



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 30 days prior to event. (\$1Million minimum)

PERMIT WILL NOT BE VALID WITHOUT THE FOLLOWING SIGNATURES:

City of Ridgeland Special Events Permit/ Police Department

OR Rankin County Sheriff's Department: _____

Reservoir Police Chief: _____

Director of the PRVWSD Parks & Recreation Department: _____



The use of PRVWSD facilities are allowed for special events with acknowledgement of the following use restrictions and policies:

1. **ACCESS TO STAGE OR GROUNDS:** It is the policy the District's parks that only authorized vehicles are allowed to access grass areas. When setting up and breaking down the special event, PRVWSD staff must be present when any equipment or vehicle is moved onto grass or fields within the parks. Underground water and electrical service lines must be monitored by staff and staff must determine the soil conditions for such traffic. ONLY those vehicles loading or unloading equipment will be allowed as directed by District staff. Event staff and volunteers must park in designated areas within the parking lots. Any damage to park services or grounds due to unauthorized access will become the responsibility of the special event.
2. **CLEAN-UP:** It is the responsibility of the Special Event to return the park to its original condition, free of trash and debris.
All dumpsters or garbage collection unit(s), portable restroom unit(s), hand wash station(s), service/product trailer(s) and event equipment must be removed from the park within 24 hours of the special event. Failure to remove such from the site within 24 hours will result in a forfeiture of deposit. Units left in the park after 24 hours will result in an additional fee of \$500 per day for the special event.
3. **ALCOHOL:** If the Special Event has not requested and received a "Special Alcohol Permit" as issued by the PRVWSD Board of Directors for the event, there will be no alcohol consumption or possession allowed within the parks. PRVWSD officer(s) will be onsite and will issue citations for violations. Failure to comply with this regulation can result in event termination.
4. **GLASS CONTAINERS:** NO GLASS containers are allowed within the parks of the District. NO EXCEPTIONS. Citations will be issued for violations.

I understand these park use restrictions and policies and agree to same.

Responsible Party

Special Event

Date