

OFFICE OF SPECIAL EVENTS & MARKETING

Cleveland Convention Center
500 Lakeside Avenue
Cleveland, Ohio 44114
(216) 664-2484 / (216) 420-8122 (fax)

SPECIAL USE PERMIT APPLICATION

- This application is only a request to use the property/facility and in no way should be considered a permit approval. All requests for facility use must be approved by the Director of Parks, Recreation and Properties before a permit is issued.
- Permit applications must be received at least ten (10) business days prior to event date and the applicant must read the [rules and regulations](#) for property/facility use and sign/date the agreement. Failure to sign the agreement may be cause for denying permit request.

Today's Date: _____

APPLICANT NAME _____ Email _____

ORGANIZATION NAME/GROUP NAME (if applicable) _____

APPLICANT'S ADDRESS _____ CITY/STATE _____ ZIP _____

HOME PHONE # _____ WORK PHONE # _____ FAX # _____

EVENT LOCATION _____

EVENT DATE ____/____/____ START TIME _____ END TIME _____

Have you applied previously for a park/facility use permit from the City of Cleveland?

No Yes _____ Date _____ Location _____

TYPE OF EVENT Picnic Reunion/Gathering School Activity Rally
 Birthday Party Church Activity Wedding Ceremony/Photos
 Other (specify) _____

Event Description: _____

Estimated Attendance _____

Will any equipment be used/set up? Yes No
(i.e. sound system, grills, tents, etc.)

Security Provided By _____

If yes please list equipment _____

Clean-Up Provided By _____
(All debris must be bagged and placed next to the nearest trash container)

**Applicants Signature

For Office Use Only

Permit # _____

Date Mailed/Picked up _____
(circle one)

Fee: \$ _____

Application completed by: _____

Harbor Master Approval: _____

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RULES & REGULATIONS FOR USE OF PROPERTY/FACILITY

The following rules apply to all groups or person(s) using properties under the jurisdiction of the Department of Parks, Recreation and Properties.

- 1. If during the course of any event or activity for which the Department has granted a permit, the activities of any participant(s) or spectators(s) has become abusive or destructive to Department property or equipment, or have become adverse to the intent for which the permit has been granted, the Department reserves the right to immediately adjourn such event or activity.**
- 2. Special use permits may be denied or revoked by the Director of the Department of Parks, Recreation and Properties when the use of property authorized under the permit is used for any purpose other than permitted function, when there has been a violation of these regulations, or when the Director determines that the proposed activity is not in the best public interest.**
- 3. All department facilities/properties must be left in a clean and orderly condition at the conclusion of any event. Cleveland Department of Parks, Recreation and Properties personnel will conduct an inspection after use of site. If found damaged and/or unclean, applicant or organization will be billed for any and all costs incurred by Cleveland Department of Parks, Recreation and Properties as a result of groups' activity.**
- 4. No alcoholic beverages permitted on grounds.**
- 5. No gambling permitted.**
- 6. Music or sound must be kept at a volume that does not interfere with others.**
- 7. Vehicles are allowed in designated parking areas ONLY. NO PARKING ON GRASS OR WALKWAYS.**

I have read and agree to abide by all rules and regulations stated above.

Applicant's Signature

Date