

PARK REQUEST COVER LETTER

(PLEASE READ AND PROVIDE ALL REQUESTED INFORMATION)

Dear Citizen,

Please complete the Park Request Information Sheet and return it to our office, along with a letter (*on letterhead if it is with an organization or business*), describing the details of your event. Please include, what park you're requesting; where you plan to conduct activities/provide a layout, what park amenities are to be used (fields, courts, etc), what activities you have planned, and what the use is for. Please address the letter to our Director, Steve Phillips. You may fax or mail these forms to:

City of Gainesville
Department of Parks, Recreation and Cultural Affairs
P.O. Box 490, Station 24
Gainesville, FL 32627
Attn: Dwright Jackson
Fax: 352-334-3299

Once this information is received, your request will be routed for approval and the process could take up to, two weeks. You will be notified in writing or via email, of the approval or denial of your request. The notification will also identify if insurance coverage is required and/or if any charges will apply.

If you plan to use city street/sidewalks or if you are requesting a noise permit, you must also contact Gainesville Police Department to complete a Special Event Permit application at 352-393-7520.

An Event Permit may also be required for any event on the Downtown Community Plaza, City Hall Mall, City Park, City parking facility, or City streets; or for any activity on City property not regulated by another City agency or that may require services from two or more City Departments.

Thank you for your interest in the City of Gainesville- Department of Parks, Recreation and Cultural Affairs!

The attached information includes:

- Park Request Information Sheet - *RETURN WITH LETTER AS INSTUCTED*
- City of Gainesville Code of Ordinance Section 18-20 (All of Chapter 18; Sections 18 to 22 are available upon request) - **KEEP THIS FOR YOUR RECORDS.**