



City of Auburn Facility Request Form
 Department of Public Works/Recreation
 24 South Street, Auburn, New York 13021
 Telephone: 315-255-4737
 Fax: 315-252-7688

Print Form

www.auburnny.gov

Park/Facility Requested

Organization Requesting Facility

Activity

Date Submitted

Name

Name

Address

Address

City State Zip

City State Zip

Phone Number

Phone Number

Dates Requested

Times Requested

Dates Requested

Times Requested

Dates Requested

Times Requested

Organization requesting use of a facility must present valid certificate of insurance to the City of Auburn with the required Insurance coverages and a signed hold harmless agreement. See the separate Hold Harmless and insurance requirements form.

A fee may be charged. The fee, if any, will be stated below when your request is approved. A deposit may also be required. Any deposit required is nonrefundable unless the event is cancelled by this office.

Please sign this request and return it to the Department of Public Works/Recreation located at Memorial City Hall, 24 South St. If your request is approved, a copy will be returned to you as proof of your reservation and shows you are the person in charge of the facility at the date(s) and hours prescribed. You are exclusively permitted use of the above facility or equipment at the date(s) and hours prescribed.

Signature _____

Date _____

For office use only

Approved By: _____
 Amt. Due: _____
 Amt. Pd.: _____
 Receipt #: _____

Date Approved: _____
 Deposit Amt.: _____
 Date Paid: _____