



Caribou Parks & Recreation Department
55 Bennett Drive
Caribou, ME 04736
207-493-4224 | 207-493-4225 FAX

PARK/FACILITY USE REQUEST

✓ Check which park/facility requested:

_____ North Caribou Park	_____ Teague Park Building
_____ Teague Park Field	_____ Ice Skating Rink
_____ Collins Pond Park	_____ Rec Meeting Rooms
_____ Paul Soucie Memorial Sports Complex	_____ Rec Center gymnasium

A \$50 SECURITY DEPOSIT MUST ACCOMPANY THE USE REQUEST FORM. The security deposit will be applied to the rental fee.

The rental fee must be paid in full prior to setting up the rental event.

- Please list the time as to when you plan to come in and when you plan to leave our building. (Allow for set up and tear down) This is important, we schedule our workers with this time frame in mind.
- Renters must be out by the time stated on their rental agreement.

Date Requested _____ Time in and Time Out _____

Agency _____

Name _____

Mailing Address _____ Email _____

Phone # _____ Cell # _____

Authorization Signature _____

Date of request _____

Description of event _____

* Fees to be determined by the nature of the activity and facility used. Additional fee for floor covering ect.

Rental Fee Rate: \$25 per hour during operational hours / \$50 per hour during non-operational hours.

***** **FOR STAFF ONLY** *****

Approved _____ Denied _____

Caribou Parks & Recreation Supt. signature

Date

Additional notes: _____

Amount deposit received \$ _____

Staff _____