

CITY OF EVANSVILLE, INDIANA  
DEPARTMENT OF PARKS AND RECREATION  
100 E. Walnut Street  
Evansville, IN 47713  
(812) 435-6141  
FAX 435-6142

DATE \_\_\_\_\_

**PARK PROPERTY RESERVE USE PERMIT APPLICATION**

APPLICANT (Group, Club, Organization) \_\_\_\_\_

ADDRESS \_\_\_\_\_ ZIP CODE \_\_\_\_\_

REPRESENTATIVE \_\_\_\_\_

PHONE: Res. \_\_\_\_\_ Bus. \_\_\_\_\_ Fax: \_\_\_\_\_

E-mail address \_\_\_\_\_

Park Property(ies) Requested \_\_\_\_\_

Date (s): \_\_\_\_\_ (Time): \_\_\_\_\_

Purpose: \_\_\_\_\_

Anticipated Attendance: \_\_\_\_\_ Number of Supervisors: \_\_\_\_\_

Extraordinary Service Required: \_\_\_\_\_

Will tickets be sold for admission to this event?	_____ YES	_____ NO
Will there be an admission fee at the event?	_____ YES	_____ NO
Will there be a concession with items sold at event?	_____ YES	_____ NO
Will merchandise be sold at this event?	_____ YES	_____ NO
Will there be Vendors at this event?	_____ YES	_____ NO

**Will alcohol be served: Yes \_\_\_\_\_ No \_\_\_\_\_. If yes, please refer to Alcohol Rules and Regulations for Park Property Use required to be submitted with the Application. Without the prior disclosure on this Application and approval by the Board of Park Commissioners, Applicant shall not permit its employees, volunteers, invitees or guests to furnish, consume, or sell any alcoholic beverages on or in a Park Property other than as may be set forth in the attached Park Property Rules and Regulations.**

CATEGORIES OF PARK USE:            I. Individual or Small Group Use - Under 75 people  
    II Large Group Use – Over 75 Persons  
    III. Mass Group Use- Over 500 Persons

The term “Park Property” includes all land, water and improvements under the jurisdiction of the Board of Park Commissioners and the Department of Parks and Recreation of the City of Evansville.

I. In consideration of the Department of Parks and Recreation (“DPR”) granting permission to use the above Park Property at no fee or at a fee intended to merely recover cost as may be determined by DPR, Applicant, acting on behalf of all persons who will use the above Park Property at the above times, hereby agree to waive all claims for injury or loss of whatsoever kind to any persons or property involved in, arising from or connected to the above use. Applicant assumes the risks inherent in the use of the above Park Property and further agrees to indemnify and hold harmless DPR, the City of Evansville, the Board of Park Commissioners, and their respective employees, directors, volunteers, representatives, agents and assigns, for all injury or loss of whatsoever kind to any Park Property or to the person or property of others affected by or arising from the above use. Applicant agrees to abide by all federal and state laws, City Ordinances and all DPR Rules and Regulations, including those rules printed on the back of or attached to this form and made a part hereof, as well as any rules or regulations posted at the Park Property or otherwise maintained by DPR and their respective employees, directors, volunteers, representatives, agents and assigns.

*The violation of any federal or state law, city ordinance or DPR Rule or Regulation occurring as a result of the activity which is the subject of this Application or a permit, or any misrepresentation or false statement made by Applicant on this Application, may result in the immediate revocation of the permit and termination of this Application.*

- II. In the event attendance during the term of the above use may or will exceed three hundred (300) persons at any one time, approval will not be granted until Applicant provides an Insurance certificate from an acceptable insurer naming the City of Evansville and the Board of Park Commissioners (collectively "Owner") as co-insured on a general liability policy in amounts not less than **One Million Dollars (\$1,000,000.00)** per person for bodily injury or death of one person in any one occurrence, and **Two Million Dollars (\$2,000,000.00)** for injury or death of all persons in that occurrence, and **One Million Dollars (\$1,000,000.00)** per occurrence for damage to property belonging to Owner or third persons. The insurance policy shall contain provisions that prevent the policy from being materially changed or canceled without providing the Owner at least ten (10) days prior written notice of such intended change or cancellation.
- III. In the event exclusive use of a Park Property or portion of a Park Property is required by Applicant, or in the event attendance during the term of the above use may or will exceed more than Five Hundred (500) persons at any one time or more than One Thousand Five Hundred (1,500) persons during the aggregate term of the above use, approval will not be granted until Applicant obtains the approval by the Board of Park Commissioners. Should a violation of this Application due to increased attendance occur, all activity subject to this Application shall be suspended until such time as Applicant's use is approved by the Board of Park Commissioners.
- IV. In the event attendance may or will exceed two hundred (200) persons at any one time or alcohol will be present or served, Applicant must, at its sole expense, hire professional, uniformed security guards to be present at the Park Property at all times during Applicant's use of the Park Property. Applicant must present proof of security to DPR at least forty-eight (48) hours in advance of Applicant's use. Failure to provide proof of security may result in revocation of Applicant's use permit and cancellation of this Application. While not required, DPR strongly suggests the hiring of security for all group use.
- V. If the event involves use of the Greenway and attendance will not exceed three hundred (300) persons or participants, a refundable deposit of one hundred dollars (\$100.00) shall be submitted along with this Application. In the event attendance may or will exceed three hundred (300) persons or participants, a refundable deposit of two hundred and fifty dollars (\$250.00) shall be submitted along with this Application. All events which may or will exceed five hundred (500) persons or participants require a refundable deposit of five hundred dollars (\$500.00). Deposits shall be refundable in the sole discretion of the Executive Director of the DPR (the "Director"). The Director, in consultation with the Supervisor of Parks Maintenance, shall make a determination regarding whether to retain the entire deposit, a portion of the deposit or return the deposit to the applicant based on the following: 1) the condition of the Greenway following the event; 2) Resources expended by DPR to clean or remove any trash or debris from the Greenway following the applicant's use; and 3) Resources expended by DPR to repair any damage to the Greenway resulting from the applicant's use. The Director's determination shall be final.

By my signature hereon, I attest that I have the authority to sign on behalf of the Applicant seeking to use the above Park Property, that I acknowledge that use of the Park Property is at Applicant's sole risk and that I have read and understand all of the above provisions along with the Park Property Rules and Regulations and agree to abide by them.

\_\_\_\_\_  
ATTEST

\_\_\_\_\_  
SIGNATURE OF APPLICANT OR REPRESENTATIVE

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OFFICE USE ONLY

Use Category \_\_\_\_\_  
Insurance Received \_\_\_\_\_  
License Agreement \_\_\_\_\_  
Other \_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
DIRECTOR OF PARKS AND RECREATION

DATE APPROVED \_\_\_\_\_

DATE DENIED \_\_\_\_\_

Distribution: Copy 1 - Applicant  
Copy 2 - DPR Office  
Copy 3 - Park Maintenance Superintendent  
Copy 4 - Facility Superintendent

- \_\_\_\_\_ \$30 refundable key deposit
- \_\_\_\_\_ \$25 Maintenance fee for use of Park for events 75 people or more
- \_\_\_\_\_ \$32 for extra cleaning
- \_\_\_\_\_ \$25 for electric/utilities
- \_\_\_\_\_ \$100 for each additional handicap accessible Portable toilet
- \_\_\_\_\_ \$60 for each additional regular Portable toilet
- \_\_\_\_\_ \$5 for each additional trash tote
- \_\_\_\_\_ \$500 Special Event Fee

CITY OF EVANSVILLE  
DEPARTMENT OF PARKS AND RECREATION

**PARK PROPERTY RULES AND REGULATIONS**

*The term "Park Property" includes all land, water, buildings and other improvements under the jurisdiction of the Board of Park Commissioners and the Department of Parks and Recreation of the City of Evansville (the "Department"). The Park Properties include public parks, swimming pools, golf courses, athletic and sports facilities and various other facilities. These rules and regulations are intended to enhance the quality of our Park Properties and their use by the general public. The violation of any Park Properties Rule or Regulation occurring as a result of the activity subject to an approved permit may result in the immediate revocation of the permit.*

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|------------|---|
| USE/HOURS  | 1. The use of any Park Property is subject to these "Park Property Rules and Regulations," which may be amended from time to time, as well as all posted rules; in the event a rule posted by the Department upon a Park Property is inconsistent with these Park Properties Rules or Regulations, the posted rule shall control. All Park Properties with the exception of outdoor swimming pools and except as otherwise designated shall be open for public use on a year-round basis. Park Properties close at 11:00 p.m. unless otherwise designated, or upon written permission of the Department. The Director of the Department may temporarily close or curtail activities upon any lands or waters, or any portions thereof, when it has been deemed necessary. Overnight camping is prohibited in the Park Properties. |
| SMOKING    | 2. Use of tobacco or e-cigarettes is prohibited inside and within 25 feet of all buildings and shelters, within children's playground areas, and within all Park Properties constituting "parks" as designated by the Department, and in their associated grounds. This restriction does not apply to golf courses or Special Facilities, including to the extent such golf course or Special Facility is situated within a designated "park". Please note that additional restrictions may apply to the use of tobacco or e-cigarettes or other substances, including local ordinances, state statutes, or rules specific to a particular Park Property, including (without limitation) rules that are posted upon the Park Property.  |
| SOLICITING | 3. No person shall canvass or solicit any contributions within Park Properties. Also see item 15 on Sales. (EMC 2.45.070)   |
| GAMBLING   | 4. Indiana state law prohibits any game of chance within any Park Property except pursuant to a Charity Gaming License issued by the Indiana Gaming Commission. (IC 35-45-5-1 et seq. and IC 4-32.2-1-1 et seq.)  |
| VANDALISM  | 5. No person shall injure or damage any tree, plant, flower, or pull, cut, dig up or in any manner, mutilate any of the trees, shrubs, flowers, vines or plants of any kind or character in any Park Property. No person shall injure or otherwise cause damage to any Park Property building, structure or fence. Anyone causing damage will be prosecuted.  |
| BEVERAGES  | 6. No glass bottles or containers are allowed within Park Properties at any time other than those used and sold by a permitted caterer in connection with such services.  |
| ALCOHOL    | 7. Alcohol is not permitted for individuals under 21 years of age, and is only permitted in the picnic and ballpark areas of Park Properties designated as "parks" by the Department unless otherwise permitted by a valid written authorization approved by the Department. See Alcohol Rules and Regulations for Park Property Use.   |
| DRUGS      | 8. Narcotic drugs or controlled substances are strictly prohibited within Park Properties.  |
| DOGS       | 9. All pets (dogs, cats, etc) shall be under the direct control of the owner by means of a leash, and are not allowed in any buildings within Park Properties with the exception of service animals permitted by the Americans with Disabilities Act and regulations thereunder. Pet owners must clean up after their pets. Pet owners that bring animals into the Park Property shall have a plastic bag or other container to dispose of any feces of the animal.   |
| HUNTING    | 10. No person shall kill, trap or pursue with intent to kill or trap any birds, waterfowl, squirrel, rabbit or other animals within any Park Property.  |
| FISHING    | 11. No person shall catch or attempt to catch fish or aquatic life except where so designated. Individuals shall have proper and valid license to fish within Park Properties.  |
| FIREWORKS  | 12. No person shall bring into or have in one's possession, or set off any fireworks in or upon any Park Property.  |
| LITTERING  | 13. No person shall drop, throw, or place any refuse (which includes trash, garbage, or rubbish, regardless of composition) in any Park Property except in designated receptacles. Refuse shall not be brought into a Park Property for disposal.   |

- ADVERTISING 14. No person shall, without written permission of the Department, post or fix any bill, to any building, fence or other structure within any Park Property, or otherwise distribute any advertisements or circulars on Park Property.
- SALES 15. No person shall sell, peddle, offer or display for sale any goods, wares or merchandise with out the written permission of the Board of Park Commissioners. (EMC 2.45.070)
- VEHICLES 16. No bicycle, motorcycle, scooter, automobile, truck or other vehicle or horse shall be permitted in any Park Property except upon the roads or on areas, which are designated and provided for such purposes. Speed limits within all Park Properties shall be 15 miles per hour unless otherwise posted.
- SWIMMING 17. Swimming, wading, and bathing (including personal bathing) is prohibited in all Park Properties, lakes or fountains, as is personal bathing is prohibited except in designated swimming pool facilities.
- FIRES 18. No person shall make any fire except in fireplaces provided for this purpose or in private portable grills as approved by the Department. Dispose of charcoal in a safe manner. No ground fires are permitted, except sanctioned / permitted programs at Wesselman Woods Nature Preserve and Howell Wetlands. Candles are not permitted within the Park Properties.
- CONDUCT 19. All persons are forbidden to use threatening, abusive, or indecent language or commit any obscene or indecent act or fight within any Park Property.
- JOGGING 20. Jogging is prohibited within Wesselman Woods Nature Preserve.
- PERMITS 21. Special use of Park Properties for entertainment, demonstrations or exhibitions requires written approval by the Department. Insurance requirement must be met. No admission may be charged for any function unless approved by the Board of Park Commissioners.
22. Park Properties, unless reserved or permitted by the Department of Parks and Recreation shall be available on a first come, first served basis. A nominal fee may be collected for use of certain facilities or for use reservations.
23. ALL OF THE AFOREMENTIONED RULES REQUIRING WRITTEN PERMISSION REQUIRE THAT SUCH PERMITS BE CARRIED AND PRODUCED UPON DEMAND.

ALL USE OF PARK PROPERTY IS FURTHER SUBJECT TO ALL LOCAL ORDINANCES INCLUDING WITHOUT LIMITATION THE EVANSVILLE MUNICIPAL CODE, AS WELL AS STATE AND FEDERAL STATUTES AND REGULATIONS, AND ALL RULES POSTED UPON PARK PROPERTIES BY THE DEPARTMENT.

***By my signature hereon, I attest that I have read and understand the above Park Property Rules and Regulations and agree to abide by them, that I have the authority to sign on behalf of the Applicant seeking to use a Park Property, and that use of the Park Property is at Applicant's sole risk.***

APPLICANT

\_\_\_\_\_  
Signature

Date \_\_\_\_\_

\_\_\_\_\_  
Printed Name and Title

*CITY OF EVANSVILLE*  
*DEPARTMENT OF PARKS AND RECREATION*

**ALCOHOL RULES AND REGULATIONS FOR PARK PROPERTY USE**

*The term "Park Property" includes all land, water, buildings and other improvements under the jurisdiction of the Board of Park Commissioners and the Department of Parks and Recreation of the City of Evansville.*

- A. WILL APPLICANT BE SERVING OR PROVIDING BEER OR WINE? Check here (\_\_\_)  
*If you have checked here, you must apply for a temporary beer/wine permit and a temporary employee's permit.*
- B. WILL APPLICANT BE SERVING OR PROVIDING BEER, WINE AND/OR LIQUOR? Check here (\_\_\_)  
*If you have checked here, you must hire a caterer with a supplemental caterer's permit. Permit applications required above may be obtained by calling the Indiana Alcohol and Tobacco Commission at (317) 232-2432. You should also call the Indiana Alcohol and Tobacco Commission or the Indiana State Excise Police at (812) 882-1292 if you have any questions regarding their laws, rules and regulations.*

*Proof that the required Permits have been obtained from the Indiana Alcohol and Tobacco Commission must be submitted to the DPR at least forty-eight (48) hours in advance of the scheduled event.*

*The following rules and regulations apply to Park Property use when Applicant's use may or will involve the selling, furnishing, giving away or consumption of beer, wine or liquor on Park Property.*

1. All Indiana Liquor Laws are applicable and enforced.
2. If Applicant knows or believes that alcohol will be present during Applicant's use of the Park Property, Applicant is required to obtain the necessary permit(s) from the Indiana Alcohol and Tobacco Commission as set forth in A or B above, and as otherwise may be required by the Indiana Alcohol and Tobacco Commission. Please see contact listed above for information on how to obtain the required permits.
3. Applicant must, at its sole cost and expense, hire and provide professional, uniformed security guards for the duration of Applicant's use of the Park Property. For Group Use over with expected attendance in excess of 200 persons, a minimum of two (2) security guards is required. The Department of Parks and Recreation suggests the use of off-duty Evansville police officers who provide this service. Please contact \_\_\_\_\_ for information.
4. Glass bottles are NOT permitted on Park Property other than by a permitted caterer in connection with such services.
5. Applicant shall be liable for any damages to the Park Property caused by Applicant, its employees, representatives, volunteers, guests, invitees or other persons in connection with Applicant's use of the Park Property and shall hold the Department of Parks and Recreation and the City of Evansville harmless for any injury or damages to persons or property as a result of Applicant's use of the Park Property.
6. Failure to abide by these and any other Park Property Rules and Regulations, may constitute a violation of State or Federal law and such failure by Applicant is at Applicant's own risk.

Any misrepresentation or failure to abide by these or any Park Rules and Regulations may result in the immediate revocation of the permit and termination of the Park Use Application.

*By my signature hereon, I attest that I have read and understand the above Alcohol Rules and Regulations for Park Use and agree to abide by them, that I have the authority to sign on behalf of the Applicant seeking to use a Park Property and that use of the Park Property is at Applicant's sole risk.*

**APPLICANT**

\_\_\_\_\_  
*Signature*

*Date* \_\_\_\_\_

\_\_\_\_\_  
*Printed Name and Title*