



SENECA COUNTY PARK DISTRICT

3362 S. Township Road 151 Tiffin, Ohio 44883

419.447.8091 Info@senecacountyparks.com

SPECIAL USE PERMIT APPLICATION

Completed permit applications must be received four (4) weeks in advance. Uses requiring the closure of roadways, lodges or shelters must be submitted no later than seven (7) months in advance of intended use. If your application is approved, a copy will be sent to you. It must be retained with proper signatures and kept with you so that any Seneca County Park District employee who inquires can verify you have received permission to use the park as described below.

Park:	Facility:	Estimated Attendance:	
Dates of Activity:	Start Date & Time:	End Date & Time:	
Name/Type of Activity:			
Explanation:			
Name of Contact:			
City:	State:	Zip:	
Phone:	Email:		
Organization/Sponsor's Name:			
City:	State:	Zip:	
Insurance Company:	Amt. of Liability Coverage:		
<i>Special costs associated with activity (responsibility of applicant)</i>			
Description:		Cost:	
<i>I hereby make this application for special use and agree to abide by all rules and regulations in effect for Seneca County Park District.</i>			
Signature of Applicant:		Date:	
***** SENECA COUNTY PARK DISTRICT USE ONLY *****			
Permit Application:	Approved	Rejected (with reason, see below)	
Permit Fee:	Insurance Required:	YES	NO
Security Deposit Required:	Additional Toilets Required:		
Additional Assistance Needed:	Additional Cleanup Needed:		
SCPD Restrictions and/or requirements for use:			
Signature of SCPD Executive Director:		Date:	

SPECIAL USE PERMIT PROCEDURES & WAIVER

1. Anyone wanting to use SCPD park properties for an event location must contact the Park Office for approval.
2. **A Special Use Permit Application** must be filled out and returned to Park Office. Once approved, the Special Use Permit will be active according to the information provided on the application.
3. **If a Security Deposit is required** - This is a *refundable fee*, returned to the Special Use Permit holder after the event. Return of complete amount/partial/or none will be determined by the Park Office, based on the park area being returned to appropriate standards and with consideration of any damages sustained to park property. Security Deposits at this time, can only be accepted in the form of cash or check.

If any damage incurred to the park was associated with the event and the Security Deposit does not cover the costs, the Park District will pursue recoupment of damage costs, via legal methods available, directly with the Special Use Permit holder and other parties as necessary.

4. **If a Permit Fee is required** - This is a *non-refundable fee* determined by the Park Office, based on any expected extra costs to be incurred by the Park District for the event. At this time, only cash or checks can be accepted.
5. **Hours** – Parks are open dawn to dark, areas must be vacated by dark. Special Use Permit holder is responsible for clean-up. All decoration should be taken down and trash removed from premises (before dark).
6. **Alcoholic Beverages** - Alcohol is not permitted on Park Property. All other park regulations apply.
7. **Smoking** - All public indoor spaces are non-smoking. Please encourage outdoor smoke-free events.
8. **Contact Information** - If there is a problem with the facility, contact the Seneca County Park District office during normal business hours at 419-447-8091.

Acknowledgement

Special Use Permit holder agrees to occupy and use the park property in a responsible manner and comply with all applicable local, state, and federal laws. Special Use Permit holder agrees to waive all claims or causes of action arising from the use of the SCPD facilities and agrees to release the SCPD and its agents, employees, and volunteers and their heirs, executors, and assigns from liability.

Name of Special Use Permit holder (Print)

Signature

Date

Effective 1/2019