



Shelter Reservation Request

This form is to be used when requesting Shelter Reservations at State Farm Park.

How to use this form:

- 1) Click on this email address to create an email for home.hr-hrsgenservices.565O08@statefarm.com
- 2) In the Subject line, add: Retiree Park Card (plus your last name)
- 3) Come back to this form and copy everything below the line below
- 4) Go back to the email and click in the content box (where the message will appear)
- 5) Find the "Paste" button (usually the top left of the screen) and click the small arrow to open "Paste Options"
- 6) Click the box with the A in the bottom right corner (Keep Text Only); the form/content will now load correctly in the email
- 7) Fill out the requested information and send the email. Be sure to include all requested information in your email. Incomplete forms will not be processed in a timely manner.

Shelter Reservation Details

When requesting a Shelter Reservation, keep in mind the below shelter information and park requirements:

- The North, South, West and Softball Shelters each hold 50 members.
- State Farm Guest Policy will be enforced.
- Guest policies are listed below for your reference:
 - *Sunday through Thursday*
 - Before 4 p.m. – 2 guests per retiree
 - After 4 p.m. – 2 guests or a family unit per retiree (not per cardholder)
 - *Friday, Saturday & Holidays*
 - Before 4 p.m. – NO GUESTS
 - After 4 p.m. – 2 guests or a family unit per retiree (not per cardholder)
- *Single retiree/employees may bring one guest at all times
- A shelter can be reserved no longer than 5 hours at a time
- Outside food and drink IS allowed
- No alcoholic beverages or smoking is allowed
- No pets allowed
- Review all Park Guidelines before event

****Disclaimer: Shelter Reservations are allotted on a first-come, first-serve basis. If your first and second shelter preferences are not available at the requested date/time, the Ad Services Coordinators will contact you to determine how to accommodate your request.****

Once you receive email confirmation of your request, follow the instructions on how to request Guest Access. You will need to print and bring your shelter confirmation email to the Park on the date of your event to access the shelter.

Shelter Reservation Request and Event Information

Retiree Name:

Mailing Address:

Phone Number:

Date/Time of Event:

Name of Event:

1st Shelter Preference:

(North Wing, South Wing, West Wing, Softball Shelter)

2nd Shelter Preference:

(North Wing, South Wing, West Wing, Softball Shelter)