

Facility Rental Change Form

Facility rentals – change of date requests will only be accepted prior to your rental date.

Athletic field users – change of date requests must be submitted to the Recreation Department no later than 48 hours before or after the reservation date.

Company Name: _____

Contact Name: _____

Contact Phone: _____

Contact Email: _____

Facility	Original Date	Original Time	Requested Date	Requested Time	Reason for change

Participant Signature _____ Date: _____

**Please allow to 2-5 days for any rental changes. Requested rental dates are not guaranteed.*