



**MARION CITY PARKS DEPARTMENT  
SPECIAL EVENTS**

Unless specifically approved by the Marion Parks Department, this permit is only for the park area detailed on the form below. This permit does not entitle the permit holder to exclusive use of the park or a waiver of any applicable state, city, or local park codes. To confirm your reservation, this form must be completed and returned within fourteen (14) days after initial call-in reservation.

**Please send completed form to: Parks Department  
1530 Pole Lane Rd  
Marion, OH 43302**

Phones: (740) 387-5370  
Email: [thartman@marionohio.org](mailto:thartman@marionohio.org)

Name of park requested: \_\_\_\_\_

Area of park to be utilized (attach map if possible)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**PARKS CLOSED – 10:00 PM TO 6:00 AM**

Event Description/Date/Time \_\_\_\_\_  
Anticipated Attendance \_\_\_\_\_  
Name of Applicant \_\_\_\_\_  
Address of Applicant \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
Telephone (Primary) \_\_\_\_\_ (Other) \_\_\_\_\_  
Email: (for reservation confirmation) \_\_\_\_\_

Please list detailed use of planned park for planned activity:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**TO BE COMPLETED BY APPLICANT:**

I verify that I have read and understand this permit and the conditions under which it is granted.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**TO BE DETERMINED BY DEPARTMENT DIRECTOR:**

If checked, please complete and forward copy of insurance:

\_\_\_\_\_The Parks Department requires the sponsoring group to carry public liability insurance for certain events. The department after reviewing your request will determine this.

**INSURANCE**

Name of Insurance Co \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

**TO BE COMPLETED BY MARION POLICE DEPARTMENT:**

\_\_\_\_\_Approved by: \_\_\_\_\_Special Events Police Dept.  
Officers needed:

Required police officers must be obtained by contacting Marion Police Department, Chief of Police in advance at (740) 387-0541. Police supervision will be determined on the approval of this permit.

**APPROVAL IS GRANTED UNDER THE FOLLOWING CONDITIONS:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Department Representative

\_\_\_\_\_  
Date

**RULES AND REGULATIONS FOR RESERVATION OF PARKS  
FACILITIES FOR SPECIAL ACTIVITIES**

The following regulations have been required by the Park Commission to insure proper use of park property and provide quality service to all the citizens of Marion:

1. The sponsoring group agrees to abide by all City of Marion Codified Ordinances, Parks Department rules and regulations as delineated in the Ordinances. The sponsoring group or permit holder agrees that they will not discriminate against any participants because of race, color, religion, sex, or national origin.
2. A signed copy of this permit along with a letter outlining the total special activity program must be returned to the Parks Department for their determination of whether insurance is necessary and the amount of security deposit to be posted within fourteen (14) days after initial call-in reservation. The Parks Department seven (7) days prior to the date of the special event must receive the security deposit, along with a copy of the Certificate of Insurance.
3. Public Liability Insurance may be required by the Parks Department for certain events. The amount and type of insurance will be determined from the permit outline when completed and returned by the applicant. The Department of Parks must receive a copy of the Certificate of Insurance seven (7) days prior to the date of the special event. The Certificate of Insurance will contain type and amount of insurance as well as the policy.
4. The Parks Superintendent may require a security deposit to be paid in advance to the Department to insure the proper use of park property. Any cost incurred by the Department as a result of the special activity, such as cleanup, repair, or damage to the park of its improvements, shall be withheld from the security deposit. If damage is greater than the deposit, the Department will bill the sponsoring agency. The deposit must be received seven (7) days prior to the date of the special event or permit will be cancelled. Return of cleanup deposit is made through the Auditor's Office upon request of the Parks Department. It is not necessary for the applicant to request this return. An inspection report is made by the Department of Parks on completion of the special event and used as a basis for determining the amount of refund. Return usually takes three (3) weeks minimum.
5. The sponsoring group must secure adequate police protection, plus volunteers to assist with first aid, restrooms, crowd, and parking control. A minimum of one (1) patrolman also may be required by the Parks Department depending on the type of event at sponsoring group's cost.

6. The sponsoring group must permit parking only in the areas designated as such by Parks Department. **NO PARKING IS PERMITTED ON THE GRASS.**
7. The **sponsoring group must enforce the “NO ALCOHOLIC BEVERAGES” regulations.**
8. The sponsoring group must practice safe and sanitary housekeeping during the event. All trash must be placed in receptacles. Arrangements for dumpster receptacles will be made by the sponsoring group with contact made with the Sanitation Department at (740) 382-1479.
9. No person shall erect or construct a concession stand or area, maintain, or in any way, operate a concession business, or in any way, sell a product as part of a business, or operate a commercial vehicle for the purpose of advertising a product or commodity for sale in any park or on any park property.
10. The sponsoring group must leave the park property as found to the satisfaction of the Parks Department.
11. Mechanical ride apparatus **WILL NOT** be permitted on any park land.
12. The sponsoring group agrees to pay the reasonable cost to repair any damage, which may occur to city property as a result of the permit. Cancellation of event due to inclement weather and/or other circumstances is the responsibility of the sponsoring group.
13. Park maintenance is performed on a routine schedule. The Department does not guarantee the condition of any park on any given day. Any special requirements that sponsoring group may wish must be detailed on paper attached to this permit.
14. The permit holder agrees to indemnify and hold harmless the City of Marion from any and all claims, loss or damage or injury to persons on property of any kind or nature whatsoever occurring as a result of the issuance of this permit.

**FAILURE TO ADHERE TO THESE REGULATIONS COULD CAUSE FAILURE TO ISSUE THIS PERMIT FOR FUTURE REQUESTS.**