

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. 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!