



City of Princeton Park & Recreation Department
120 McGee St
Princeton, Texas 75407

Phone: 469-796-6138 Fax: 972-734-2548

FACILITY RESERVATION REQUEST

EVENT STATUS: Profit Non-Profit Non-Profit # _____

FACILITY REQUESTED:

- P.O.W. Park Pavilion
- Veteran Memorial Park
- Park View Heights Park Pavilion
- Baseball Field
- Softball Field

Date requested to be reserved: _____

Time requested to be reserved: From _____ To _____

CONTACT INFORMATION:

Organization requesting reservation: _____

Name: _____

Address: _____

Phone: (Home) _____ (Work/Cell) _____

Email: _____

A Facility Use Fee and Deposit may be required to secure this reservation. If applicable, Fees and Deposit are due as follows: **(Deposits must be in form of check)**

Facility Use Fee in the amount of \$ _____

Facility Use Deposit in the amount of \$ _____

Total amount due \$ _____

I hereby certify that I have read, understand, and will follow all the rules and regulations stated within the governing facility use agreement. (Rules and Regulations can be found at <https://princetontx.gov/>)

Signature: _____

Date: _____

City of Princeton
Parks & Recreation Department Nonathletic
Reservation Fees

P.O.W. Park Pavilion

Fee	\$25.00 per hour
Deposit	\$50.00

P.O.W. Park Pavilion, Non-Profit

(Must provide non-profit documentation)

Fee	No Charge
Deposit	\$50.00

Athletic Fields

Individual Practice – No lights	\$25.00 per hour
Individual Practice – With lights	\$40.00 per hour

Park View Heights Park Pavilion

Fee	\$25.00 per hour
Deposit	\$50.00

Park View Heights Park Pavilion, Non-Profit

(Must provide non-profit documentation)

Fee	No Charge
Deposit	\$50.00

Veteran Memorial Park

Fee	\$25.00 per hour
Deposit	\$50.00

Veteran Memorial Park, Non-Profit

(Must provide non-profit documentation)

Fee	No Charge
Electricity	No Charge
Deposit	\$50.00

Deposits must be made in a form of a check and can be picked up from Parks & Recreation the next business day after event. Deposit can be cashed for any damages or excess trash left after your reservation.