



**New Britain Parks and Recreation
Facility Reservation Request
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1. Type application form completely—one form per sport per team.
2. Make sure to include, where pertinent, name of school, sport, level/ages of team (varsity, j.v., etc.) and gender of team.
3. Forms will be processed based on priority.
4. Permits will be returned to the attention of the first contact person at the address of the sponsoring organization. No request is confirmed until and unless applicant is in receipt of permit.
5. Permit holders are responsible for reviewing issued permits carefully. Some requested dates may not be available.
6. All changes, postponements and cancellations must be arranged and confirmed through the Recreation Office (860-826-3360).

ORGANIZATION APPLICATION INFORMATION

Name of Organization: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Contact Person (Athletic Director, Vice-Pres., etc.) Information:

Name: _____ Title: _____

Phone #(hm) _____ (wk) _____ (emergency) _____

Email address: _____

Second Contact Person (Coach, Manager, etc.) Information:

Name: _____ Title: _____

Phone #:(hm) _____ (wk) _____ (emergency) _____

Email address: _____

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GAMES ONLY:

Park: _____ **Facility:** _____ **Field #:** _____
Team: _____ **Level/Ages:** _____ **Sport:** _____

Days of Week	Month/Day/Year Beginning	Month/Day/Year Ending	Beginning Time	Ending Time

PRACTICES ONLY: (Youth Only--No reservations for Adult Practices)

Park: _____ **Facility:** _____ **Field #:** _____
Team: _____ **Level/Ages:** _____ **Sport:** _____

Days of Week	Month/Day/Year Beginning	Month/Day/Year Ending	Beginning Time	Ending Time