



**CLARK COUNTY PARKS & RECREATION
SPORTS UNIT**

INTERNAL USE	
HH#	
RSV/ PERMIT #	

League Allocation Weekly Usage Form

Name of Organization: _____

Organization Representative: _____

Contact Phone Number: () _____ Email: _____

ENTER ALL INFORMATION FOR ANY CHANGES/CANCELLATIONS IN THE TABLE BELOW

Change Cancellation or Addition	Facility/Complex	Field/ Court #	Day(s) of Week	Date(s)	Time Range <i>ex. 7pm-9pm</i>

Comments: _____

The weekly usage change form is only needed for any changes and/or cancellations. If there are any additions, not allocated to you, then those are at the drop-in rate. You are welcome to call or come in for further explanation.

Submit this form weekly to Clark County Parks and Recreation Sports Unit by 10:00am on the Thursday prior to the following week's use. If no weekly usage change form is submitted, you will be billed based on the initial reservation permit. Organizations will be billed based on the total hours of usage represented in the system for that billing period. Organizations will be billed monthly. Payment must be made within fifteen (15) days from the billing date on the issued invoice. Same day cancellations must be made by 10am via email. Late weekly usage change forms will not be accommodated. No exceptions will be made.

***Please fill out the form and email ccprsports@clarkcountynv.gov**

Representative's Signature _____ Date _____