

**MANSFIELD PARKS DEPARTMENT
30 N. DIAMOND STREET
MANSFIELD, OHIO 44902
TELEPHONE: 419.522-9801**

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