

**PARKS & RECREATION
DEPARTMENT**

Date of Application:	
Date Received:	
Date of Approval:	
Date of Issuance:	



William R. Talley Rec Center
121 North Bentz Street
Frederick MD 21701

301-600-1493
FAX: 301-600-2849
www.cityoffrederick.com

FIELD USER REQUEST TO RELINQUISH FIELD RESERVATION FORM

DATE OF REQUEST:	
ORGANIZATION:	
PRESIDENT/ DESIGNATED REPRESENTATIVE: <i>(Please print clearly)</i>	
CONTACT PERSON'S PHONE NO:	
CONTACT PERSON'S EMAIL:	

The above organization agrees to relinquish their approved field reservation at: _____
(Name of Park / Field)

RELINQUISHMENT START DATE:	
RELINQUISHMENT END DATE:	
DAY(S) OF WEEK:	
TIME(S)	
REASON:	

Signature of President / Organization Representative

DATE: _____

NOTE: Reservations dates and/or times are non-transferable. Any change in dates and/or times of field use require a Field Relinquishment Form AND must be approved by The City of Frederick's Parks & Recreation Department prior to the date of the event. Giving permission for anyone else to use your reserved field time without prior approval of this Department can result in the cancellation of your current reservation(s), loss of "good standing" status and/or inability to reserve City fields.

APPROVED NOT APPROVED

BY: _____ DATE: _____
The City of Frederick / Parks & Recreation Department