



# FACILITY USE APPLICATION

1. Name of Facility: \_\_\_\_\_ Event Name: \_\_\_\_\_
2. Date Requested \_\_\_\_\_ Time of Event: \_\_\_\_\_ To \_\_\_\_\_
3. Sponsoring Organization: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 Contact Person: \_\_\_\_\_ Contact Number: \_\_\_\_\_  
 Email Address: \_\_\_\_\_
4. How many people do you anticipate attending the event? \_\_\_\_\_
5. Will Concessions or Products be sold: Yes: \_\_\_\_\_ No: \_\_\_\_\_  
 Will a Gate Fee be charged: Yes: \_\_\_\_\_ No: \_\_\_\_\_  
 Will Service Fees be charged: Yes: \_\_\_\_\_ No: \_\_\_\_\_
6. Will there be amplified music at event?  
 (not to exceed 90 decibels) Yes: \_\_\_\_\_ No: \_\_\_\_\_
7. Will there be equipment / structures brought in for  
 set-up? Yes: \_\_\_\_\_ No: \_\_\_\_\_
8. State in detail the nature of the event. Please use map to show location of event and its activities within  
 the facility.  
 \_\_\_\_\_
9. State in detail your traffic control plan. Please use map to show details.  
 \_\_\_\_\_
10. State in detail your public toilet service plan:  
 \_\_\_\_\_
11. Certificate of Liability Insurance is required. Must be submitted to the PRV Parks & Recreation  
 Department 10 days prior to event. (\$1Million minimum)

**PERMIT WILL NOT BE VALID WITHOUT THE FOLLOWING SIGNATURES:**

City of Ridgeland Special Events Permit  
**OR** Rankin County Sheriff's Department: \_\_\_\_\_

Chief Perry Waggener of the PRVWSD Reservoir Patrol: \_\_\_\_\_

PRVWSD Parks & Recreation Department: \_\_\_\_\_