Town of Bernalillo

Recreation Department

Facility Use REQUEST FORM

370 Rotary Park Rd. Bernalillo NM 87004

FORM MUST BE FILLED OUT COMPLETELY AND SIGNED TO BE ACCEPTED FOR REVIEW

PLEASE PRINT

Today's Date_____

Renter Name_____ Cell Phone_____

Physical Addres_____

City_____ State_____ Zip Code_____

*Email Address_____

Event Date_____ Open Time_____ Close Time_____

These times include SET-UP and CLEAN-UP. Facility must be left as clean as you found it.

Type of Event: Baby Shower____ Birthday___ Baby reveal___ Graduation___ Other____

Category: 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐ Estimated Attendance_____

Will food be served?	☐ Yes (must be ready to serve, NO orange/red drinks)	☐ No
Will decorations be used?	☐ Yes (NO confetti or glitter)	☐ No
Will there be music?	☐ Yes	☐ No
Will there be dancing?	☐ Yes	☐ No
Will there be spectators?	☐ Yes	☐ No

I understand this document must be submitted in person at the Town of Bernalillo Recreation Center during business hours within the time frame detailed in the Rules and Procedures for Private Use of Facilities document. I also understand that submitting this document does not reserve the requested date. I understand that confetti or glitter cannot be used,

_____ _____ _____

PRINT NAME SIGNATURE DATE