

Must Be Submitted at least two weeks prior to reservation.



Special Use Permit

1141 Massachusetts
Lawrence, KS 66044
parksrec@lawrenceks.gov
(785) 832-3450

CONTACT INFORMATION

Applicant Name _____
Business / Organization _____
Mailing Address (Street Address, Apt. or Suite) _____
City _____ State _____ Zip _____
Day Phone _____ Evening Phone _____
Email Address _____
Person to be present during the event _____ Cell Phone # _____

EVENT INFORMATION

Proposed location (name of park, event center, or recreation center) _____

Specific area(s) requested _____

(Use of gymnasium with tables and chairs, requires a tarp placement fee of \$500. Community Building is not part of this program)

Description and purpose of activity (please attach a map/layout of the event, including tents/tables/inflatables, etc.) _____

Date(s) of Event _____ Time of Event _____

Are set-up / take-down dates different than activity date(s) ☐ Yes ☐ No

Set-up date / time _____ Take-down date / time _____

Estimated number of people in attendance: Local _____ Out of town _____

How will your activity be promoted or advertised? (if applicable) _____

Is your event: ☐ Commercial ☐ Non-Commercial ☐ Non-Profit

Will you charge participation and / or spectator fees? ☐ Yes ☐ No

Will your event have any inflatables? (i.e. Bounce Houses) ☐ Yes ☐ No

If yes, you are required to have a Certificate of insurance in the amount of \$1,000,000 with City of Lawrence listed as additional insured.

Will you have food, food trucks, beverage, or other vendors? ☐ Yes ☐ No

If yes, what types _____

Do you plan to serve alcohol? ☐ Yes ☐ No

Do you plan to sell alcohol? ☐ Yes ☐ No

Will you need electricity? ☐ Yes ☐ No

Are you blocking off a street(s)? ☐ Yes ☐ No

Will you have amplified music? ☐ Yes ☐ No

Will you be using a stage? ☐ Yes ☐ No

Will you be using tents? ☐ Yes ☐ No

Are you supplying security? ☐ Yes ☐ No

Internal PRC:

Date recieved _____ Fee _____ Deposit _____ Staff _____ Acct. # _____

A permit is required for all uses of parks and recreation facilities, except those sponsored by the City. City events will have scheduling priority. Permission from the City Commission may be required. Any event may be denied based on its potential overload of any park or recreation facility or the negative effect it may have on the adjacent property owners or citizens at large. The City shall be responsible for determining the location and schedule of each request based upon the following criteria: (a) size of event, (b) appropriate use of facility requested (c) timing (date/day/hours) requested in relation to other events scheduled, (d) organization's ability to provide the support, deemed necessary by the Department, to conduct the event.

All current City Code Rules and Regulations are to be observed: Driving in public park – Chapter 14-101 – No person shall drive or ride, lead or permit any domestic animal or drive any vehicle in any public park in the city except in and along especially prepared drive-ways. Litter in parks – Chapter 14-109 – No person shall throw or deposit litter in any park within the city except in public receptacles and in such a manner that the litter will be prevented from being carried or deposited by the elements upon any part of the park or upon any street or other public place. Motorized Vehicles, City Parks, Parkways, Levees – Chapter 17-216 – It shall be unlawful to operate a motorized vehicle, other than those specifically authorized for maintenance purposes in any city park, upon any parkway or levee not designated for use by such vehicles. Public Parks, Hours of Operation – Chapter 14-708 – Public parks within the city shall be open daily to the Public from six o'clock (6:00) a.m. to eleven-thirty (11:30) p.m. Excessive noise constituting disturbance of peace – Ord. 5088 – It shall be unlawful for any person to make, continue, maintain or cause to be made or continue any excessive, unreasonable or unusually loud noise which disrupts, injures, endangers the repose, health, peace or safety of other people of ordinary sensitivity within the vicinity of the noise.

If application is accepted, the Participant must adhere to all rules and regulations of the Lawrence Parks and Recreation Department, City Commission and all City ordinances. The group shall carry a copy of the rental receipt at the time of the activity. The applicant will be held responsible for any damage that may occur at this event and is responsible to see that all litter is placed in proper containers. This application gives above mentioned applicant priority use of said facility for stated times. Please understand that the City of Lawrence can not guarantee unauthorized public use in some areas. The Participant will abide by the attached rules and regulations and recognize that failure to abide by the attached rules and regulations is a violation and may result in a penalty, which may include forfeiture of rental deposit, additional charges to cover damages and/or denial of any further use of City facilities.

With this understanding, the undersigned Participant agrees as follows: That said Participant shall indemnify, defend and assume all liability for, and save, release and hold harmless the City of Lawrence, Kansas, its officers, commissioners, employees, agents, successors and assigns from any and all personal injuries (including death), property damages, losses, suits, costs (including reasonable attorneys' fees), claims, demands, damages, expenses, judgments, liabilities, liens, or causes of action, arising directly or indirectly from participation in the event/use or the management thereof, and whether such damage or claim shall accrue or be discovered before or after the termination of this Agreement

The Participant further agrees to Release and hold harmless the City of Lawrence, Kansas, its officers, commissioners, employees, agents, successors and assigns from any and all damages including but not limited to vandalism, theft, defects and injury to the Participant's property that may be stored or left on Parks and Recreation grounds during participation in the event/use, including but not limited to Acts of Nature, Acts of God, accidents, and other weather related events.

The Participant further agrees to the Insurance coverage requirements of the City on forms acceptable to the City. A true and exact copy of the declaration page of each policy shall be provided to the Parks and Recreation Department.

The Participant further agrees and understands that participation in the event/use is voluntary and conducted in concert with the rules and regulations of the City of Lawrence Parks and Recreation Department, and failure to follow the terms contained therein and in the attached documents shall result in immediate dismissal of the permit. The Participant hereby waives any and all claims and causes of action resulting from Participant's failure to follow the rules and procedures governing use as outlined in this Permit.

Severability. The Participant expressly understands and agrees that this Indemnification, Liability Waiver and Release is intended to be as broad and inclusive as permitted by law, and shall be governed by and interpreted in accordance with the laws of the State of Kansas. The Participant agrees that in the event that any clause or provision of this Indemnification, Liability Waiver and Release shall be held to be invalid by any court of competent jurisdiction, the invalidity of such clause or provisions shall not otherwise affect the remaining provisions.

THIS AGREEMENT is and shall be binding and obligatory upon the heirs, administrators, executors, personal representatives, successors, and assigns of the parties hereto.

Applicant Signature _____ **Date** _____