



## **Shelter Reservation Request**

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

How to use this form:

- 1) Copy and paste all information from Section B below into a blank email
- 2) Fill out information
- 3) Send email with your information and shelter request to [home.adsv-sfparkreserve.306a00@statefarm.com](mailto:home.adsv-sfparkreserve.306a00@statefarm.com)
- 4) Subject line of the email to read: **"Shelter Reservation Request, xx/xx, LAST NAME"**
  - a. Include the date of reservation request
  - b. Populate last name of retiree requesting shelter reservation
- 5) Once you receive email confirmation, follow the instructions on how to request Guest Access
- 6) Print and bring shelter confirmation email to Park on the date of your event to access the shelter

### **Section A – Shelter Reservation Details**

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

- The North, South, and West shelters each hold 200 people
- The Softball Shelter holds 60 people
- There is a 30 guest **minimum** when requesting shelter reservations
- There is no limit to how many **State Farm employees** can attend per event
  - There is a **maximum** of 50 non-employee guests that are allowed per event
- 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
- No balloons allowed
- Review all Park Guidelines before event

### **Section B – Shelter Reservation Request and Event Information**

**Retiree Name:**

**Mailing Address:**

**Phone Number:**

**Date/Time of Event:**

**Name of Event:**

**1<sup>st</sup> Shelter Preference:**

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

**2<sup>nd</sup> Shelter Preference:**

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

**\*\*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.\*\***