



# Hutto Parks and Recreation Athletic Facility Rental Application

500 West Live Oak Street, Hutto, TX 78634  
Phone: 512-759-4000 • Email: [pard@huttotx.gov](mailto:pard@huttotx.gov)

Contact: \_\_\_\_\_ Organization: \_\_\_\_\_  
Address: \_\_\_\_\_ City/State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Phone: \_\_\_\_\_ Email: \_\_\_\_\_

## EVENT INFORMATION

Event Name: \_\_\_\_\_

Approximate Number of People: \_\_\_\_\_

Please provide a brief description and purpose of the event:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## FACILITY SPACE REQUESTED

| Date | Facility Request | Time Request (beginning) | Time Request (end) | Light Request (beginning) | Light Request (end) |
|------|------------------|--------------------------|--------------------|---------------------------|---------------------|
|      |                  |                          |                    |                           |                     |
|      |                  |                          |                    |                           |                     |
|      |                  |                          |                    |                           |                     |
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|      |                  |                          |                    |                           |                     |
|      |                  |                          |                    |                           |                     |
|      |                  |                          |                    |                           |                     |

## EVENT DETAILS

- Will food be served at the event? Yes  No
- Will concessions be rented? Yes  No
- If not, what will be your food provider (ex. Food truck, catering)? \_\_\_\_\_
- Will admissions be charged at the event? Yes  No
- Will signage be used for the event (all signage must be approved by PARD)? Yes  No
- Will equipment be needed for football field usage (down markers and chains)? Yes  No
- Will additional PARD staff be needed for the event? How Many? \_\_\_\_\_ Yes  No
- Will a PA system be used for the event? Yes  No
- Will striping be needed for the event? Yes  No

By signing below, I certify the information I have provided on this application is true and accurate to the best of my knowledge. I understand the rental fees will be calculated based on the application information. I understand that any changes must be submitted in writing and approved by the Parks and Recreation Office. If I am a part of an organization, I will submit proof of insurance before the rental date. I understand the total rent must be paid in full prior to the use of the facility; or a deposit payment may be accepted with the approval from the Parks and Recreation Director. I agree to all the facility rules and will adhere to them knowing failure to do so can result in termination of the rental or loss of deposit.

SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

[SUBMIT](#)

### Office Use Only

Application Status: Approved  Denied  Rental # \_\_\_\_\_ Keys: Yes  No   
Staff Signature: \_\_\_\_\_ Date: \_\_\_\_\_