

2016 Recreation Center Usage Form

USE OF CITY RECREATION FACILITY
DATE RECEIVED _____
CITY OF DUNKIRK YOUTH & RECREATION
PRE-APPROVED BY _____
342 CENTRAL AVENUE
DUNKIRK, NY 14048
716-366-9886/716-366-9885

The City of Dunkirk Youth & Recreation Department is responsible for the use of the City Recreation Center at the Chautauqua County Fairgrounds. To process your request for the use of the facility, complete the following form:

Name: _____

Address: _____

Email: _____

Phone: (cell) _____ (home) _____

Approximate Number of Guests: _____ Approximate Number of Supervisors: _____

Activities and/or Games: _____

Equipment Requested: _____

Dates Requested: _____ Time Requested: _____

Fees: _____

- City Residents: \$30.00 per hour
- Non City Residents: \$40.00 per hour

Signature

Rules

- You will be required to have one adult supervisor for every seven (7) children attending your party.
- You are responsible for all your party supplies such as cups, napkins, plates, knives, table coverings, food and drinks.
- You have access to the facility fifteen (15) minutes before and after your scheduled time.
- Payments are to be sent to Youth & Recreation Office prior to event. A payment reserves your time. If payment is not received five (5) days prior to event, your reservation may be cancelled.
- The following equipment may be requested for your party needs: tables, chairs, goals, sports balls, hockey sticks, etc.
- Trash must be thrown in receptacles and premise must be left in same condition as prior to the event.