



<b>OFFICE USE ONLY</b>
_____ <b>INITIAL/DATE</b>

**CITY OF CHARLESTON**

**APPLICATION FOR  
FACILITY RESERVATION REQUEST**

(Facility/Park)		(Date of Event)
(Date Applied)	<b>PERMIT # _____</b>	(Date Issued)

**Requests Must Be Received 10 Working Days Prior To Event**

\_\_\_\_\_ requests

(Name of person(s) or organization/representative)

the use of \_\_\_\_\_ on \_\_\_\_\_ from \_\_\_\_\_ to \_\_\_\_\_

(Facility or Park Area) (Date) (Time) (Time)

for the purpose \_\_\_\_\_ for \_\_\_\_\_ persons.

(Activity) (# of people)

IF approved, this permit shall be issued with the understanding that Mr./Mrs./Ms.:

\_\_\_\_\_ of \_\_\_\_\_

(Name of Responsible Individual/Parties) (Street Address)

(City)	(State)	(Zip)	(Email)
(Work Phone)	(Home Phone)	(Cell Phone)	(Fax)

- shall insure the organization mentioned above will:**
- 1) Be responsible for any losses, injuries, or damages to person or property which may occur while using or in control of said premises;
  - 2) In consideration for the use of the premises, agree to indemnify, save, and hold harmless the City of Charleston or property owner from any and all claim connected with, in whole or in part, by act or omission of said organization or any person admitted to the premises by the organization; and
  - 3) Assume full responsibility for the conduct of all persons admitted to the premises.

Give a description of activity and indicate location in park where activities are to be conducted (use page 3 for details)

\_\_\_\_\_

**AGREED FOR THE ORGANIZATION/INDIVIDUAL**

<u><b>NO CASH ACCEPTED</b></u>	<u><b>CHECK OR MONEY ORDER ONLY</b></u>
(Signature)	(Date)

<b>APPROVED:</b>		<b>Check/M.O.</b>	<b>Date Pd.</b>
<b>DEPARTMENT OF RECREATION:</b>		<b>Amount</b>	
(Signature)	(Date)	_____	_____
<b>DEPARTMENT OF PARKS:</b>	<b>NO PARKING ON GRASS! NO AMPLIFIED SOUND!</b>	Clean-Up Deposit	\$ _____
(Signature)		Custodial Fee	\$ _____
(Date)		A. Building	\$ _____
		B. Grounds	\$ _____
		Key Deposit	\$ _____
		Permit Fee	\$ _____
		Rental Fee	\$ _____
		Light/Elec. Fee	\$ _____
		Staff Fee	\$ _____
		Beer Permit *	\$ _____
(Signature)	(Date)	Turf Deposit	\$ _____
		Turf Fee	\$ _____
(Date)		**Noise Permit Fee	\$ _____
		Film Permit Fee	\$ _____
		Other	\$ _____

Cc: ALL DEPARTMENTS

WLI: \_\_\_\_\_

DATE: \_\_\_\_\_

Refunds are mailed out at the end of each month.  
Requests for Beer Permits must be authorized by the Police Department 5 days prior to the event.

## PURPOSE

These rules and regulations are established to insure the fullest use and enjoyment of the recreation facilities by the residents of the City of Charleston, consistent with the protection of person, public property, and the tranquility of surrounding neighborhoods.

## HOURS

Every public park and playground in the City shall be closed from 11:00 PM to 6:00 AM, unless otherwise ordered by the Director of the Department of Recreation. The Directors of the Department of Recreation and the Department of Parks may close any park, playground, or portion thereof for maintenance or ground protection at any time.

## RULES

\*In accordance with City of Charleston Code.

1. The conduct of the activity proposed will not substantially interrupt the safe and orderly activity of the park and playground in question or the safe and orderly movement of traffic, pedestrian, and vehicular.
2. The conduct of the activity is not reasonably likely to cause injury to persons or property, or to provoke disorderly conduct or create a disturbance.
3. The reservation of the particular park, playground, or portion thereof will not unduly interfere with the use of the facilities by individuals not involved in the activity.
4. The activity chairman or other person heading or leading such activity shall carry the permit upon his person during the conduct of the activity.
5. **NO PERSON SHALL OPERATE OR PARK A MOTORIZED VEHICLE IN OR UPON ANY PARK OR PLAYGROUND, EXCEPT IN AREAS DESIGNATED THEREFOR.**
6. The use of bicycles, roller skates, or skateboards is permitted only upon the roadways, bikeways, or other areas designated therefor.
7. No person shall play an audio device, such as a TV, radio, tape, or CD player, at such a volume as to disturb persons utilizing the park outside of the immediate vicinity of the user.
8. **NO band or group of musicians shall perform in or upon a public park or playground without first having obtained a permit under section 22-33 of this article. Sound not to exceed 65 dBa.**
9. No person shall solicit alms or contributions in public parks or playground without the express written approval of the Director of the Department of Recreation.
10. No person shall possess, discharge, or set off any fireworks, firearms, weapons or other explosive devices in or upon any park or playground, without written approval of the Director of the Department of Recreation.
11. No person shall discard litter in any park or playground except in designated receptacles. All persons are expected to remove all litter after their use of the facilities. The chairman of a group with a permit under section 22-23 shall be personally responsible for seeing that all litter is removed from the area in use immediately after such use.
12. No person shall carry on any commercial activity in any park or playground without the written approval of the Director of the Department of Recreation.
13. Metal detecting and/or digging in public parks and playgrounds is prohibited.
14. Functions organized, sponsored, or co-sponsored by the Department of Recreation shall have priority over any and all other activities in or upon public parks and playgrounds.
15. No person shall remove, deface, damage or otherwise injure any structure, sign, fence, equipment, or improvement in or upon a public park or playground, no shall any person remove, deface, damage or otherwise injure any flower, plant, shrub, tree, grass, or ground cover in or upon any park or playground.
16. No person shall possess an open container or consume any beer, wine, or alcoholic beverage in or upon a public park or playground in the City except at a group function, a permit, for which has been obtained from the Police Department.
17. A permittee hereunder shall comply with all permit directions and conditions and with all applicable laws and ordinances.

**PLEASE INITIAL**

EVENT NAME: \_\_\_\_\_

EVENT DATE: \_\_\_\_\_

**Hours of Operation / Date**

Set up \_\_\_\_\_ to \_\_\_\_\_ / \_\_\_\_\_

Event \_\_\_\_\_ to \_\_\_\_\_ / \_\_\_\_\_

Clean up \_\_\_\_\_ to \_\_\_\_\_ / \_\_\_\_\_

Number of People: \_\_\_\_\_

Open to Public: Yes No

Serving Beer/Wine/Alcohol: Yes No

Selling Beer/Wine/Alcohol: Yes No

If selling: ABC Permit #: \_\_\_\_\_

DESCRIBE EVENT AS PLANNED (attach additional sheet(s) if needed):

Set up: \_\_\_\_\_

Event: \_\_\_\_\_

Clean up: \_\_\_\_\_

- Do you have electrical needs? Yes No NOTE: Power not available at all locations.

If yes, will you be providing temporary power: Yes No

Do you plan to use City electricity? Yes No

- Do you want to have amplified music? Yes No NOTE: Not allowed in some areas.

If yes, who will be providing your sound system?

Company: \_\_\_\_\_ Contact: \_\_\_\_\_ Phone: \_\_\_\_\_

- Will you be renting equipment for your event? Yes No

If yes, please describe: \_\_\_\_\_

Rental Company: \_\_\_\_\_

If no, will you be providing your own equipment? Yes No

Please describe: \_\_\_\_\_

- Will you be providing portable toilets for your event? Yes No

If yes, how many? \_\_\_\_\_ Provider: \_\_\_\_\_

- Where will your guests park? \_\_\_\_\_

- Do you need City staff at your event (may be required)? Yes No If yes, how many? \_\_\_\_\_

For what purpose? \_\_\_\_\_