

*Higginsville Parks and Recreation*

*Facilities Use Form*

Name of Organization \_\_\_\_\_ Date Submitted \_\_\_\_\_

Name of Person Submitting Form \_\_\_\_\_ Email \_\_\_\_\_

Address \_\_\_\_\_ Phone Number \_\_\_\_\_

Nature of Event (reunion, sports, bday party etc.) \_\_\_\_\_

Facility Requested \_\_\_\_\_

Dates Requested \_\_\_\_\_

Arrival Time \_\_\_\_\_ Departure Time \_\_\_\_\_ Total Usage Time \_\_\_\_\_

Special Services Requested  
\_\_\_\_\_  
\_\_\_\_\_

Kitchen Services Needed (Community Center Only) \_\_\_\_\_

**This form shall be submitted to the Director of Parks and Recreation by emailing to [parkdir@ctcis.net](mailto:parkdir@ctcis.net). An email will be sent confirming the form has been received for our review. Once reviewed with Park Staff regarding availability of our facilities, an email will be sent confirming your request along with a Rental Agreement that must be filled out and returned with the required Deposit!**