



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.

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 may be required if > 10x10)
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, 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

**NOTE: 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** \_\_\_\_\_