

Exhibit A

Application Form / Williamson County Parks and Recreation

Individuals and/or Organized Groups are required to fill out this application advance and in its entirety, in order for your request to be considered and approved for use of any Williamson County Parks and Recreation facility or amenity. (Excludes the Enrichment Center and the Performing Arts Center)

Please fill out application in blue ink.

Today's Date: _____

Individual/Organization Name: _____

Contact Person(s): _____

Address: _____ City: _____ State: _____ Zip: _____

Email: _____ Phone #'s: _____

Type of Organization: (Please place an X in the appropriate category:)

____ Business/General Public

____ Government Agency

____ Scholastic

____ Non Profit 501c3/Club Sports

If your Organization is a Non-Profit (501c3), please attach your current 501c3 IRS Determination Letter to this application.

You will be required to provide a Certificate of Insurance with at least \$1 million single limit liability and \$1 million general aggregate liability.

Do you currently have a COI? YES / NO

If yes, does it cover the requested rental dates? YES / NO

Description of Program, Sport or Event, your Organization would like to provide? _____

Program, Sport or Event Name(s): _____

Will your Program, Sport or Event require vendors? _____

Facility/Location Requested (some sites may not apply): _____

Amenities Requested: ____ Indoor Field ____ Outdoor Field ____ Gym ____ Meeting Room ____ Indoor Pool

___Outdoor Pool ___Tennis Courts ___Other: _____

Requested Time(s): Dates _____ Day(s): _____

Time(s): _____ AM / PM

Total Number of Participants in your Organization or Participating in your event: _____

Will participants be made up of at least 70% Williamson County Residents YES / NO

If yes, documentation may be requested

Event/Organization information:

Is there a fee to participate in your organization program, sport, activity? YES / NO

If yes, amount: \$ _____

Does this organization have paid staff? Director, Coach, Instructors, Office Staff YES / NO

If yes, who? _____

Does your organization have a Board of Directors? YES / NO

If yes, you may be asked to provide a list of Board of Directors

Does your Organization hold (**tryouts**) in order to participate in Program, Sport, or Event? YES / NO

Is your Organization open to the public? YES / NO

Please sign below in **blue** ink:

Individual/Organization Representative	Date	WCPR Representative	Date

Mail or email your request to:
 Williamson County Parks and Recreation
 Attention:
 Address:
 Phone: _____ Email: _____

WCPRD USE ONLY

Request: Approved Denied Date: _____ Insurance Approved: YES / NO

IRS Determination letter: YES / NO / N/A Residency Documentation YES / NO / N/A

Additional Notes: _____

