

## **Shelter Reservation requests are not yet open to Retirees this year!!!**

Please send and email to: [home.hr-sfparkaccess.543c00@statefarm.com](mailto:home.hr-sfparkaccess.543c00@statefarm.com)

Include:

Employee and/or Retiree Name:

Home Mailing Address:

Location:

Phone #:

Shelter Reservation: Yes or No

(call 766-9666 to make the shelter reservation before filling out the form)

Repeat for each guest:

**LAST NAME:**

**FIRST NAME:**

**CITY:**

**STATE:**

**Mark with an X if younger than 16:**

**DATE FOR PARK ACCESS:**

Form Instructions:

- Copy and Paste everything above the line into an email
- Please send this to: [home.hr-sfparkaccess.543c00@statefarm.com](mailto:home.hr-sfparkaccess.543c00@statefarm.com)
- Include on the Subject line: Park Access plus the dates you are requesting and your last name
- Additional lines can be added by copying from LAST NAME to DATE FOR PARK ACCESS and pasting that for each person.
- Fill in all requested information, incomplete forms will not be processed in a timely manner
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### **Current Guest Policies**

Sunday through Thursday	Friday, Saturday & Holidays
Before 4:00 PM – 2 guests per employee	Before 4:00 PM – NO GUESTS
After 4:00 PM – 2 guests or a family unit per employee	After 4:00 PM – 2 guests or a family unit per employee

SFEA Office Staff requires two-week handling time when approving State Farm Park passes. This is a two-step approval process. HOME.HR-SFPARKACCESS will first approve the request then forward the request to Security for approval. Once you have a confirmation from HOME.ADSVPARKSECURITY.317I00@STATEFARM.COM please bring the email confirmation for Park access.

By sending this request to SFEA, I acknowledge that the request is for personal purposes and has no affiliation with an organization group. I understand that these guests will be accompanied by myself or a family member during their visit to State Farm Park. I will abide by the Park Reservation Guidelines as outlined on the SFEA website.

Remember if reserving a shelter to call 766-9666 before filling out the form.