

Clark County Parks & Recreation

Facility and Park Reservation Request Form

Event Name: _____
 Name of Organization: _____ Organization Main #: _____
 Authorized Representative: _____ Title: _____
 Contact #: _____ Alt. Contact #: _____
 Mailing Address: _____
 City: _____ State: _____ Zip Code: _____ E-mail: _____
 National or State Affiliation Parent Organization: _____
 Total # of Teams: _____ Total # of Participants: _____ Avg. # Of Participants per Day: _____
 User Age Group: Youth (17 & Under) Adult (18+) Organization Status: Non- Profit Commercial

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

Sales of any kind: **Yes** **NO** Food service or concession stand: **Yes** **NO** Alcoholic beverage service: **Yes** **NO**
 Ticket sales or admission fees: **Yes** **NO** Fundraising: **Yes** **NO**

Site/Park Name <i>Ex: Sunset/Sunset Park</i>	Location/Cross St. <i>Ex: 2601E.Sunset/ Eastern & Sunset</i>	Rm #/Area <i>Ex: Area A</i>	Day(s) <i>Ex: Saturday</i>	Time <i>Ex: 1p-8:30p</i>	Date(s) <i>Ex: 1/31/15</i>

Special Dates or Notes(No reservations on holidays):

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 (for Community Rate) Clark County Charitable Registration (for Community Rate)
- State of NV Incorporation Status 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).
- League Schedule to confirm number of teams registered

Please return completed packet via email to ccprsports@clarkcountynv.gov, fax at 702-455-8119 or mail to:
 Clark County Sports, ATTN: Tournament and Allocation Coordinators
 2601 E. Sunset Road
 Las Vegas, NV 89120
 702-455-8241

For Office Use Only:		
Business License Approval Date: _____	Commercial or Non Profit	Received by: _____
Parks & Recreation Approval Date: _____	(circle one)	Received by: _____
League Schedule Received Date: _____		Received by: _____