



## Parks, Recreation and Open Space Department

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### **New/Renewal - Recreation Program Proposal – Dates & Room Reservation – Dates**

*The following priority list will be used when approving both Program Proposals and Room Reservations:*

1. Town of Superior sponsored or co-sponsored programs, meetings and events.
2. Town of Superior Advisory Group sponsored or co-sponsored programs and events.
3. Residents and organizations located in Superior. (Must provide proof of residency in the form of a driver's license or business license)
4. Non-Residents and organizations located outside of Superior.

#### **2024 Program Proposal Dates:**

| <b>Program Proposals Accepted*</b>   | <b>For the Months of/Recreation Guide Issue</b>          |
|--------------------------------------|--|
| August 14, 2023 – September 15, 2023 | January-April ( <b>Winter/Spring 2024 Rec Guide</b> )    |
| December 18, 2023 – January 19, 2024 | May-August ( <b>Summer 2024 Rec Guide</b> )              |
| April 1, 2024 – May 10, 2024         | September-December ( <b>Fall/Winter 2024 Rec Guide</b> ) |
| August 12, 2024 – September 13, 2024 | January-April ( <b>Winter/Spring 2025 Rec Guide</b> )    |

\* In order to meet Recreation Guide publishing deadlines, proposals submitted outside these dates will be considered based on the priority list above during the next proposal window.

#### **2024 Room Reservation Dates:**

| <b>Room Reservations Accepted*</b> | <b>For the Months of</b> |
|------------------------------------|--------------------------|
| December 1, 2023                   | January-April 2024       |
| April 1, 2024                      | May-August 2024          |
| August 1, 2024                     | September-December 2024  |
| December 1, 2024                   | January-April 2025       |

\*In order to reserve rooms for programming, room reservations submitted outside these dates will be based on the priority list above and availability.