



FOUNDED JULY 4, 1772

# CITY OF SUNBURY

225 Market Street  
Sunbury, PA 17801  
Voice: 570-286-7820  
Fax: 570-286-3090  
[sunbury1@ptd.net](mailto:sunbury1@ptd.net)  
[www.sunburypa.org](http://www.sunburypa.org)

---

## APPLICATION FOR PRIVATE USE OF A PUBLIC FACILITY

---

**PLEASE PRINT ALL INFORMATION**

Date of Application \_\_\_\_\_

Facility Requested \_\_\_\_\_

NO VEHICLES ARE PERMITTED IN PARKS OR PLAYGROUNDS

Reason for Requesting Facility \_\_\_\_\_

Date Requested \_\_\_\_\_

Time Requested \_\_\_\_\_

Name of Organization \_\_\_\_\_ Telephone \_\_\_\_\_

Address of Organization \_\_\_\_\_

Responsible Person \_\_\_\_\_ Telephone \_\_\_\_\_

Address of Responsible Person \_\_\_\_\_

Do you need Electricity? \_\_\_\_\_ YES \_\_\_\_\_ NO

THE CITY OF SUNBURY REQUIRES A "CERTIFICATE OF INSURANCE", NAMING THE CITY OF SUNBURY AS "ADDITIONALLY INSURED", IN AN AMOUNT OF AT LEAST \$500,000 ( LIABILITY ) IN ORDER TO USE ANY PUBLIC FACILITY, AND THE CERTIFICATE OF INSURANCE **MUST** ACCOMPANY THIS APPLICATION. A SECURITY DEPOSIT OF \$50 IS ALSO REQUIRED FOR NON-RESIDENTS.

( The security deposit will be returned when your event is over and the area has been cleaned. It is YOUR responsibility to clean up after your event. Failure to clean up after your event will result in forfeiture of the security deposit and may result in denial of future facility use. )

YOU MAY **NOT** ATTACH ANYTHING TO THE GAZEBO, FENCING OR LIGHTING STANDARS IN ANY MANNER WITHOUT PRIOR WRITTEN APPROVAL.

Approved by: \_\_\_\_\_

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

Notes: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_