



CITY OF
MARION
PARKS & RECREATION
PARK SUPERINTENDENT KENNY BALLINGER

Parks & Recreation
 1530 Pole Lane Road
 Marion, Ohio 43302
 740.387.5370
 kballinger@marionohio.org

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
 Phone: (740) 387-5370
 Email: thartman@marionohio.org

Name of Park requested _____

Area of Park to be utilized (attach map if possible) _____

NOTE: PARKS CLOSED – DUSK TO DAWN

Event Description _____

Event Date/Time _____

Anticipated Attendance _____

Contact Information for Applicant

Name of Applicant _____

Address of Applicant _____

City _____ State _____ Zip _____

Telephone Primary _____ Business _____

Applicant Email _____

List details of planned use/activity of Downtown Park (use additional piece of paper if necessary)



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TO BE COMPLETED BY APPLICANT

I verify that I have read the Rules and Regulations for Reservation of Downtown Parks Facilities for Special Activities and understand this permit and the conditions under which it is granted.

 Applicant Signature _____ Date _____

TO BE DETERMINED BY DEPARTMENT DIRECTOR

If checked, please complete and forward a copy of insurance.

_____ The City of Marion requires the sponsoring group to carry public liability insurance for certain events.

INSURANCE

Insurance Co. Name _____
 Address _____
 City _____ State _____ Zip _____

APPROVAL IS GRANTED WITH THE FOLLOWING CONDITIONS

- _____ No Special Conditions
- _____ Special Duty Police Officers needed: # of Officers Required _____
 Required police officers must be obtained by contacting the Marion Police Department's Special Duty Coordinator in advance of your event at (740) 387-0541 extension 1146. Police supervision will be determined upon the approval of this permit.
- _____ Other Special Conditions as outlined below

 Service Director, Safety Director, or Mayor _____ Date _____

For Internal Use Only

Date Application Received: _____
 Copy to PD Special Duty Coordinator _____ Added to RecDesk Calendar _____
 Copy of Insurance Received (if required) _____
 Notes: _____
 Shelter Rental Information (if required):
 Amount paid _____ Cash _____ Credit Card _____ Check # _____ Date _____ Receipt # _____ Staff _____



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

The following regulations have been required by the Parks Commission to ensure 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 within fourteen (14) days after initial call-in reservation. If insurance is deemed necessary, the City of Marion must receive a copy of the Certificate of Insurance no less than seven (7) days prior to the date of the special event.
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 Parks Department must receive a copy of the Certificate of Insurance no less than 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 ensure 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 or its improvements, shall be withheld from the security deposit. If damage is greater than the deposit, the Department will bill the sponsoring agency. If a security deposit is required, the deposit must be received no less than seven (7) days prior to the date of the special event or the permit will be cancelled. Return of security 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 Parks Department on completion of the special event and used as a basis for determining the amount of refund. Return of deposit usually takes three (3) weeks minimum.
5. The sponsoring group must secure adequate police protection, plus volunteers to assist with first aid, 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 the Parks Department. **PARKING IS PERMITTED ON THE GRASS.**
7. The sponsoring group must enforce the "NO ALCOHOLIC BEVERAGES, TOBACCO PRODUCTS, OR OTHER ILLICIT SUBSTANCES" regulations.



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8. The sponsoring group must practice safe and sanitary housekeeping during the event. Renters are responsible for providing trash bags / receptacles for their event, and to dispose of their waste into the **trash dumpsters**. Arrangements for additional dumpsters can be made by the sponsoring group 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, 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 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 because of the issuance of this permit.
15. If a shelter is requested as part of your reservation, you will be required to rent that shelter, with payment needing to be made prior to final official approval of the event. A partial refund will be made if canceled 60 days prior to the reservation date. A \$10 processing fee will be retained. **NO REFUNDS** will be made due to rain or bad weather.

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