

County Commissioners of Kent County
Department of Parks and Recreation
Room Request Form for Kent County Departments and
Departments or Divisions of Maryland State Government
(With permanent Kent County Offices)

Please submit to KCPR via email at info@KentParksAndRec.org or by Fax at 410-778-4602

Please Print Clearly

Requestor Information

Department: _____ Today's Date: _____
Department Address: _____
Contact Person Name: _____
Contact Phone Number: _____
Contact Email Address: _____

Room Information

Room Requested:
 Meeting Room Gymnasium (*circle one.* ½ gym or full gym)
 Kids Room Multipurpose Room Computer Room
2nd Choice: _____
Date(s) Requested: _____
Time Requested (include ending time): _____
Name of Meeting, Training, or Event: _____
Number of People Attending: _____
Number of Tables Needed: _____
Additional Equipment Needed (TV, SmartBoard, Projector, Kitchen, etc.): _____

For KCPR Use Only

Date Request Received: _____
Room Assigned: _____
Notes: _____
Employee's Initials: _____

Facility users are responsible for cleaning the room(s) used and returning its state to its original condition according to the room setup chart posted in each room. Failure to do so may jeopardize further use.