



# PARK REQUEST- INFORMATION SHEET

This will allow us to determine if any fees, permits, or insurance is required. Police and/or Park staff services may also be required at the expense of the applicant.

Facility/Park/Field Requested: \_\_\_\_\_

Organization/Agency Name: \_\_\_\_\_

Email Address: \_\_\_\_\_

Contact Name & Number: \_\_\_\_\_

Address: \_\_\_\_\_

Date(s) & Times Requested: \_\_\_\_\_

- CHECK ONE:**  SPORTS FIELD RESV ONLY  
 SPORTS FIELD –WITH LIGHTS  
 EVENT REQUEST, WITH FIELD(S) USE  
 EVENT REQUEST, NO FIELD(S) USE
- ❖ HOW MANY FIELDS DO YOU PLAN TO USE, IF ANY?
- ❖ DOES YOUR ACTIVITY REQUIRE FIELD(S) TO BE LINED?  
 YES /  NO \*If yes, charges will apply.
- ❖ DO YOU NEED ACCESS TO OUTDOOR RESTROOMS?  
 YES /  NO \*Keys for locked RR may be issued.

**PARK HOURS:** Except as specifically provided or posted at the park facility, parks shall be open for public use between the hours of 6:00 a.m. until 11:30 p.m. **NOTE: The park reservation process DOES NOT guarantee a pavilion or designated space for your group. Our intent is to encourage everyone to keep us informed of intended park usage for large groups & special events in order to help alleviate conflicts. The parks and pavilions are used on a "first-come-first-serve" basis. Submit completed forms to PRCA Recreation, Attn: Beverly Perry via email perrybj@cityofgainesville.org, fax (352) 334-3299, phone (352) 393-8538, or 306 NE 6th Ave, 3rd Floor, Gainesville, FL 32601.**

- Is this a fundraiser\*?  YES /  NO (Fees may apply. Special Event Permit required.)
- How are you advertising for this event? \_\_\_\_\_
- Will you be collecting donations of any type at this event?  YES /  NO What type: \_\_\_\_\_
- Will any items be sold at this event (including food)\*?  YES /  NO (Fees may apply. Special Event Permit or PRCA contract required.) List Items Selling: \_\_\_\_\_
- Are you having other vendors/organizations participate in this event\*?  YES /  NO List vendors name and service(s) they are providing: \_\_\_\_\_
- What's the estimated attendance for your event? \_\_\_\_\_ \*Check parking and user capacities for the site you have selected prior to your event\*
- Is this event open to the public?  YES /  NO
- Will you be serving food?  YES /  NO (Please refer to City Codes Section 18-20 Prohibited Activities (2) and (3))
- Will you be using your own grill or cooking device  Yes  No, If yes will it be  Propane or  Charcoal (**Note: All charcoal and cooking oil must be removed from park premises. NO dumping on park premises or in trash receptacles is allowed.**)
- Will you set up a tent for this event\*\*?  YES /  NO What size? \_\_\_\_\_ (\*\*Permit required if larger than 10'x10')
- Will you be having amplified music\*?  YES /  NO (A noise permit is suggested. Permits are issued by the Gainesville Police Dept.)
- Will you conduct activities such as games, face painting, pony rides, contests, bounce house, etc\*?  YES /  NO  
List Activities: \_\_\_\_\_ (proof of liability insurance may be required)
- Please list all equipment being brought into the park for your event\*\*? \_\_\_\_\_
- Security/Crowd Control requested?  YES\* /  NO (**Security/Crowd Control provided by the Gainesville Police Department may be required at expense of applicant.**)
- Clean-up by our Parks Dept. requested?  YES /  NO; Requesting cardboard trash receptacles? How many? \_\_\_\_\_  
**NOTE: Clean up provided by City Parks Division staff may be required at expense of applicant OR fee may assessed if necessary.**
- Will you provide portables for this event?  YES /  NO (**Depending on time & location, bathrooms may not be accessible. In some cases, there are no bathroom facilities.**)

Please give a brief description of your event/activity: \_\_\_\_\_

Applicants Signature \_\_\_\_\_ Date: \_\_\_\_\_

**\*Events of this nature may require a Special Event Permit. Email your requests to: [specialevents@gainesvillefl.gov](mailto:specialevents@gainesvillefl.gov). \*\*Tent Permits must be obtained through the Building Inspection Dept. at 352-334-5050. \*\*\*Weekend or after hours problems/concerns, please call 352-316-5398**  
**\*\*\*Boulware Springs Park Reservations may require an additional permit from Paynes Prairie, contact: 352-466-3397.**

**\*\*Please do not write below this line\*\* OFFICE USE ONLY \*\*Department of Parks, Recreation & Cultural Affairs**

- Approved **Manager:** \_\_\_\_\_ **Director's/or Designee Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_
- Denied **CHARGES:** Personnel Fee \_\_\_\_\_ Field Lining Fee \_\_\_\_\_ Restroom Key Issued \_\_\_\_\_ Other \_\_\_\_\_
- Proof of Ins. Required **Comments** \_\_\_\_\_

## Sec. 18-20. - Prohibited activities.

It shall be unlawful for any person to do any of the following in any park listed in section 18-18 of this article or any other areas officially designated by the city commission as a park and posted as such unless specifically permitted by the appropriate authorization received from the city manager or designee and issued pursuant to this article, except for activities of the City of Gainesville which are undertaken within the scope of its governmental authority:

- (1) Construct or erect any hut, shanty or other shelter. Park users may temporarily set up a sun/shade apparatus up to ten feet by ten feet in size (larger sizes may be approved by request for special events conducted in the park areas upon the issuance of a facility use agreement by the city manager or designee in charge of that park area). Such apparatus must be made of flexible material, and any support lines which extend beyond the length and width of the covering, must be flagged for visibility and cannot be within 15 feet of any game court, sport's field, or children's play equipment. No sun/shade apparatus shall remain in place overnight in any park without a special use permit or facility use agreement being issued by the city manager or designee. All parks listed under section 18-18(b) are exempt from the temporary sun/shade apparatus provision as stated in this subsection (1);
- (2) Cook foodstuff on personal grills brought into the park area unless permitted by the appropriate authorization received from the city manager or designee. Persons may utilize only grills provided or permitted by the city for cooking in the park area. No fires or food preparation shall be allowed that pose a hazard to public property or the general public;
- (3) Set or stoke a fire, except for city authorized prescribed burns or those fires set or stoked in designated city or permitted grills, where they are provided, and said fire shall not be allowed if it poses a hazard to public property or the general public;
- (4) Gather firewood or other natural materials to set or stake a fire;
- (5) Discharge or deposit human wastes, except in toilet facilities provided by the city;
- (6) Dump or deposit yard waste;
- (7) Disturb the natural surface of the ground in any manner unless authorized in writing by the city manager or designee and done in accordance with a city-initiated land management activity;
- (8) Allow privately owned animals to discharge or deposit waste on park property without moving said waste. All owners or others in charge of privately owned animals shall remove their waste from the park grounds, and may deposit animal waste in park trash receptacles;
- (9) Pick flowers, nuts, berries, or fruit; or to damage or remove plants, trees, or shrubs, from any part of the park grounds unless specifically authorized in writing by the city manager or designee or done in accordance with a city-initiated land management activity;
- (10) Erect signs or affix signs to any tree, post, pole, fence or park facility or grounds except as provided by city ordinance, or through an approved facility use contract with the city manager or appropriate designee;
- (11) Drive, putt or otherwise hit a golf ball or shoot an arrow, except in parks specifically designated for those purposes;
- (12) In any way disturb, molest, or remove any wildlife, animal, bird, or egg located above, upon or below the surface of the park grounds or to allow any privately owned animal to do so unless specifically authorized in writing by the city manager or designee;
- (13) Write on, draw on, paint on, or otherwise deface, damage, remove or destroy any park facility or any part of the park grounds;

- (14) Carry any weapons, explosive, or destructive device, as defined in F.S. § 790.001, either openly or concealed, onto any park property; except as otherwise permitted by law or this article;
- (15) Operate or park any motorized vehicle, as defined in F.S. Ch. 316, on park grounds except in areas designated by the city as public parking areas, driveways, or roadways. Motorists shall obey all posted speed limit and other directional signs posted within the park. Authorized city personnel or contract personnel shall be allowed to drive vehicles onto park areas during facility maintenance or renovation projects;
- (16) Except as otherwise provided in this Code of Ordinances, purchase, sell, offer for sale, possess, or consume any alcoholic beverages, illegal drugs or intoxicating substances;
- (17) Use public restrooms to shave and/or shower, unless shower facilities are specifically provided for public use at that park;
- (18) Bathe or otherwise be or remain in a water or drinking fountain and/or its reservoir or to allow any privately owned animal to do so;
- (19) Use roller skates, roller blades or skateboards, except on park facilities specifically designated for this purpose;
- (20) Engage in the sale of any item on park property for any non-city sponsored function(s), except as allowed by a facility use agreement issued by the city manager or appropriate designee or in these ordinances;
- (21) Use of any park property for non-city sponsored fundraising activities, except as authorized by the city manager or appropriate designee or in these ordinances;
- (22) Engage in the destruction, removal or alteration of any city owned facility or equipment from any park property except as authorized by the city manager or designee;
- (23) Engage in the removal, alteration or destruction of archaeological or cultural resources from any park property and water body except as authorized by the city manager or designee. For purposes of this article "archaeological or cultural resources" means any associated physical artifacts and features below the ground surface indicating the past use of a location by people which may yield information on the city's history or prehistory, including but not limited to artifacts, fossils, bones, shell mounds, or primitive culture facilities or items;
- (24) Install any gate providing access to any park, or build any trail except as authorized by an approved management plan or the city manager or designee;
- (25) Feed any animal except as authorized by the city manager or designee;
- (26) Engage in the removal, destruction or harassment of animals and plants from or on parklands, except for authorized research efforts, as authorized by the city manager or appropriate designee; and
- (27) Engage in the introduction of plants or animals onto park lands unless authorized by the city manager or appropriate designee.
- (28) Smoking outdoors, as defined and prohibited in article IV of chapter 11.5 of the City Code. Any person violating this prohibition shall be subject to civil citation as provided in chapter 2, article V, division 6 of this Code.

(Code 1960, § 18-32.1(d); Ord. No. 961060, § 1, 7-14-97; Ord. No. 041020, § 3, 10-24-05; Ord. No. 100912, § 1, 7-7-11; Ord. No. 110199, § 5, 9-15-11; Ord. No. 150406, § 3, 3-16-17)

**Cross reference**— Offenses, Ch. 17.