



Central Blair Recreation and Park Commission

2101 5th Avenue

Altoona, PA 16602

Phone: 814-949-2231

Fax: 814-949-2265

www.cbrcparks.org

LARGE GROUP EVENT FACILITY REQUEST FORM

For group uses of:

Central Blair Recreation and Park Commission Properties

- Before proceeding, please read the Reservation Policies and Procedures on the back of this request form
- Please submit one request for each site requested and fill out ALL information below. Note the seasonal deadlines for submitting requests
- Reservation fees may apply to group uses of the municipal park facilities. Visit www.cbrcparks.org for details

1. Requested Site (please check one)

_____ Municipal Park: _____

_____ Prospect Swimming Pool

_____ Juniata Memorial Spray Park

_____ Community Center: _____

2. Requested facilities at the above site: (sportfields, pavilions, swimming pool, restroom, etc.):

3. Requested dates, days and times:

DATES (starting and ending): _____ to _____

DAY(S) OF WEEK: _____

ACCESS TIMES (opening & closing): _____ to _____

EVENT TIMES (starting & ending): _____ to _____

If your schedule requirements are flexible, please indicate the request in general terms (i.e. 1/night week, etc.)

4. Activity Description: (Use additional page, if needed):

5. Number of Participants: _____ Age Range of Participants: _____ Number of Supervisors/Leaders: _____

Fees Charged to Participants: \$ _____ per _____ Will Donations be Solicited During Event? _____

6. Group & Contact Information:

Group Name: _____

Group Address: _____

Contact Person Name: _____ Relationship to Group: _____

Mailing Address: _____

Day Phone: _____ Evening Phone: _____ Email: _____

On behalf of this group, I understand all procedures associated with this request and accept the legal/financial responsibilities involved in the use of Central Blair Recreation and Park Commission sites:

Signature: _____ Date: _____

OUTDOOR FACILITY REQUEST FORM

1. Sport seasons are defined as below; this schedule shall act as a priority guide in issuing facility permits:

- Winter (January-March).....FIELDS CLOSED/NOT AVAILABLE
- Spring/Summer (April-August).....Softball, Baseball, Soccer, Tennis, Aquatics
- Fall (September-December).....Soccer, Football

2. The request procedure:

- All recreation-related requests must be submitted to Central Blair Recreation and Park Commission in writing by a specific date prior to their “season” :
 - o Winter (January-March).....December 1 application deadline
 - o Spring/Summer (April-August).....March 1 application deadline
 - o Fall (September-December).....August 1 application deadline
- CBRC compiles all requests and reviews the facility availability for that season. A Commission wide schedule with staff recommendations is then prepared for review and approval by the CBRC Director.
- CBRC notifies groups of final scheduling and provides the appropriate invoice and permit(s).

3. Groups shall take appropriate actions to maintain park security and investigate and/or prevent abuse of facilities. Groups will be held financially responsible for damages attributed to their use.

4. Appropriate fees may be charged to groups utilizing municipal facilities which, in the opinion of Commission officials, impose excessive and/or unusual costs (maintenance or operational) on the Commission or the host municipality.

5. In requesting uses of facilities, please be realistic. Do not ask for facility uses in excess of group requirements. Also, please explain what your group will be able to accomplish with the time you have requested (number of teams involved, games and practices per team per week).

6. The Commission determinations regarding seasonal schedules will reflect our commitment to providing a comprehensive, yet balanced offering of leisure opportunities. Additionally, final approvals will reflect a concern for the increased costs of facility operations, along with the increased demand for facilities. We look forward to your cooperation.

Central Blair Recreation and Park Commission

2101 5th Avenue

Altoona, PA 16602

(814) 949-2231 Fax (814) 949-2265

www.cbrcpark.org