

Clark County Parks & Recreation

Facility and Park Reservation Request Form

Event Name: _____

Name of Organization: _____ Organization Main #: _____

Authorized Representative: _____ Title: _____

Contact #: _____ Alternate Contact #: _____

Mailing Address: _____

City: _____ State: _____ Zip Code: _____ e-mail address: _____

National or State Affiliation Parent Organization: _____

Total # of Teams Using County Fields: _____ Total # of Participants: _____

Average Number of Participants per day _____

Please indicate if any of the following are planned as a part of your reservation:

Sales of any kind _____ Ticket sales or admission fees _____ Fundraising _____ Alcoholic beverage service _____

Food service or concession stand _____

Site/Park Name	Location <small>(Address / Cross-Streets)</small>	Room #/Area	Day(s)	Time	Date(s)
Sample: <i>Sunset/Sunset Park</i>	<i>2601E.Sunset / Eastern & Sunset</i>	<i>Area A</i>	<i>Saturday</i>	<i>1pm-8:30pm</i>	<i>1/31/15</i>

Special Dates (No Reservations on Holidays)

Special Notes:

Attach additional sheets as needed

Clark County is required to verify that organizations requiring a Business License or Charitable Registration are in accordance with Clark County Code Chapter 6 are in good standing with the Department of Business License. Please note that permits will not be issued until all information has been received and verified by the Department of Business License which may result in being unable to accommodate your initial request. To expedite, please submit copies of the following documentation with your request for reservation:

- IRS 501C (if requesting the Community Rate)
- State of NV Incorporation Status
- Clark County Charitable Registration (if requesting the Community Rate)
- Clark County Business License if applicable
- Documentation of Affiliation with State or National Parent Organization if applicable (Listed on Form)
- A Certificate of Insurance listing Clark County NV as additionally insured (\$1 million per occurrence, \$2 million aggregate) will be required prior to the issuance of rental permit(s).

Please return completed packet via email to cbenson@clarkcountynv.gov or mail to:
 Clark County Parks & Recreation: Reservation Coordinator
 8275 Spring Mountain Road
 Las Vegas, 89117

For Office Use Only:	
Business License Approval Date: _____	Commercial or Non Profit Representative & Title: _____
Parks & Recreation Approval Date: _____	Representative & Title: _____