



TOWN FACILITY AND PARK USE PERMIT

Copy of photo ID Required

IMPORTANT: Full payment of all fees and deposits must accompany this completed permit application in order to request a reservation. Complete permit requests are processed in the order in which they are received. Reservations require approval by the Public Works Department, Mayor, or the Council.

Park Location Requested: _____ **Date of Usage:** _____

Circle Specific Facility Requested:

(Playground Pavilion) (Ball Field/Horse Arena) (Lions Pavilion) Estimated Attendance: _____

Please describe in detail activities that will be occurring:

Time requested: from _____ M to _____ M

Name of Group: _____ **Type of Function:** _____

Contact Person: _____ **Email:** _____ **Contact Number: 1.** _____

2. _____ **Address:** _____ **City:** _____ **State:** _____ **Zip:** _____

Please Circle Yes or No:

Yes No Will this be open to the general public? If yes, a Special Event Permit Application may be required. Please inquire.

Yes No Will you be using a tarp, tent, or awning? If yes, please note that stakes are NOT permitted for use in the park in accordance with Ordinance 17-03.

Yes No Will you be serving alcohol at your event? If yes, an Alcoholic Beverage Permit, fee, council approval, and liquor liability insurance are required. Please inquire.

Yes No Will you be using amplified sound— playing music, PA system, radio station, etc.? If yes, please complete and sign the Amplified Sound Permit below.

Please initial the following items to acknowledge you have read and understand the following restrictions:

___ Applicant shall leave said premises in as good condition as when received by it.

___ Applicant shall indemnify, defend and hold the Town of Rockford harmless from any loss, cost or expense claimed by third parties for property damage and bodily injury, including death caused solely by the negligence or willful misconduct of Applicant, its employees, or agents in connection with the use of said premises under the terms of this Agreement. To the extent permitted by applicable law, the Applicant further agrees to indemnify, defend and hold the Town of Rockford harmless from and against all claims, actions or liabilities for injuries, death, damages or benefits.

___ ALCOHOL is PROHIBITED in the parks, with the exception of Applicant obtaining an Alcoholic Beverage Permit, by council approval, as required pursuant to the Town of Rockford Park Ordinance.

___ Driving vehicles in any park on any surface other than roadways, is PROHIBITED, including on the grass and paths leading to Pavilions, facilities, or play areas.

___ Sound may not be amplified to produce a volume audible at a distance of over 30 feet, except by permit approval.

___ Pets must be cleaned up after, kept on leashes at all times, and are not allowed on any designated picnic area, play areas, or ball courts, per the Town of Rockford Park Ordinance.

___ Discharging explosive devices (including fireworks and gun powder), weapons, and firearms is prohibited.

___ Parties utilizing park property within the Town of Rockford agree to maintain 100% of the rules set out in the Town of Rockford Park Ordinance.

___ Town parks are available for public use and a reservation is specific to the area reserved. The reservation does not restrict use/ activity in the park by the public. Reservation of Pavilions does not guarantee enough tables for your group.

I have read the complete application and know the contents thereof and each and all of the statements made therein are true. I agree to abide by the rules and regulations pertaining to the use of the Town of Rockford parks and recreation areas stated above in accordance with this Agreement.

PLEASE READ THE FACILITY USAGE APPLICATION AND SIGN BELOW:

Applicant's Signature: _____ Date: _____

AMPLIFIED SOUND PERMIT APPLICATION

Applicant's Name: _____ **Type of Sound:** (recorded music, live music, PA system, etc.) _____

Time requested: from ____ M to ____ M

PLEASE READ THE FOLLOWING AND SIGN:

I understand that the volume of sound should be no greater than required for intended audience. I agree to limit and monitor volume so I do not negatively impact other park patrons and/ or surrounding residences/ businesses in accordance with Town of Rockford Park Ordinance. The Town of Rockford Public Works Department reserves the right to revoke this permit if sound is deemed unnecessarily loud or inappropriate.

Signature: _____ **Date:** _____

Approved by: _____ *Date:* _____

This portion to be filled out by Town Hall personnel

***Special Provisions:** _____

Permits issued/ declined:

___ Facility and Park Use Permit

___ Amplified Sound Permit

___ Recreational Fire Pit/BBQ Use Permit

By:

Signature: _____ **Title:** _____ **Date:** _____

Signature: _____ **Title:** _____ **Date:** _____

Notes:

Recreational Fire/BBQ Use Permit

Person(s) obtaining permit must be at least 21 years of age or older

Copy of current photo ID required

Name of Group: _____ Type of Function: _____

Contact Person: _____ Email: _____ Contact Number: 1. _____

2. _____ Address: _____ City: _____ State: _____ Zip: _____

Time requested: from _____ M to _____ M

Please describe how your contained fire/ BBQ pit will be controlled: _____

Please initial the following items to acknowledge you have read and understand the following requirements and restrictions:

___ No garbage, dead animals, asphalt, petroleum products, paint, rubber products, tire, plastic, paper products, plywood, finished lumber or particle board may be burned.

___ Burn barrels shall not be utilized for burning.

___ Fires shall consist of dry seasoned firewood, "Dura-flame/Presto logs" or charcoal briquettes.

___ Burning of yard waste is not allowed in recreational fire pits (no branches, shrubbery, or wet wood).

___ Fires shall not be within twenty-five (25) feet of a structure unless otherwise approved by Council.

___ Fires shall not be within ten (10) feet of adjoining property lines, fences, or decks.

___ Pits shall not exceed three (3) feet in diameter and two (2) feet in height. The depth of the pit shall be a minimum of four (4) inches and capable of containing all burned material.

___ Location of all recreational fire requests and applicable permit(s) must be submitted to Council no less than **10 business days** prior to the event for approval.

___ Fires shall be attended at all times by the Applicant or alert individual with immediate access to a shovel and either five (5) gallons of water or a connected and charged water hose.

___ This permit may be revoked at any time pursuant to County or Town wide burn bans.

I have read the complete application and know the contents thereof and each and all of the statements made therein are true. I agree to abide by the rules and regulations pertaining to the use fire pits/BBQ's in the Town of Rockford parks and recreation areas stated above in accordance with this Agreement.

Signature: _____ Date: _____

Approved by: _____ Date: _____