

CITY OF ST. MARYS, OHIO

APPLICATION FOR USE OF CITY PARK/FACILITY FOR SPECIAL EVENTS

Application Date \_\_\_\_\_

**Park/Facility Requested**

- Memorial Park
  - Gazebo
  - Covered Bridge
  - Near Canal Boat
  - Other \_\_\_\_\_
- Mill Park Shelter House (*excluding community Splash Pad*)
- Other Park Facility (*excluding K.C. Geiger Park*) \_\_\_\_\_
- Baughman Sports Complex (*excluding youth football field*)

Group / Organization \_\_\_\_\_

Name of Individual in Charge \_\_\_\_\_

Address \_\_\_\_\_

Contact Number \_\_\_\_\_ E-Mail \_\_\_\_\_

Description of Event \_\_\_\_\_

Date of Event \_\_\_\_\_

Approx. Set Up Time \_\_\_\_\_ Event Time \_\_\_\_\_ Approx. Departure Time \_\_\_\_\_

City Services Requested?  Yes (If yes, indicate below)  No  
 Electric  Water  Trash Barrels for Community Events  Other \_\_\_\_\_

Will you be selling anything in the park?  Yes (If yes, describe) \_\_\_\_\_  
 No

Reservation Fee: \$40.00 (*non-refundable*) Date Payment Received \_\_\_\_\_ Receipt # \_\_\_\_\_

Excess amounts of debris, violation of park rules, and/or damage to the facilities shall be cause for revoking this permit and applying additional charges to cover any costs incurred by the City due to this activity.

**PARK RULES & REGULATIONS**

1. Hours of operation are 8:00 a.m. to 11:00 p.m. Organized activities other than during normal hours of operation must be approved by the Director of Public Service and Safety.
2. Chapter 955 of the St. Marys Codified Ordinances governs conduct in all municipal parks.
3. Motor vehicles must use designated parking and are not permitted on grass areas, or walkways/bikeways.
4. Glass bottles and/or glass containers are not permitted.
5. Please use the litter receptacles. (955.01)
6. Alcoholic beverages are not permitted. (955.06)
7. All animals must be held in control with a leash and are not permitted to run at large. (955.04)

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8. If you plan to have a tent put up, you must obtain a Tent Permit from the Fire Department and you must call OUPS at 800-362-2764 or 811 approximately two weeks before the event date to arrange for a locate of utilities.
9. Decorations shall not be fastened in any way (e.g., staples) that may damage or deface any structure or property within the park. Structures include, but are not limited to: Shelter House, Canal Boat, Covered Bridge, Gazebo, etc. All decorations and distributions shall be removed from the park and/or disposed of properly.

It is understood that the individual/group/organization using the above designated facility will comply with all applicable State and local laws and all rules and regulations set forth by the City of St. Marys. In addition, the individual/group/organization will:

- Be responsible for all persons in the group or organization using the facility;
- Assume responsibility for any damage to the facility;
- Park only in designated areas;
- Observe all posted rules; and
- Not allow the consumption of alcoholic beverages.

The Director of Public Service and Safety reserves the right to deny use of the City of St. Marys park facilities to groups/organizations and individuals who fail to comply with the rules and regulations set forth.

\_\_\_\_\_  
Signature of Person Responsible

\_\_\_\_\_  
Date

\_\_\_\_\_  
Director of Public Service and Safety

\_\_\_\_\_  
Date

Return completed form and payment to: City of St. Marys  
Director of Public Service and Safety  
101 E. Spring Street  
St. Marys, Ohio 45885