



Special Permit Application for Activity Centers

Note: REQUIRES A MINIMUM OF TEN WORKING DAYS TO PROCESS

AREA REQUESTED: (Check One)

- Jerry Belk Activity Center
- Leroy McAbee, Sr., Activity Center
- Bobby Miller Activity Center
- McDonald Hughes Center
- Mary Ann Phelps Activity Center

SPECIFIC AREA/ROOM(S) REQUESTED _____

DATE(S) REQUESTED _____

HOURS _____

Anticipated/expected total attendance during rental _____

Organization responsible for rental _____

Name of applicant responsible for rental _____

Address of applicant (mailing address) _____

(city) _____ (state) _____ (zip) _____

Applicant's phone number (h) _____ (w) _____ (c) _____

Applicant's email address _____

Check the item(s) applicable to your rental:

- Will there be admission fees/sales/or any monies exchanged? Yes No
- Will the event be publicly advertised and/or open to the public? Yes No
- Are there any unusual activities scheduled (e.g.: moonwalk)? Yes No
- Are there any unusual/additional electrical or equipment needs? Yes No
- Will a live band or "DJ" be used? Yes No
- Are there any animals/fireworks/potential liabilities involved? Yes No
- Is the rental use request before or after normal operating hours? Yes No
- Is this a request for a special beverage permit? Yes No

PLEASE GIVE A DETAILED DESCRIPTION OF PROPOSED ACTIVITY:

I understand that I will be fully responsible for conforming to the Facility/Shelter/Field rental rules and regulations and the Park Ordinances and that I will be held liable for all actions during this activity/rental. Drugs, firearms/weapons are prohibited in any PARA center, facility or park. Special beverage permits may be approved by special permit only and require an additional contractual agreement - and is available **only** at activity centers.

Signature of Applicant Date

Deposit Fee Amount \$ _____ Receipt # _____ Receipt by _____

PARA Office Location _____ Forwarded to & Date _____