



SPECIAL USE PERMIT

Thank you for expressing an interest in holding an event at one of our facilities. Your initial inquiry was unique enough to require a written request. This Special Use Permit will allow us to review your needs, what requirements we may have, and to determine what costs or fees may apply to your request. Your response below need not be formal, just legible and with as much information as you can provide.

The Special Use Permit should be mailed to the Parks Administration Office at the above address at least 30 days in advance of your event (large events may require up to 90 days).

The following are minimal kinds of information we need to process your request. If there is other information, please include it. Please continue your responses on additional pages as necessary.

Name of facility/site you want to use: _____

Organization or Group Name: _____

Contact Person: _____

Home Phone: (_____) _____ Business/Day Phone: (_____) _____

Mailing Address: _____ City _____ Zip _____

Type of Event: _____

Event Date(s): _____ Time of Event (including setup and cleanup): _____

Number of people attending: Participants _____ Spectators _____

1) Area(s)/Building(s)/Room(s)/Equipment Requested:

2) Type of activities event will include:

3) Sound amplification planned? No Yes If yes, please describe:

4) Sale of food, merchandise, or services planned? No Yes If yes, please describe:

5) Fundraising activities planned? No Yes If yes, please describe:

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- 6) Providing food for event: No Yes If yes, please describe:
- 7) Posting signs, billboards, advertising, etc. planned? No Yes If yes, please describe:
- 8) Digging, altering, staking, etc. of any existing facility planned? No Yes If yes, please describe:
- 9) What precautions will you take to protect facility from damage (i.e. gym floors, walls, etc.)?
- 10) Will you use the facilities for commercial purposes of any kind? No Yes If yes, please describe:
- 11) Will any animals be brought to the site? No Yes If yes, please describe:
- 12) Will you use the facility or parts thereof for other than the intended use? No Yes
If yes, please describe:
- 13) On the day of the event, will you need special assistance (i.e. electrical and/or water needs beyond what exists; extra refuse, tables, chairs, or portable toilets, set up diagram, etc.)? No Yes
If yes, please describe:
- 14) Alcohol is not allowed in Pierce County facilities, except in certain building locations and only with written permission from the Director of Parks. Is possession or consumption of alcohol being considered as part of your event? No Yes If yes, please describe:
- 15) If required, will you provide security for your event? No Yes If yes, please describe:

Requester's Signature _____ *Date* _____

We appreciate your cooperation in providing this information. As our staff reviews this questionnaire, we may ask for further information. Because we know your event is important to you, we will respond to you in writing as quickly as possible. However do not hesitate to contact us to check on the status of your request.