



**Palm Beach County Parks and Recreation Department  
Recreation Services/ Recreation Centers**

**Facility Rental Request**

Date: \_\_\_\_\_

**Please Check Box of Rental Area Requested:**

- Pavilion       Single Meeting Room       Double Meeting Room
- Gymnasium       Multi Purpose Field       Softball Field

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Contact Person: \_\_\_\_\_

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

Organization: Profit \_\_\_\_\_ or Non-Profit \_\_\_\_\_ 501c (3) #: \_\_\_\_\_

Tax Exempt: Yes \_\_\_\_\_ or No \_\_\_\_\_ If Yes, Tax Exempt Number: \_\_\_\_\_

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

Home Phone: (\_\_\_\_) \_\_\_\_\_ Business Phone: (\_\_\_\_) \_\_\_\_\_ Cell Phone: (\_\_\_\_) \_\_\_\_\_

Email Address: \_\_\_\_\_

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Requested Date(s): \_\_\_\_\_

Time: From \_\_\_\_\_ To \_\_\_\_\_ How Often: (weekly, monthly, one-time, etc)? \_\_\_\_\_

Type of Event: \_\_\_\_\_ # of People Attending: \_\_\_\_\_

Set Up Style:       Banquet       Theatre       Classroom

# of Tables: \_\_\_\_\_ # of Chairs: \_\_\_\_\_