



RESERVATION NO. \_\_\_\_\_  
DATE SENT TO PARK \_\_\_\_\_

# PASCO COUNTY, FLORIDA

REC COMPLEX (727) 942-7439  
FAX (727) 934-4198  
LAND O' LAKES (813) 929-2760  
NEW PORT RICHEY (727) 834-3278  
DADE CITY (352) 521-4182

PARKS, RECREATION, AND  
NATURAL RESOURCES DEPARTMENT  
J. BEN HARRILL RECREATION COMPLEX  
2830 GULF TRACE BOULEVARD  
HOLIDAY, FL 34691-8708

## **PARK RESERVATION FORM** (PLEASE PRINT)

1. TODAY'S DATE \_\_\_\_\_ PARK REQUESTED \_\_\_\_\_
2. FACILITY(IES) REQUESTED (i.e., room, shelter, field) \_\_\_\_\_
3. DATE(S) REQUESTED \_\_\_\_\_ DAY OF WEEK \_\_\_\_\_
4. TIME: FROM \_\_\_\_\_ TO \_\_\_\_\_ NUMBER OF PEOPLE EXPECTED \_\_\_\_\_
5. PARK TO BE USED FOR \_\_\_\_\_
6. REQUESTING ORGANIZATION \_\_\_\_\_
7. REQUESTED BY \_\_\_\_\_ TITLE \_\_\_\_\_
8. ADDRESS \_\_\_\_\_
9. CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_
10. HOME PHONE ( ) \_\_\_\_\_ WORK PHONE ( ) \_\_\_\_\_
11. FAX ( ) \_\_\_\_\_ E-MAIL ADDRESS \_\_\_\_\_
12. SPECIAL ARRANGEMENTS REQUESTED (description of activity) \_\_\_\_\_  
\_\_\_\_\_
13. REQUESTED BY (must be the same as No. 7) SIGNATURE \_\_\_\_\_  
PRINT NAME \_\_\_\_\_

(Please make checks payable to the **PASCO COUNTY BOARD OF COUNTY COMMISSIONERS**. If paying by check, please have your driver's license or ID available.)

### **OFFICE USE ONLY—PLEASE DO NOT WRITE BELOW THIS LINE**

|  |             |
|--|-------------|
| FACILITY AVAILABILITY CHECKED AND LOGGED: DATE _____ SIGNATURE _____ |             |
| REQUEST APPROVED _____ REQUEST DENIED _____ REASON FOR DENIAL _____  |             |
| BY _____   | TITLE _____ |
| RESTRICTION(S) _____   |             |

|                      |                       |            |                 |
|----------------------|-----------------------|------------|-----------------|
| FEE AMOUNT \$ _____  | AMOUNT PAID \$ _____  | CASH _____ | CHECK NO. _____ |
| O.D. RECEIPT # _____ | STAFF SIGNATURE _____ |            |                 |

# FACILITY RENTAL AGREEMENT

|                           |
|---------------------------|
| RESERVATION NO. _____     |
| PARK SITE REQUESTED _____ |

CANCELLATION: There are **NO REFUNDS**. Staff will try to accommodate you for another day, if possible, otherwise your fee will be forfeited.

RESPONSIBILITY: The organization or individual, in signing this agreement, assumes full responsibility:

- For any damages to the facility and/or equipment.
- To absolve Pasco County of all liability claims or damages incurred by any participant or spectator of the activity.
- To ensure that the following rules and regulations are followed or privileges to utilize the facility in the future may be revoked:

1. No smoking in facilities.
2. No alcoholic beverages or drugs are allowed.
3. Facility must be vacated at the end of the rental time.
4. Area must be cleaned and everything replaced in original position.
5. Control and safety will be maintained.
6. Activity may not disrupt the use of the park by other patrons.
7. No **PRESSURE COOKERS, CHARCOAL, OR GAS GRILLS** may be brought on site without prior approval in advance from the Park Site Supervisor. Charcoal grills are provided for you.
8. No bands, disc jockeys, and/or public address systems may be used without written approval.
9. All special arrangement requests must be written on the reservation request form at the time the request is submitted. Please be specific in describing special requests.
10. If banners and/or streamers of any kind are utilized, please use tape or pushpins. **DO NOT** use staples, nails, glue, etc. **If piñatas are utilized, they must be filled with candy only.** All decorations and fasteners **MUST** be removed before you leave the park.
11. Directions to your location must be attached to **YOUR OWN STAKE** or it will be removed.
12. All Pasco County ordinances must be observed.
13. Policies/procedures for Youth League activities and camping are provided under separate cover.
14. A \$2.00 user/parking fee per vehicle is required at the following parks: Anclote River, Anclote Gulf, Robert K. Rees Memorial, Robert J. Strickland Memorial, Jay B. Starkey Wilderness, Crews Lake Wilderness, Moon Lake, Withlacoochee River, Eagle Point, Key Vista, and Suncoast Parkway Trail Head.

**THANK YOU  
FOR NOT  
USING  
WATER  
BALLOONS**

Signature: \_\_\_\_\_

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