

# Special Use Permit



Name: \_\_\_\_\_ Location Requested: \_\_\_\_\_

Organization: \_\_\_\_\_

Address: \_\_\_\_\_ Estimated size of group: \_\_\_\_\_

City: \_\_\_\_\_ Commercial  Non-commercial

State: \_\_\_\_\_ Zip: \_\_\_\_\_ Non-profit  Tax Exempt

Daytime Phone:( \_\_\_\_ ) \_\_\_\_\_ Tax ID # \_\_\_\_\_

Evening Phone:( \_\_\_\_ ) \_\_\_\_\_ Will fees be charged for event? Yes  No

e-mail Address: \_\_\_\_\_ If yes, how much? \_\_\_\_\_

Fax:( \_\_\_\_ ) \_\_\_\_\_ Will food and/or drinks be served? Yes  No

Date of Event: \_\_\_\_\_ Will alcohol be served? Yes  No

Time of Event: \_\_\_\_\_ Will you be requesting a permit to sell alcohol? Yes  No

(please include set-up and take down)

Type of activity: \_\_\_\_\_ Will you need electricity? Yes  No

Will security be supplied? Yes  No

Please describe your event. Give as much detail as possible.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

A permit is required for all uses of parks and recreation facilities, except those sponsored by the City. City events will have scheduling priority. A permit for any non-profit group using parks or recreation facilities is required from the Parks and Recreation Department. Permission from the City Commission may be required for commercial groups using parks or recreation facilities. Any special use request may be referred to the City Commission. 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 Parks and Recreation Department 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.

Fees will be charged to cover rental of facilities and costs to the City. A certificate of insurance may be required depending on the type of activity to name the City of Lawrence as additionally insured in the minimum of \$500,000 combined single limits for property damage and bodily injury and must have copy to the Parks and Recreation Department two (2) weeks prior to event. Failure to provide such insurance shall be grounds for immediate termination of event approval by the City.

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 driveways. 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 group 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.

I 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 Parks and Recreation facilities.

**Applicant Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Mail or walk in applications to:** Lawrence Parks & Recreation Dept.  
115 W. 11 Street  
Lawrence, KS 66044

**Fax:** (785)832-7938  
**e-mail:** tlaurent@lawrenceks.org

Approved: Yes  No

Fee: \_\_\_\_\_

Deposit: \_\_\_\_\_

Date: \_\_\_\_\_

Staff: \_\_\_\_\_

