



Public Program & Event Reservation Form

Please submit this form electronically or as a hard copy to reservationist *at least 30 days in advance or by set deadline*. All **park programs** submitted via this form will automatically appear on our website calendar.

NOTE: Please use page 2 of this form to indicate additional volunteer and operational needs.

PROGRAM INFORMATION

Program / Event Title														
Contact Name or Project Leader(s)														
Contact Information (phone & email)														
Date of Program				Start Time				am pm	End Time				am pm	
Days of the Week <i>(check all that apply)</i>	Sun		Mon		Tue		Wed		Thur		Fri		Sat	
Park or Other Location	Park or Trailhead													
	Room or Shelter													
	Other (list):			<i>Please be specific: include Park name, Trailhead, Park location</i>										

*For facility reservations (EG rooms A, B, C or the Clubhouse) contact the reservationist at (330) 409-8096. **A separate room request/ set-up form is required!** For all other rooms/locations, the requested facility will be reserved when the program is entered onto the website.*

Complete Description of Program <i>(for website & informational purposes)</i>								Registration Deadline Date		
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Maximum # of Attendees		Expected # of Attendees		Expected # of Vehicles		No Fee		In County		Out of County	
Marketing/ Group Dynamics	Pre-School (Pre K-K)		Elementary (grades 1-5)			Middle School (grades 6-8)			High School		
	Family	Adults	Seniors	Other (specify)							

***** Do not write below this line--for office use only. *****

<small>if needed</small>	Route to these Depts:	Signature	Date	Comments / Commitments			
	Public Safety						
	Public Relations						
	Volunteer Coordinator			<i>Are volunteers needed? Y or N</i>			
	Operations						
	Concessions						
	Date Received		Fundraising Event?	Y		N	<i>Park Director Approval</i>
	Date Group Contacted		Portion of the proceeds to Park:				
	Date Approved		%	OR	\$		

Please return form to: Stark Parks Exploration Gateway, 5712-12th Street N.W., Canton, Ohio 44708
Phone (330) 409-8096 * Fax (330) 409-8990 * Email cglaze@starkparks.com

Volunteers

Date Received by Volunteer Coordinator		Total # of Volunteers Needed	
<i>List information below for each volunteer needed:</i>			
Time Needed	Job	Description	

Operations - Needs & Setup

Date Received by Dan Kunz									
if needed	Description			Comments	if needed	Description			Comments
	Tables	#				Electrical Cords	#		
	Chairs	#				Generator	#		
		#				Extra Porta-John	#		
		#					#		
		#					#		
		#					#		
if needed	Description			Comments	if needed	Description			Comments
	Lg Tent Setup	#				Fire Pit	#		
	Canopy Setup	#				Firewood	#		
		#				Hay Bales	#		
		#				Tractor(s)	#		
		#					#		
		#					#		