



Facility/Street Use Request Form
 City of Winnemucca
 90 West Fourth Street
 Winnemucca, NV 89445
 (775) 623-6333 / (775) 623-6090 fax

RICHARD STONE, Mayor
MICHAEL OWENS, Council Seat 1
THERESA L. MAVITY, Council Seat 2
VINCE MENDIOLA, Council Seat 3
JIM BILLINGSLEY, Council Seat 4
PAM COATS, Council Seat 5

Sponsoring Organization: _____ Phone #: _____

Email Address: _____

Primary Contact: _____ Phone #: _____

Email Address: _____

Alternate Contact: _____ Phone #: _____

Email Address: _____

Is Sponsoring Organization Non-Profit? Yes No

Facility/Street Desired: _____

If requesting use of a street, are you requesting closure? _____

Dates Requested			Times Requested		
Month	Day	Year	am / pm	to	am / pm

Facilities will be used for what purpose: _____

Estimated number of attendees: _____ Will food be sold? _____

Will an admission be charged? _____ Will contributions be solicited? _____

Services Requested:

Lights

Fields Marked

Spider Box

Cones How many? _____

Other: _____

Are you requesting a fee waiver? Yes No

If yes, please explain how the performance of the services or activity results in a benefit to the public health, safety or welfare, or is for the benefit of the City or the inhabitants thereof without cost to the City.

Proof of insurance must be attached to this form. The minimum required insurance is \$1 million in liability coverage listing the City of Winnemucca as an additional insured.

To Be Completed by City Staff Only			
Lights	<input type="checkbox"/>	Fields Marked	<input type="checkbox"/>
Spider Box	<input type="checkbox"/>	Cones	<input type="checkbox"/> How many? _____
Other:	_____		
Fee waiver approved?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Fees/Deposits collected?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Insurance received?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Departments notified:	<input type="checkbox"/> Public Works	<input type="checkbox"/> Police Department	
	<input type="checkbox"/> Golf Professional	<input type="checkbox"/> Other _____	
Notes:	_____ _____ _____ _____ _____ _____		