



Facility and Parks Use Permit Application

**Department of Public Works
Office of Special Events**
Cleveland Public Auditorium
500 Lakeside Avenue
Cleveland, Ohio 44114

Phone: 216.664.2484 • Hours of Operation: 9 am to 5 pm Weekdays • Fax: 216.420.8122

PERMIT APPLICATION INFORMATION

- ▶ This application is only a request to use the property/facility/park shelter and in no way should be considered a permit approval. All requests for facility use must be approved by the Director of Public Works before a permit is issued.
- ▶ Permit applicants looking to conduct special events, including wedding reception, festivals, farmers' markets, resource fairs, back-to-school giveaways and concerts, will be required to complete the special events packet based off the type of event and equipment.
- ▶ Permit applications must be received at least ten (10) business days prior to event date and the applicant must read the rules and regulations for property/facility/park shelter use and sign/date the agreement. Failure to sign the agreement may be cause for denying permit request.
- ▶ Submit completed application by email at specialevents@clevelandohio.gov; or mail or fax to the address above.

APPLICANT INFORMATION				
APPLICATION DATE	APPLICANT NAME	EMAIL ADDRESS	ORGANIZATION/GROUP NAME (IF APPLICABLE)	
STREET ADDRESS		CITY		STATE
HOME PHONE		CELL PHONE	WORK PHONE	FAX NUMBER
				ZIP CODE

EVENT INFORMATION			
LOCATION REQUESTED (List Shelter Number for Park Shelter Requests)			
EVENT DATE	ALTERNATE EVENT DATE	ESTMATED ATTENDANCE	CLEAN-UP TO BE PROVIDED BY
EVENT START TIME		EVENT ENDING TIME	SECURITY TO BE PROVIDED BY
EVENT TYPE <input type="checkbox"/> PICNIC <input type="checkbox"/> REUNION/GATHERING <input type="checkbox"/> SCHOOL ACTIVITY <input type="checkbox"/> RALLY <input type="checkbox"/> CHURCH ACTIVITY <input type="checkbox"/> BIRTHDAY <input type="checkbox"/> WEDDING CEREMONY/PHOTOS <input type="checkbox"/> OTHER:			
EVENT DESCRIPTION - List all equipment you will have onsite (sound systems, grills, tents, *bounce houses, generators, etc.). *Please note: A Certificate of Insurance is required for Bounce Houses/Inflatable Attractions. The City of Cleveland must be listed as an Additional Insured; the Property and Liability coverage amount should be no less than \$1 million.			



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RULES & REGULATIONS FOR USE OF PROPERTY/FACILITY

The following rules apply to all groups or person(s) using properties under the jurisdiction of the Department of Public Works.

- 1) If during the course of any event or activity for which the Department has granted a permit, the activities of any participant(s) or spectators(s) has become abusive or destructive to Department property or equipment, or have become adverse to the intent for which the permit has been granted, the Department reserves the right to immediately adjourn such event or activity.
- 2) Facility use permits may be denied or revoked by the Director of the Department of Public Works when the use of property authorized under the permit is used for any purpose other than permitted function, when there has been a violation of these regulations, or when the Director determines that the proposed activity is not in the best public interest.
- 3) All department facilities/properties/ park shelters must be left in a clean and orderly condition at the conclusion of any event. Cleveland Department Public Works personnel will conduct an inspection after use of site. If found damaged and/or unclean, applicant or organization will be billed for any and all costs incurred by the Department as a result of group's activity.
- 4) No alcoholic beverages permitted on grounds.
- 5) No gambling permitted.
- 6) Music or sound must be kept at a volume that does not interfere with others.
- 7) Vehicles are allowed in designated parking areas ONLY. NO PARKING ON GRASS OR WALKWAYS.

I have read and agree to abide by all rules and regulations stated above.

Applicant's Signature

Date

FOR OFFICE USE ONLY, DO NOT FILL IN BELOW

PERMIT NUMBER	FEE	Date Mailed, Emailed or Picked Up (Circle One) :
APPLICATION COMPLETED BY		