



Kattie M. Bond, Director, Neighborhoods - Recreation

**DEPARTMENT OF NEIGHBORHOODS  
APPLICATION  
SPECIAL ACTIVITIES PERMIT**

This application, along with a Waiver of Liability, must be submitted at least 30 days prior to the event. A \$30.00 **non-refundable** application fee, a **minimum refundable deposit** of \$100.00, and the rental fee are required for groups of less than 200. Permits for events involving more than 200 participants must be completed in their entirety 30 days prior to the event and must also be accompanied by a \$30.00 **non-refundable** application fee, a **minimum refundable deposit** of \$500.00, and the rental fee. **The Department reserves the right to require additional information from any event organizer.**

Send completed form with necessary funds and documentation to:

City of Toledo, Dept. of Parks, Recreation and Forestry  
2201 Ottawa Parkway  
Toledo, OH 43606  
**Attention:** Park Event Permits  
Phone: 419-936-2311  
Fax: 419-936-2878

Park Requested: \_\_\_\_\_

Date(s) of Event: \_\_\_\_\_

Park Facilities/Areas group proposes to use (attach map please): \_\_\_\_\_

Hours Requested (include setup and cleanup time). Legal park hours are from sunrise to sunset. \_\_\_\_

Purpose of Event: \_\_\_\_\_

Estimated Attendance: \_\_\_\_\_

**NOTE:** If this is a request to use a park or park facility for fundraising, a permit is required per Toledo Municipal Code Chapter 757.

Name of Organization: \_\_\_\_\_

Name of Applicant/Promoter: \_\_\_\_\_

Address of Applicant/Promoter: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Telephone: Home \_\_\_\_\_ Work \_\_\_\_\_ Cell \_\_\_\_\_

Fax: \_\_\_\_\_ Other Contact: \_\_\_\_\_

List below all proposed activities/facilities to be used in park: \_\_\_\_\_

**Insurance:** The Department of Parks, Recreation and Forestry requires the sponsoring group or person to carry general liability insurance for certain events. This will be determined by the Department after reviewing your request. **If liability insurance is required, the applicant must submit a copy of the Certificate of Insurance not less than 30 days prior to the first day of event.** Applicants will be required to secure coverage (a short-term rider to their liability insurance) in the amount of **\$1 million** general liability insurance, naming the City of Toledo as added insured.

**Special Duty Police:** Police officers may be required at the expense of the event promoter/applicant. The applicant will be informed if officers are required.

**Approval of Application:** Submission of this application, the fee, the certificate of insurance, and the refundable deposit at least 30 days prior to your event will help facilitate the process. This application will be reviewed by the Department. If further information is required, you will be notified. **Promoting an event without an approved permit can cause refusal of the permit.** The Department cannot guarantee that a permit will be issued in advance of the full review process.

**Acknowledgement**

I the applicant, understand that I am responsible for providing all information necessary to meet the conditions and requirements of the application process and that providing such materials is no guarantee that the proposed event will be permitted. I further accept the responsibility of meeting all Department deadlines, including proper insurance, deposit, letters of support from the community, and arrangements for any contract services and volunteers required to make the proposed event safe and successful. I verify that I have read and understand both sides of this application and the conditions under which my request will be considered.

**PLEASE READ BACK OF SHEET**

Approved  Unapproved

Promoter/Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Approval: \_\_\_\_\_ Date: \_\_\_\_\_

**RULES FOR RENTAL OF PARK FACILITIES FOR SPECIAL ACTIVITIES**

The Department of Parks, Recreation and Forestry requires the following rules be followed to ensure proper use of park property and to guarantee the most responsible service to the citizens of Toledo.

1. The promoter/applicant agrees to abide by all Parks, Recreation and Forestry rules and regulations. Also, the promoter/applicant agrees not to discriminate against any participant because of race, color, religion, gender, or national origin.
2. A signed copy of this application with a **non-refundable** \$30.00 application fee and the appropriate **refundable deposit** must be submitted with the applicable rental fee along with any requested additional information associated with the request to host an event in the park. All required deadlines must be met in the process to receive consideration for an approved permit.
3. The promoter/applicant is responsible for cleanup after the event. Trash may not be piled up and left in the park or facility. It is the promoter/applicant's responsibility to arrange for legal removal of any trash generated by the event. It is also the promoter/applicant's responsibility to clean floors/restrooms/tables of a facility and to remove all decorations (including tape) following an event. The promoter/applicant must leave the park/facility in a condition as good as the condition as when it was received. Should inspection reveal that these requirements are not met, **the applicable refundable deposit will be forfeited** to cover cost of cleanup/repair.
4. The promoter/applicant **agrees to pay any additional costs above the applied deposit** to repair any damage which may occur to City property as a result of activities associated with the event.
5. **NO ALCOHOL** is permitted in City parks or facilities, and **NO SMOKING** is permitted in any City facility. The promoter/applicant is responsible for ensuring that participants and spectators comply with these rules. Should an inspection reveal violation, the event will be immediately shut down.
6. The promoter/applicant may not engage in sales or allow concession activities without the written consent of the Director of Parks, Recreation and Forestry. Commercial vehicles for the purpose of advertising a product or commodity for sale are prohibited on any park property without written permission by authorized department staff.
7. Mechanical rides and apparatus, inflatable bouncer rides, ponies, horses, petting zoos, or other similar items are not permitted in parks without the written consent of the Department of Parks, Recreation and Forestry.
8. **All fires must be contained within grills provided at the picnic sites and near picnic shelters. PORTABLE GRILLS ARE NOT PERMITTED.**
9. Motor vehicles are restricted to designated parking lots and drives. **Under no circumstances is a motor vehicle to be operated or parked on grassy areas not specifically designated for motor vehicles.** Violators will be towed and fined.
10. Dogs must be on leashes at all times and are to be cleaned up after.
11. If an event is determined by the Department of Parks, Recreation and Forestry to require security, the promoter/applicant is responsible for acquiring required security personnel.
12. Park maintenance is performed according to a pre-designated schedule. Any additional specific maintenance must be requested in writing **no less than one week in advance.**
13. Portable restrooms are provided by the City in a limited number of parks. If the promoter/applicant requires a portable restroom (or units in addition to those already provided), such units must be provided by the promoter/applicant.
14. Events with 100 or more participants are required to have a dedicated first aid attendant on hand.
15. Utilities in parks are on an "as available" basis, with an additional charge for electric and water services. Electric service, if available is limited. If more power is needed than available, the promoter/applicant must provide portable generators at own cost. Generators must be approved in advance.
16. Where determined necessary by the Department of Parks, Recreation and Forestry, the promoter/applicant must secure short-term liability insurance in the amount of \$1,000,000.00, naming the City of Toledo as added insured.
17. If the permit is approved, the promoter/applicant agrees to save free and harmless the City of Toledo and its agents for any liability associated with the activities proposed.

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Renter Signature

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Date