



## Request for Rental of a H.A.R.D. Facility

Name: \_\_\_\_\_ Date of Request: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

Alternate Contact Information: \_\_\_\_\_  
(Name, Email, Phone)

If event is held by an organization, please complete organization information below:

Organization Name: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_

Organization email: \_\_\_\_\_ Phone: \_\_\_\_\_

Name of person(s) arriving to event site first on day of event \_\_\_\_\_

Expected Attendance: \_\_\_\_\_ Type of Event: \_\_\_\_\_

Requested date: \_\_\_\_\_ Alternate Date: \_\_\_\_\_

Event times: Setup/Start: \_\_\_\_\_ Event Start: \_\_\_\_\_ Event End: \_\_\_\_\_ Clean Up finish: \_\_\_\_\_

Facility/Facilities Requested: \_\_\_\_\_

Will you be collecting an entrance fee on site? Yes \_\_\_ No \_\_\_ If yes, what is the fee? \_\_\_\_\_

Will participants pay a fee in advance to participate? Yes \_\_\_ No \_\_\_ If yes, what is the fee? \_\_\_\_\_

Is the event private? Yes \_\_\_ No \_\_\_

Is the event open to the public? Yes \_\_\_ No \_\_\_

Is the event for minors, under 18 years of age? Yes \_\_\_ No \_\_\_

Are you serving alcoholic beverages? Yes \_\_\_ No \_\_\_

If alcohol is served at your event, what times will it be served? \_\_\_\_\_

(Alcohol may be served for a maximum of 5 consecutive hours. All alcohol service must end at least 1 hour before the scheduled end of the rental period.)

Is the celebrations for a minor (13th -20th birthday or High school graduation)? \_\_\_\_\_

This request for facility use form is for information purposes and does not guarantee any reservation. All reservations require a signed permit, to be created after receipt of this form, insurance and payments received in full. To request use, please complete and return this form to [reservations@haywardrec.org](mailto:reservations@haywardrec.org)

Time frame, additional rules and requirements vary per site and event.

Please visit [www.haywardrec.org/facilities](http://www.haywardrec.org/facilities) for more information.