

Scheduling an Event with the Point Roberts Park and Recreation District

If you are interested in scheduling an event at the Point Roberts Community Center or at Baker Field, facilities overseen by the Point Roberts Park and Recreation District, please email district staff at prparkdistrict@gmail.com and provide the following information:

1. The name of the organizing individual or group.
2. The type of event you are planning.
3. The number of people you anticipate attending or the room(s) you wish to reserve.
4. Identify whether the event is free and open to the public or is a private event. If the event is private, or requires payment to attend, please review our facility rental policy, available on our website.
5. The name and contact information (email address or phone number) for the person in charge of the event.
6. The date and time of the event (please include enough time to setup your event and clean up afterwards).
7. If the event is for multiple days, or is going to be an ongoing event, please include this information.
8. If you need assistance with LCD projectors, screens or adjusting rooms to accommodate your event, please note this in your request.
9. If you are planning on serving food or alcohol at the event, please inform us when scheduling, and review our facility rental policy.

When scheduling, please note:

- Any permits needed for the event are the sole responsibility of the person or group scheduling the event.
- Your event is not scheduled until you have received a confirmation email from the Park District.
- Any deposits needed for an event (private, not local, or serving food and alcohol) must be paid beforehand.
- Once we have confirmed your event, the Park District will inform you on how to gain access to our facilities.

Please let us know if there is anything else we can do to assist you in scheduling or holding your event.

Thank you for your interest in using Park District facilities.

We appreciate your support!