

## Special Use Request Form

ORGANIZATION NAME	DATE SUBMITTED
SUBMITTED BY (Adult Leader)	PHONE NUMBER
ADDRESS	E-MAIL ADDRESS

### Event Description

PARK/AMENITY REQUESTED	
PURPOSE OF EVENT	
IS THERE AN ADMISSION FEE? ___ No ___ Yes (Amount: \$ _____)	ESTIMATED ATTENDANCE Youth (18 & under): ___ Adults: ___

### Usage Times

FREQUENCY OF REQUESTED USE		
<input type="checkbox"/> One Time Event <input type="checkbox"/> Once Per Month <input type="checkbox"/> Once Per Week <input type="checkbox"/> Other: _____		
DATE(S)	START TIME	END TIME

### Other Facility or Equipment Needs

PLEASE CHECK ALL THAT APPLY	
<input type="checkbox"/> Restrooms <input type="checkbox"/> Running Water <input type="checkbox"/> Electricity <input type="checkbox"/> Fire Pit <input type="checkbox"/> Garbage Receptacles	<input type="checkbox"/> Picnic Tables (#: _____) <input type="checkbox"/> Folding Chairs (#: _____) <input type="checkbox"/> Folding Tables (#: _____) <input type="checkbox"/> Other: Inflatable Movie Screen System <input type="checkbox"/> Other: Picnic Shelter, Overflow Parking, Event Tent
NOTE: Request of facilities or equipment does not guarantee availability of use. There may be an additional fee for use of Department facilities or equipment.	

### Additional Requests or Comments

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It is understood that no person, group, or organization has any vested right to the exclusive use of park property. The use of any/all park property is subject to availability and approval by the Carmel/Clay Parks & Recreation Department (the "Department"), subject to the policies, rules, and guidelines of the Carmel/Clay Board of Parks & Recreation (the "Rules"). All requests and paperwork related to it must be received by the Department before the requested usage date. It is understood that Department-sponsored activities have priority over all other activities in using park facilities and this permit is subject to cancellation in the event of an emergency.

If a special use permit is granted, the users agree to be responsible for any accidents or injuries sustained by any person attending or participating in the program or activity at the park, and to be responsible for replacement in case any damage or loss is incurred. A certificate of insurance naming the Carmel/Clay Board of Parks & Recreation, Carmel/Clay Department of Parks & Recreation, City of Carmel, and Clay Township as additional insurers may be required.

All users agree to adhere to the Rules, applicable federal, state, and local laws, and any specific guidelines outlined in the special use permit. A minimum of one adult chaperone (age 18 and above) is required for every ten youth (age 17 and under) in attendance at the activity. The undersigned hereby acknowledge receipt of the Rules.

\_\_\_\_\_  
Signature of Authorized Representative of Group

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name of Authorized Representative

**DEPARTMENT USE ONLY**

\_\_\_ This request has been approved and granted as requested.

\_\_\_ This request has been approved subject to certain other conditions as set forth in the attached Special Use Agreement:

RENTAL FEE	OTHER FEES	DEPOSIT	APPROVED BY	DATE

\_\_\_ This request cannot be granted for the following reason(s):

DENIED BY	DATE