

**Parks and Recreation: Application for Rental Facilities**

Parks and Recreation P.O. Box 2514 Beckley, WV 25802

Name of renter: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Phone: ( ) \_\_\_\_\_ ( ) \_\_\_\_\_

Facility requested: \_\_\_\_\_  
Data requested: \_\_\_\_\_  
Time (include set-up also, if any) \_\_\_\_\_

Event to be held at facility: \_\_\_\_\_

Number of people: \_\_\_\_\_

You need to inform this office if you want to have an inflatable rental added to your event.  
The City of Beckley must be added as an "Additional Insured" thru the rental company.  
If proof of this isn't received, it will not be allowed.  
Name of Rental Company: \_\_\_\_\_  
Phone number and contact: \_\_\_\_\_  
Item being rent from company: \_\_\_\_\_

**FOR OFFICE USE ONLY:**  
Proof of Insurance: \_\_\_\_\_  
**Approved** \_\_\_\_\_ **Not Approved** \_\_\_\_\_