

FAIRFIELD COUNTY PARK DISTRICT
APPLICATION FOR SPECIAL USE/EVENT PERMIT

Instructions and General Information

1. Applications must be submitted at least 30 days prior to the event.
2. No event shall be advertised or publicized in any way prior to the issuance of a permit. Failure to comply with this condition shall be just cause for denying the permit.
3. The applicant must coordinate detailed arrangements with the Director or their designee who may add conditions on the permit to protect public health and safety or park property.
4. A performance bond to be determined by the Director may be required if, in the opinion of the Director, costs or damages may result from the event/activity, or to ensure compliance with permit conditions. All or a portion of the bond may be returned upon the satisfactory conclusion and evaluation of the event.
5. Special use permits, unless specified, do not grant the applicants any exclusive rights over the general public for use of Fairfield County Park areas.
6. Unless otherwise specified, all laws and Park District rules shall be in effect.
7. Public events or activities at which a fee is charged for participation, and which involve some risk of accident or injury to said participants, the applicant shall be required to obtain comprehensive general public liability insurance naming the Fairfield County Park District Board of Commissioners as additional insured. The minimum acceptable coverage amount is \$1,000,000.00
8. Participants in all events at which a fee is charged for participation must sign a waiver of liability form. The waiver may be incorporated in the sponsor's registration form and additional parties named as insureds as long as no language is deleted from the approved Park District waiver.
9. Firing of ammunition of any kind is prohibited.
10. Approval or denial of a special use permit application will be completed within thirty days of receiving a completed application. A complete application consists of answering ALL the following and providing detailed information where requested.

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Following to be completed by applicant (print with pen)

Forward complete application to Fairfield County Parks either by mail: 9270 Pickerington Road,
Pickerington, OH 43147 or by email: thomas.springer@fairfieldcountyohio.gov

1. Name of Park: _____ Date of Application: _____
2. Date(s) and time(s) of event/special use: _____
3. Name and/or brief description of event/activity: _____

4. Specific location of event (attach map/description if possible): _____

- 5. Registration/entrance fee (if any): _____
- 6. Name any item to be sold _____
- 7. Estimated number of participants: _____ spectators: _____
- 8. Park assistance desired: _____
- 9. Portable restrooms needed Y or N: _____
- 10. Pre and post event/activity set up/tear down requirements: _____

11. Equipment to be involved: _____

12. Other comments: _____

13. Sponsoring individual or organization(s): _____

Contact Person: _____ Phone: _____

Address: _____ State _____ Zip: _____

The undersigned applicant certifies that he or she has the authority to act on behalf of the sponsoring organization and is 18 years of age or older.

The applicant and sponsoring organization(s) or individual(s) further agree to indemnify and save harmless Fairfield County Park District from any and all liability for personal injury or property damage or any harm sustained in conjunction with activities authorized by the permit, whether such personal injury or property damage is caused by the negligence of Fairfield County Park District or its employees, agents, or otherwise.

Signature Date

Name (printed)

<i>For Park District Use</i>	
Application received on: _____	By: _____
Determination: <input type="checkbox"/> Approved <input type="checkbox"/> Denied	Initials: _____ Date: _____