indicate the target age group.				
	Brief description of proposed event		Expected number of guests / participants		
	Applicant Name				
	Phone & Email Address				
Mailing Address					

OFFICE ONLY	Permit Created	<input type="checkbox"/> Yes <input type="checkbox"/> No	Comments:
	Customer Contacted	<input type="checkbox"/> Yes <input type="checkbox"/> No	Comments:
	Event Requires Coordinator	<input type="checkbox"/> Yes <input type="checkbox"/> No	Comments: