



325 Sheckler Road Fallon, NV 89406 (775) 423-7733 (775) 423-7734 Fax

**Churchill County Facilities, Parks & Recreation Department  
Facility Rental Request Form**

Event Name \_\_\_\_\_ Event Contact Person \_\_\_\_\_

Mailing Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Email address: \_\_\_\_\_

Event Contact Phone \_\_\_\_\_ Home Phone \_\_\_\_\_ Work Phone \_\_\_\_\_

Cell. Phone Number \_\_\_\_\_ Fax Number \_\_\_\_\_

Type of Event \_\_\_\_\_ Private or Public Event?: \_\_\_\_\_

1. \*Anticipated date for event: \_\_\_\_\_ Hours: \_\_\_\_\_ am/pm \_\_\_\_\_ am/pm

2. Set up date \_\_\_\_\_ Time \_\_\_\_\_ am/pm

3. Clean up date \_\_\_\_\_ Time \_\_\_\_\_ am/pm

4. Will food be sold? Yes or No  
(If yes, please be advised, you will need a current health permit.)

5. Will admission be charged? Yes or No

6. Will alcohol be served at this event Yes or No

7. Will alcohol be sold at this event Yes or No  
(If yes, you will need a current county liquor license, call the Sheriff's Department (775) 423-3116 for more information)

*If you have answered YES to any of the above questions, you may be required to hire a security agency that will be present during the event. Please specify the security agency that will be present during the event, along with their phone number:*

Name of Security Agency \_\_\_\_\_

Address of Security Agency \_\_\_\_\_

Security Agency Telephone Number \_\_\_\_\_

**\*Please note:** Dates are subject to departmental confirmation, and are not final until payment has been received and a Use Agreement is signed by both parties. The Parks & Recreation Department charges a \$25.00 returned check fee, for checks that are returned unpaid, for any reason.

**PAGE ( 1 ) Complete both pages, please.**

*"Churchill County, Nevada, is an equal opportunity provider and employer."*

