



Moline Park and Recreation Department  
 3635 4<sup>th</sup> Av., Moline, IL 61265 P: 309-524-2424 F: 309-524-2426

**Special Use Application for Park Space**

Event Name: \_\_\_\_\_ Estimated Attendance: \_\_\_\_\_

Event Date(s): \_\_\_\_\_ Event Times: \_\_\_\_\_ to \_\_\_\_\_

Set-up Date(s) \_\_\_\_\_ Set-up time: \_\_\_\_\_ to \_\_\_\_\_ Clean-up time: \_\_\_\_\_ to \_\_\_\_\_

Sponsor/Organization:	Contact/ Event Coordinator:
Address:	Address:
Phone:	Phone:
Email Address:	Email Address:

Park or Space requested (Please check all that apply to this event):

<input type="checkbox"/> Ben Butterworth Parkway (28 <sup>th</sup> -55 <sup>th</sup> St & River Drive)	<input type="checkbox"/> Browning Park (15 <sup>th</sup> St & 22 <sup>nd</sup> Av)
<input type="checkbox"/> Butterworth Park (15 <sup>th</sup> St & 22 <sup>nd</sup> Av)	<input type="checkbox"/> East End Park (46 <sup>th</sup> -48 <sup>th</sup> St & 4 <sup>th</sup> -5 <sup>th</sup> Av)
<input type="checkbox"/> Green Valley Park (48 <sup>th</sup> -70 <sup>th</sup> St & 52 <sup>nd</sup> Av)	<input type="checkbox"/> Karstens Park (6 <sup>th</sup> St & 23 <sup>rd</sup> Av)
<input type="checkbox"/> Kiwanis Park (18th St & 13 <sup>th</sup> Av)	<input type="checkbox"/> McCandless Park (1 <sup>st</sup> St & 7 <sup>th</sup> Av)
<input type="checkbox"/> Millennium Park (79 <sup>th</sup> St & 34 <sup>th</sup> Av)	<input type="checkbox"/> Optimist Park (27 <sup>th</sup> St & 18 <sup>th</sup> Av A)
<input type="checkbox"/> Petersen Park (35 <sup>th</sup> St & 7 <sup>th</sup> Av)	<input type="checkbox"/> Prospect Park (Park 16 <sup>th</sup> St & 30 <sup>th</sup> Av)
<input type="checkbox"/> Ralph Birks Recreational Trail (1 <sup>st</sup> -55 <sup>th</sup> St along the Miss. River)	<input type="checkbox"/> Riverside Park (31 <sup>st</sup> -34 <sup>th</sup> St & 5 <sup>th</sup> Av)
<input type="checkbox"/> Stephens Park (7 <sup>th</sup> St & 15 <sup>th</sup> Av)	<input type="checkbox"/> Stephens Square (7 <sup>th</sup> St & 19 <sup>th</sup> Av)
<input type="checkbox"/> Sylvan Island (1 <sup>st</sup> St & 1 <sup>st</sup> Av)	<input type="checkbox"/> Sylvan Trailhead Park (2 <sup>nd</sup> St & 1 <sup>st</sup> Av)
<input type="checkbox"/> Velie Park (11 <sup>th</sup> St & 11 <sup>th</sup> Av)	<input type="checkbox"/> Wiman Park

Describe the exact location of the event to take place in the park: \_\_\_\_\_

Type of activity or event that will take place:

- Fundraiser Walk/Run    Wedding    Church Function    Corporate Function    School Event    Other

Please list additional details to describe your event: \_\_\_\_\_

Has this event occurred in past years?  Yes    No ***If yes, when and location?*** \_\_\_\_\_

Is your event open to the public?  Yes    No

Do you plan to use a Park Shelter?  Yes    No ***If yes, you must also rent the shelter for a fee.***

Will a fee or donation be collected in conjunction with your event/activity?    Yes    No

Will your event/activity have food provided or for sell?    Yes    No ***If yes, see reverse for requirements***

List any temporary structures to be set up (i.e. Tents, tables, barricades, stages, bleachers, volleyball nets, etc): \_\_\_\_\_

List any dunk tanks, animals, bounce houses, rental equipment, trailers, Port-a-pots etc. to be included in your activity: \_\_\_\_\_

Describe any type of music/amplified sound you plan to use such as boom box, band, DJ, PA System: \_\_\_\_\_

What other special services are you requesting for the Moline Park and Recreation Department to provide? \_\_\_\_\_

*(REVERSE MUST BE SIGNED TO BE CONSIDERED)*

**Special Use Regulations**

1. Park and Recreation Department sponsored activities have priority over all other types of activities.
2. All special use requests will be considered on a "first come, first serve" basis. When a scheduling conflict occurs, the Park and Recreation Department will attempt to resolve them through alternate dates or locations. Requests for multiple dates may be limited to four uses to permit equal access by other groups.
3. The Sponsoring Organization or individual agrees to:
  - a. Comply with all City of Moline Ordinances.
  - b. Limit amplified music or loudspeakers to levels which do not interfere with or disturb other park users or surrounding residential neighborhoods.
  - c. Require vehicles to park on existing surfaced parking areas only and if needed, provide additional offsite parking if the capacity of the lot(s) is anticipated to be exceeded.
  - d. Assume FULL responsibility for the cleanup of the site and repair to any damage to park facilities, structures, or landscaped areas at its own cost. Any extraordinary departmental expenses may be billed to the sponsoring group or individual.
  - e. Clearly identify the name of the sponsoring organization or individual in all forms of advertising or promotional materials(flyers, signs, etc.). DO NOT identify the Park and Recreation Department or the City of Moline as a sponsor.
  - f. Not permit the sale or consumption of beer or alcohol in park facilities.
  - g. Not permit for sale and/or consumption any food or concession items without prior approval of the Park and Recreation Department, and appropriate written permission and/or licensure by the City Inspections Division and/or Finance Department.
  - h. Conduct activities only during the permitted park hours as established by the City Ordinance, unless otherwise authorized by the City in writing.
  - i. Not permit the solicitation of membership or contributions.
  - j. Provide a Certificate of Insurance naming the City of Moline as additionally insured in the amount of One Million Dollars for low-risk activities or in the amount of Five Million Dollars for high-risk activities as to be determined by the City of Moline Risk Manager. A sample Certificate of Insurance may be provided upon request.
  - k. Provide a JULIE Locate at your expense as determined by the Park and Recreation Department.
  - l. Provide portable restroom facilities in the number dictated by the City as based on its current ration of anticipated participants.
  - m. Provide security personnel as required by the City of Moline and/or Park and Recreation Department.
4. Some Special Use requests must also be approved by other City Departments and additional paperwork may be required. It is the responsibility of the Sponsoring Organization and/or the Event Coordinator to obtain those permissions and comply with criteria set by those departments. Failure to do so may result in revocation of the Special Use permit. Events requiring street closures or use of public right-of-way must also contact the City Clerk at 309-524-2004. Use of Bass Street Plaza must be obtained through the Moline Centre office- 309-524-2054.
5. Fees will be assessed based on current schedules in effect at the time of application.
6. Special Use Application may require approval of the Park Board. The Park Board meets monthly; therefore you will need to contact the park office to determine when your application must be submitted. Please do not advertise your activity prior to obtaining approval. Permitting of special events may take up to 6 weeks.

**Acknowledgement**

I certify that I am an authorized agent of the sponsoring organization and will ensure this event and this organization will comply with all requirements listed above and the Moline City Code of Ordinances. I understand that falsified or incomplete information provided above may result in revocation of the Special Use Permit or disqualification for me and/or this organization to receive any future Special Use Permits. I also understand that completing this form does not guarantee use of the space.

Printed Name: \_\_\_\_\_  
Signature: \_\_\_\_\_ Date: \_\_\_\_\_

<b>OFFICE USE ONLY</b>	
Date Received: _____	Approval Date: _____
Special Use # _____	Insurance received: _____
Fees: _____	Obtained City Hall Approval: _____