



**REQUEST FOR TEMPORARY USE OF  
PARK FOR EVENT**

Please provide us with complete information and submit request at least 30 days before the date of the event to provide ample time for staff review.

**(Please type or print)**

1. Applicant:

\_\_\_\_\_  
Organization/Individual

Contact Person:

\_\_\_\_\_  
Name

\_\_\_\_\_  
Email

\_\_\_\_\_  
Address

\_\_\_\_\_  
City

\_\_\_\_\_  
State

\_\_\_\_\_  
Zip Code

\_\_\_\_\_  
Telephone No.

Date of Event: \_\_\_\_\_

Time of Event: From \_\_\_\_\_ To \_\_\_\_\_

(Park is closed from 10:00 pm – 6:00 am) (Downtown Parks are closed from 1:00am to 6:00 am)

2. Type of Event: \_\_\_\_\_

3. Purpose and Scope of Event (Please provide as much detail as possible):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

4. Approximate or anticipated number of participants: \_\_\_\_\_

5. Proposed Location: (Indicate **all** impacted areas of the site). For parades, processions, foot/walk races, bike races list start and ending points and any staging areas as it pertains to parks.

Location: \_\_\_\_\_

Any other impacted areas: \_\_\_\_\_

6. Is a Site Plan of the requested area attached:  N/A  No  Yes

7. Will event have vendors:  N/A  No  Yes\*

\*Please complete the following:

Number/Type of vendors:  Arts/Crafts  Food  Other (Explain) \_\_\_\_\_

Food vendors must have a food handler's license and applicant must make arrangements with Health Dept for inspections.

8. If this is a fund-raiser, do you estimate proceeds over \$500:  N/A  No  Yes\*

\*List your Charitable Solicitation Permit number: \_\_\_\_\_

**(El Paso Municipal Code Chapter 5.24.140).**

Any individual, organization or group must be registered with the city's charitable solicitation committee, as outlined in Section 5.24.030, El Paso City Code, in order to receive the Not-charging (non-profit) rates.

9. Pet Event  N/A  No  Yes\*

\*Will Training equipment be used:  Yes  No

**(Must comply with El Paso Municipal Code Chapters 7.08.010 & 7.12.010 as it applies).**

I understand the Parks and Recreation will not be responsible for any lost, damaged or missing equipment.

10. Amplification:

Will Amplification devices be used:  No  Yes\*

\*Is amplification being used for the purposes of advertising goods, property, services or entertainment, where the primary purpose of which advertising is the making of a profit for a business:  Yes  No

**Permit application for Amplification is required per El Paso Municipal Code 13.28.030 and event must comply with the Noise Ordinance. Amplification Permit Application must be filled out separately.**

**RELEASE:** In consideration of the use of the park, it is understood that the applicant(s) contained herein do hereby release and discharge the City, and its respective officers, directors, agents, and employees, jointly and severally, from any and all liability for illness, injuries and damages that may be suffered which arise out of or result from participation in this event.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

**Please note:** If the event is designed to be held by or for any person other than the applicant, the applicant shall attach a written communication from the person authorizing the applicant to request use of the park.

### Park Information and Rules

- ❖ Electricity is not provided, unless event is held in a Reserve.
- ❖ Water is not provided.
- ❖ Portable restrooms are not provided; permanent restrooms are available at Reserves.
- ❖ No excavation or placing of stakes into the ground.
- ❖ Park Closed 10:00 p.m. – 6:00 a.m. (Downtown Parks Closed from 1:00 a.m. – 6:00 a.m.)
- ❖ No vehicles will be driven or allowed onto park grass areas.
- ❖ No restriction for the use of the areas or streets by the public shall be imposed.
- ❖ Littering and dumping of waste prohibited.
- ❖ Glass beverage containers prohibited.
- ❖ Alcoholic beverages are prohibited.
- ❖ Illegal to mark, damage, or destroy city property.
- ❖ Camping is prohibited.
- ❖ Use of any projectile is prohibited (firearms, air rifles, sling shots, driving golf balls, rock throwing).
- ❖ Remove pet droppings, use a leash.
- ❖ No horses.
- ❖ No amusement devices or jumping balloons without written permission.
- ❖ Permit required for sale of goods or services.
- ❖ Permit required for amplified public addressing.

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Signature of Applicant

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Date