



County Commissioners of Kent County, MD Department of Parks & Recreation



Room Request for Kent County Departments & Departments or Divisions of Maryland State Government *(With Permanent Kent County Offices)*

**Please submit form to KCPR via email to info@KentParksAndRec.org or by Fax to 410-778-4602.
Please make checks payable to County Commissioners of Kent County.**

~Please Print Clearly~

Requestor Information	
Department: _____	Today's Date: _____
Department Address: _____ _____	
Contact Person Name: _____	
Contact Phone Number: _____	
Contact Email Address: _____	
Room Information	
Room Requested:	
<input type="checkbox"/> Meeting Room	<input type="checkbox"/> Gymnasium <i>(circle one: 1/2 gym or full gym)</i>
<input type="checkbox"/> Kids Room	<input type="checkbox"/> Multipurpose Room <input type="checkbox"/> Computer Room
2 nd 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, Smart Board, 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.