



Public Program and Event Request Form

General Instructions

By completing this form, you are requesting the use of Stark Parks' property **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 via e-mail (reservations@starkparks.com) or 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.

This application for public programs, events, and activities that exceed the boundaries of an outdoor shelter rental or an indoor facility. Should your program or event also require the use of a park shelter or indoor facility, you will also need to pursue the rental process outlined here:

Outdoor Shelter Rentals

Reservations for these shelters can be made at <https://reservations.starkparks.com/facilities>. Virtual tours and availability of these facilities can also be found at this site.

Indoor Facilities

Please e-mail reservations@starkparks.com or call (330) 409-8096 to make a reservation and receive pricing information. Visit <https://reservations.starkparks.com/facilities> for virtual tours of these facilities.

Costs and Insurance

Application Fee

Each public program and special event application fee will be \$65.00.

Park Rangers

Stark Parks Rangers can be requested at a rate of \$65 per hour/per Ranger for a minimum of four hours. Depending on the scope of the event, Stark Parks may determine that Rangers are required to ensure the safety of participants. Payment for Ranger services must be received at least 30 days prior to the event. Cancellation of Ranger services must take place at least 48 hours prior to the start time of any event to receive full reimbursement.

*Road closures or EMT services are not provided by Stark Parks Rangers for events. These arrangements and associated costs will need to be discussed with and approved by the local public safety jurisdiction where the event is held.

Insurance

All applications must include a certificate of liability insurance with coverage of \$1,000,000.00 which includes the Stark County Park District as an additional insured

Event Information

Event Title							
Contact Name <i>(print)</i>				Signature			
				Date			
Organization Name							
Address							
E-Mail				Phone			
Date(s) of Event		Start Time		am pm	End Time		am pm
Maximum Number of Participants			Maximum Number of Vehicles				
Park Location <i>(Include park name, trailhead, park location, etc.)</i>							
Special Arrangements	<p>The following items are not provided by the parks outside of existing permanent amenities/facilities. Event holder will be responsible for providing these items at their own expense and receiving approval from Stark Parks to include these items in their event. Please circle any of these items you intend to include during your event.</p> <ul style="list-style-type: none"> • Electricity • Water Access • Tents • Dumpsters • Trash Cans • Picnic Tables • Tables • Chairs • Port-a-Johns • Barricades • Speakers • Sound Equipment • Food Trucks 						

<p>Map & Description</p>	<p>For events that intend to provide the special arrangement items in the box above or will utilize sections of trail during the event, a site plan or map <u>must</u> be submitted along with the application. Please feel free to outline a diagram below or enclose a separate drawing with the submission.</p>
<p>Please circle all that apply to your event</p>	<p style="text-align: center;">Is the organization located in Stark County? Y N</p> <p style="text-align: center;">Is this event being hosted by a non-profit organization? (If yes, proof of 501c3 status must be submitted with the application) Y N</p> <p style="text-align: center;">Is this a picket or protest? Y N</p> <p style="text-align: center;">Is this a fundraising event? Y N</p> <p style="text-align: center;">Will there be vendors, merchants, or exhibitors? Y N</p> <p style="text-align: center;">Is alcohol requested for this event? Y N</p>

Additional Information

The following items are prohibited in the parks during requested special events:

- Fireworks
- Inflatables
- Carnival Rides

Signature of Applicant

This application will be considered only when all necessary sections have been completed. Submission of this application does not guarantee approval of the event. The applicant will be notified of the approval or denial after all departments have review the complete application.

I hereby agree to operate the described event in accordance with all regulations and conditions imposed by the laws of the State of Ohio and the laws, ordinances, and regulations of the Stark County Park District. I understand any false statement could result in the denial of this application or revocation of the permit.

Signature of Applicant

Date

Please return form to: Stark Parks Exploration Gateway, 5712 12th Street N.W., Canton, Ohio 44708
Phone (330) 409-8096 * Fax (330) 409-8990 * Email - reservations@starkparks.com

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

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