

EDWARDSVILLE TOWNSHIP COMMUNITY PARK

NOTIFICATION OF SCHOOL USE

Completed form must be submitted at least **7 days** prior to requested date. This notification will assist our staff in scheduling maintenance to not interfere with your activity. This notification does not grant exclusive use of the park and is not considered a reservation. Edwardsville Township Community Park is a shared-use facility. To reserve specific facilities, please submit applicable reservation forms in addition to this notice.

Today's Date: _____ Date(s) Requested: _____

Facilities Requested: _____ Time: _____

School Name: _____

Type of School: _____ Day Care/ Pre-School _____ Elementary _____ Middle School _____ High School
_____ Other (please list) _____

Contact Person: _____ School Phone: _____

School Address: _____

E-mail: _____

On-Site Contact(s): _____

Phone (can be reached on-site): _____

Expected Attendance: _____ Children _____ Adults

DESCRIBE ACTIVITY: *(on-site activities, benefits, collecting any type of fees...May attach additional information as needed)*

_____ I understand and will comply with all Edwardsville Township Community Park Rules and Regulations.

Authorized Signature: _____ Date: _____

Please return completed form to:

300 W. Park, Edwardsville, IL 62025

Phone: 656-0292 **Fax:** 656-7289

E-Mail: townshippark@edwardsvilletownship.com

Office Use

Submission date at least 7 days prior? _____ Yes _____ No

Received by: _____ Date: _____

Approved: _____ Yes _____ No Date: _____ Initial: _____

