



Founded 1790

City of Gallipolis
Parks & Recreation Department
518 Second Avenue
Gallipolis, Ohio 45631
(740) 441-6022

FACILITY USAGE FORM
APPLICATION GUIDELINES

DATE OF EVENT: _____ LOCATION: _____

TIME OF EVENT: _____

NAME: _____

ADDRESS: _____
STREET CITY STATE ZIP

HOME PHONE: _____ WORK PHONE: _____

PURPOSE: _____ NUMBER ATTENDING: _____

FREE STRUCTURE

City Park, Haskins Park, and Public Use Area \$10.00 (\$5.00 each day for electricity if used)

Haskins Park Shelter or Fortification Hill Shelter \$25.00 per event

Ball fields \$25.00 per event

Other

Work order for City of Gallipolis:

1. Street Closed YES _____ NO _____

Street: _____

Date: _____

Time: _____

2. Water hook-up YES _____ NO _____

3. Electric hook-up YES _____ NO _____

4. Restroom Facilities YES _____ NO _____

5. Trashcans YES _____ NO _____

6. Dumpsters YES _____ NO _____

7. Insurance Form YES _____ NO _____

8. Plan for handicapped persons from riverfront area to First Avenue

If yes, attach plan.

9. List of special equipment _____

10. Other _____

GUIDELINES FOR CITY FACILITIES

- All fees shall be paid before the event takes place. Fees for permits sponsored by the City of Gallipolis, Retail Merchants, Chamber of Commerce, or the Gallia County Convention of Visitors Bureau are waived.
- Person(s) obtaining a permit to use City Facilities must be at least 18 years of age and shall be responsible for group's conduct and respect for the facility. Any group who abuses the facilities or violates rules and regulations will be charged for damages and will not be issued any permits in the future. ALL TRASH MUST BE PLACED IN APPROPRIATE CONTAINERS.
- No more than 10 people will be allowed in the bandstand at one time.
- There shall be no alcoholic beverages or gambling equipment of any kind on the street or in the park(s).
- No passenger cars or trucks will be permitted on the grounds unless specified.
- All dogs shall be on leashes and owners shall be responsible for cleaning up after them.
- The City Manager or his designee must approve any special equipment, floats, and/or games used for an event.
- Riverfront camping is not allowed unless the City Manager or his designee issues a permit.
- All reservations will be taken at the Parks and Recreation Office.

The City of Gallipolis must receive this application within 14 days prior to the event to ensure every opportunity to allow details to be worked out. If the City of Gallipolis cannot approve your application request, we will get in contact with you. If a fee is applicable to any of the above requests, the applicant will be assessed these fees.

In consideration for the use of the City facility noted herein, the undersigned agrees to hold the City harmless for any and all injuries or property damage suffered by the undersigned or his/her invitees and for any injuries or property damage suffered by a third party occasioned by the undersigned's use of such use of the facility. The undersigned is familiar with, and appreciates the risk of the use of the facilities noted herein and agrees to assume all risks associated with such use. If the City shall incur necessary expenses, or become obligated to pay attorney fees or court costs, the undersigned agrees to reimburse the City therefore.

Signature of Applicant

Date

Signature of City Manager or Designee

Date