



****This form is to be used when requesting guest access to State Farm Park.****

****The former phone number associated with Guest Access and Shelter Reservations has been disconnected. Please follow the instructions below to request guest access to 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 all information, repeating the guest information for each guest you are requesting access.
- 3) Send email with your information and guest information to home.hr-sfparkaccess.543c00@statefarm.com
- 4) Subject line of the email needs to read: **"Park Access, xx/xx, LAST NAME"**
 - a. Include the date of request
 - b. Populate last name of retiree requesting guest access
- 5) Once you receive email confirmation, print and bring for Park access.
- 6) If a Shelter Reservation is needed, fill out the "Shelter Reservation" form, and follow instructions.

Section A – Current Guest Policies

Sunday through Thursday

Before 4:00 PM – 2 guests per employee

After 4:00 PM – 2 guests or a family unit per employee

Friday, Saturday & Holidays

Before 4:00 PM – NO GUESTS

After 4:00 PM – 2 guests or a family unit per employee

HRSS/Activities requires two-week handling time when approving State Farm Park passes.

Once you receive email confirmation from **HOME ADSV-PARKSECURITY**, print and bring for Park access.

By sending this request to HRSS/Activities, 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.

Section B – Retiree Information and Guest Information

Retiree Name:

Home Mailing Address:

Phone #:

Repeat for each guest:

Last Name:

First Name:

City, State:

Is guest younger than 16?:

Date for Park access: