



Facility Reservation Policy

Rockwood Parks and Recreation has designated the dates of January 1-February 21, 2016 as the official reservation period for facility rentals for the calendar year of 2016. In order to be considered for dates on the 2016 calendar, a “Facility Request Form” must be submitted by 4:30 p.m. on February 21, 2016 to Rockwood Parks and Recreation. Any request(s) received after the deadline will not be considered for reservation. The Parks and Recreation Department will review all submitted requests and inform each individual or group if they have been awarded a date or dates. After a “Facility Request Form” has been submitted and an event approved by the Parks and Recreation Department, **a deposit check in the amount of \$250 for all events must be provided by 4:30 p.m. on February 21, 2016.** This deposit will be applied toward the final total cost due to Rockwood Parks and Recreation for use of the complex. All deposits are non-refundable, except in the case of a cancellation due to weather where the entire tournament is cancelled. Make check(s) payable to: “CITY OF ROCKWOOD” If deposit fees are not received within the designated time the event will not be reserved. If no requests are received for a date then the date will become a “first come, first serve”.

Please submit Facility Request Forms to:
Chase Clem
Parks and Recreation Director
E-Mail: Cclem6398@gmail.com
Phone: 865-2354-0434