

Permit Only – No Reservation:	
Reservation:	

TALLAHASSEE PARKS AND RECREATION DEPARTMENT PARK PERMIT APPLICATION

Tallahassee Parks and Recreation Department park sites are available for use by individuals, families, organizations, and companies, when not in use for Parks and Recreation Department organized activities, by following the park permit application guidelines. Park Permit Applications for any Parks and Recreation Department park site must be made not less than 15 working days in advance, in person, by mail or by fax (891-3850) at the 912 Myers Park Drive business office. No phone applications will be accepted. All applications are taken on a first come-first serve basis. No refunds will be given due to weather conditions. All other refund requests must be made at least seven business days prior to the reservation date. If any problems arise on site, please call TPD at 891-4200.

Date Submitted:	
Requested By: (Specify Individual/Group/Organization)	
Address: (Street/City/State/Zip Code)	
Telephone: (Home/Work/Cell/Fax)	
Facility Requested: (Please specify park and exact location within park)	
Date and Time of Event:	
Type of Event: (Be specific and include details of activities that will occur)	
Number of Participants (Include spectators)	
Is the Event Open to the Public?	
Additional Comments: (Other than use of the facility as is, do you require any additional accommodations? i.e. electric, water)	

INDEMNIFICATION: User agrees to Indemnify fully and save and hold harmless the City of Tallahassee, its officers, employees and agents, against all damages, claims, liabilities and causes of action of every kind and nature, to the extent they are caused by the conduct of the user, its visitors, agents of employees. City shall give users prompt and reasonable notice of any such claims or actions and user shall have the right to investigate, compromise and defend the same to the extent of sponsor's own interest.

WAIVER OF CLAIMS: City and its agents, employees and contractors shall not be liable for, and user hereby releases all claims for damage to or loss of personal property sustained by user or any person claiming through user resulting from any fire, accident, occurrence, theft or condition in or upon the City premises/facility or which they shall be a part of, or if adjoining or contiguous property or buildings, provided same are not due to negligence of City, its agents, or employees.

I understand that I must abide by the Regulations as set forth in City of Tallahassee Ordinance #88-0-0167 and the Guidelines of The Tallahassee Parks and Recreation Department.

SIGNATURE OF USER

DATE

Date Received: _____ Referred to Special Events: _____ Date: _____ Approved: Yes ___ No ___ Approved By: _____	Reviewed by Athletic/Other: _____ Fee Required: Yes _____ No _____ Amount Paid: _____ Date: _____ Receipt #: _____ Check/Cash: _____
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