



DEPARTMENT OF PARKS, RECREATION AND CULTURAL AFFAIRS

PARK REQUEST- INFORMATION SHEET

This will allow us to determine if any fees, permits, or insurance is required. Police and/or Park staff services may also be required at the expense of the applicant.

Facility/Park/Field Requested: _____

Organization/Agency Name: _____

Email Address: _____

Contact Name & Number: _____

Address: _____

Date(s) & Times Requested: _____

- CHECK ONE:** SPORTS FIELD RESV ONLY
 SPORTS FIELD –WITH LIGHTS
 EVENT REQUEST, WITH FIELD(S) USE
 EVENT REQUEST, NO FIELD(S) USE
- ❖ HOW MANY FIELDS DO YOU PLAN TO USE, IF ANY?
- ❖ DOES YOUR ACTIVITY REQUIRE FIELD(S) TO BE LINED?
 YES / NO *If yes, charges will apply.
- ❖ DO YOU NEED ACCESS TO OUTDOOR RESTROOMS?
 YES / NO *Keys for locked RR may be issued.

PARK HOURS: Except as specifically provided or posted at the park facility, and except for tot lots, parks shall be open for public use between the hours of 6:00 a.m. until 11:30 p.m. Tot lots shall be open during daylight hours only. **NOTE: The park reservation process DOES NOT guarantee a pavilion or designated space for your group. Our intent is to encourage everyone to keep us informed of intended park usage for large groups & special events in order to help alleviate conflicts. The parks and pavilions are used on a "first-come-first-serve" basis.**

1. Is this a fundraiser*? YES / NO (Fees may apply. Special Event Permit required.)
2. How are you advertising for this event? _____
3. Will you be collecting donations of any type at this event? YES / NO What type: _____
4. Will any items be sold at this event (including food)*? YES / NO (Fees may apply. Special Event Permit or PRCA contract required.) List Items Selling: _____
5. Are you having other vendors/organizations participate in this event*? YES / NO List vendors name and service(s) they are providing: _____
6. What's the estimated attendance for your event? _____ *Check parking and user capacities for the site you have selected prior to your event*
7. Is this event open to the public? YES / NO
8. Will you be serving food? YES / NO (Please refer to City Codes Section 18-20 Prohibited Activities (2) and (3))
9. Will you be using your own grill or cooking device Yes No, If yes will it be Propane or Charcoal (**Note: All charcoal and cooking oil must be removed from park premises. NO dumping on park premises or in trash receptacles is allowed.**)
10. Will you set up a tent for this event**? YES / NO What size? _____ (**Permit required if larger than 10'x10')
11. Will you be having amplified music*? YES / NO (A noise permit is suggested. Permits are issued by the Gainesville Police Dept.)
12. Will you conduct activities such as games, face painting, pony rides, contests, bounce house, etc*? YES / NO
List Activities: _____ (proof of liability insurance may be required)
13. Please list all equipment being brought into the park for your event**? _____
14. Security/Crowd Control requested? YES* / NO (**Security/Crowd Control provided by the Gainesville Police Department may be required at expense of applicant.**)
15. Clean-up by our Parks Dept. requested? YES / NO; Requesting cardboard trash receptacles? How many? _____
NOTE: Clean up provided by City Parks Division staff may be required at expense of applicant OR fee may assessed if necessary.
16. Will you provide portables for this event? YES / NO (**Depending on time & location, bathrooms may not be accessible. In some cases, there are no bathroom facilities.**)

Please give a brief description of your event/activity: _____

Applicants Signature _____ Date: _____

***Events of this nature may require a Special Event Permit. Please contact GPD at: 352-393-7527 to obtain this permit. **Tent Permits must be obtained through the Building Inspection Dept. at 352-334-5050.**

****Please do not write below this line** OFFICE USE ONLY **Department of Parks, Recreation & Cultural Affairs**

Approved **Manager:** _____ **Director's/or Designee Signature:** _____ **Date:** _____

Denied **CHARGES:** Personnel Fee _____ Field Lining Fee _____ Restroom Key Issued _____ Other _____

Proof of Ins. Required **Comments** _____