SPECIAL ACTIVITY FORM

Name of Park Requested: _____________________________ Date(s) Requested: _____________________________
Purpose/Type of Event: _____________________________ Hours of Event: _____________________________
Sponsoring Group: _____________________________ Anticipated Attendance: _____________________________
Address: ____________________________________________
Contact Person Name & Telephone Number: _____________________________ Phone#: _____________________________
Email Address: ____________________________________________

All groups requesting to hold a fund raiser MUST be non-profit. Non-Profit Tax ID #: _____________________________
All fund raiser proceeds will go towards: _____________________________

All information MUST be provided and form completed to be considered for approval. Description of event in detail – include further needs: i.e. parking, electric, etc. _____________________________

Rules/Regulations: (A complete list of the rules and regulations is on file in the office of the Parks Department and on the City’s website.)

1. Any violation of any park ordinance is just cause for any party to be expelled from the park immediately.
2. It is unlawful to engage in selling or offering for sale any item, service or labor whatsoever, or to perform any gainful occupation, service or labor on park premises, unless non-profit and pre-approved by the Public Works Director and Safety-Service Director.
3. It is unlawful to advertise or engage to advertise for any personal gain in any manner whatsoever for any event on park property. Any sign within the park must receive pre-approval.
4. No alcoholic beverages to include beer, wine or spiked punch allowed on city park property.
5. All parties must vacate the premises by 10:00 p.m.
6. No concerts in any parks except Central Park.
7. Additional charges will be billed for damages to any and all park equipment and/or facility, and if any additional clean-up is necessary (i.e. decorations, signs, flyers, etc.).
8. Regarding all music and/or audio equipped speakers, sound must not travel beyond the confines of the park. Sound systems will be monitored by park police.
9. Unruly behavior will not be tolerated.
10. This facility is in good condition and must be left the same.
11. There are to be no stakes of any kind placed in the ground of any park, including Central Park.

PLEASE NOTE: Please contact the Safety Service Director at 419.755.9736 if you have special traffic/parking concerns outside the park.

The Mansfield Parks Department suggests the sponsoring group carry Public Liability Insurance. The applicant should submit a copy of the Certificate of Insurance seven (7) days prior to the event.

My signature is acknowledgement that I understand that I can and will be held responsible for violations of all park ordinances and rules and regulations.

Signature: ____________________________________________ (Must be 21 years old) Date: ________________
______________________________________________________________________________________________

APPROVED: ____________________________________________ Date: ________________

Public Works Director

Safety-Service Director