



Public Program and Event Request Form

By completing this form, you are requesting the use of Stark Parks' facilities only. Stark Parks cannot grant approval to use property or facilities of other organizations. If your event will involve the use of property or facilities of other organizations, it is strongly suggested that approval be obtained from each group, organization or institution prior to your event. Please submit this form in-person to the Exploration Gateway reservationist at least 60 days in advance of your planned event. Your request will be reviewed by park staff. Approval or denial of the request will be communicated to your contact person via email or letter within 20 days of this form being submitted.

EVENT INFORMATION

Event Title								
Contact Name <i>(print)</i>					Signature			
					Date			
Contact Information <i>(phone, including emergency phone number & email address)</i>								
Date of Event		Start Time		am pm		End Time		am pm
Park Location <i>(Include park name, trailhead, park location, etc.)</i>								
Complete Description of Event								
Maximum # of Attendees		Expected # of Vehicles		Organization Status (circle one)		Fundraising Event? Y N		
				In Stark County		Is Alcohol Requested for This Event? Y N		
		Out of Stark County						
Specific Needs from Stark Parks								

*** Do Not Write Below this line – for office use only ***

if needed	<i>Route to these Depts:</i>	<i>Signature</i>	<i>Date</i>	<i>Comments / Commitments</i>			
	Education						
	Public Safety						
	Natural Resource						
	Public Relations						
	Volunteer Coordinator			<i>Are volunteers needed? Y or N</i>			
	Operations						
	Admin						
	Date Received						
	Date Approved		Amount/Portion of the proceeds to Park:				
	Date Group Contacted			%		\$	