

Orangeburg Parks and Recreation  
 367 Green Street, Orangeburg, SC 29115  
 Phone: 803.533.6020 Fax: 803.533.6027  
 ACTIVITY/EVENT PERMIT APPLICATION

Organization:		
Date Application Submitted:		
Name/Title of the Event:		
Purpose of the Event:		
Contact Person {Must be a person who is directly associated with the Organization and is authorized to legally enter into a Contract on behalf of the Organization}:		
Street Address:		
City:		
State:		Zip Code:
Daytime Phone: ( )		Cell or Alternate Phone: ( )
Fax Number: ( )		
E-Mail Address:		

Facility/Activity/Event Date (s) and Time (s) & Estimated Attendance		
Start Date:	Start Time:	Estimated Attendance:
End Date:	End Time:	_____
Set-Up Date:	Set-Up Time Begins:	Set-Up Time Ends:
Facility - Please check all that apply	( ) Green Gym Fee - \$	( ) Red Gym Fee - \$
( ) Concession Fee - \$	( ) Multi Rm. A Fee - \$	( ) Multi Rm. B Fee - \$
( ) Pavilion & Lawn Area Fee - \$	( ) Entire Park & All Facilities Fee - \$	( ) Marquee/ Display Board Fee - \$
Total Fees - \$		
<b>Non-Profit Organizations</b> Please attach Internal Revenue Service documentation and/or Articles of Incorporation supporting the Non-Profit Status Please indicate/check below the type of Non-Profit Organization		
Charitable ( )	Civic ( )	Education ( )
Government ( )	Other ( ) Please describe type	
<b>Other Types of Organizations</b>		

Please describe the Organization and provide any documentation supporting the establishment of the Organization, examples – Articles of Incorporation, Bylaws, etc.  _____ _____ _____ _____ _____
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**Additional Information**

On a separate sheet of paper, please describe the Organization's plan for set-up, operation and clean-up of the activity/event. Include the equipment involved, the number of sanitary facilities (portable toilets), types of vehicles, food/drink concessions, tables and chairs, first aid, portable displays/platforms, etc. Additionally, please include types of entertainment, names of performers, schedule of activities, number and types of vendors, and sound and tent companies.

**Parks Department Support Requests**

Please indicate below specific activity/maintenance requests to be provided by Orangeburg Parks Recreation Department. User Fees may apply  
The Parks Department will make the final determination regarding support provided by the Parks Department

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Has the Organization requested a Parks Department permit before? \_\_\_\_ Yes \_\_\_\_ No Date: \_\_\_\_\_

**Rules and Regulations and Terms and Conditions of Permit**

This Permit Application pertains to the use of the Facilities and/or the Grounds of the Park Department by groups for public activities/programs/events, with an estimated size equal to or greater than 200 individuals. The Park Department has established the following Rules and Regulations based on the intended use and classification of each facility in the Park Department.

The Review Process of the Permit Application, with its requested use of the above stated Facilities and/or Grounds of the Park Department includes the consideration of the impact that the Activity/Event will have on the Facilities and Grounds given the purpose by which the Facilities and Grounds are established. Consideration will also be given to the safety of those using the Facilities and Grounds and the safety of public and of Park Department employees during the Activity/Event.

Furthermore, the proper protection and maintenance of the Park Department property, the need for and the availability of Park Department personnel, and the maximum number of people who can safely use the Facilities and Grounds during the Activity/Event will also be considered in the Review Process. The Parks Department reserve the right to waived any or all requirement in the aforementioned application.

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1. The General Rules & Regulations of the Park Department apply to all Activities/Events
2. For Groups larger than 200, the only spaces available for activities/events are the following:
  - a. Entire Park, to include all facilities and grounds, but excluding the natural wooded areas
  - b. City Gym(s)
  - c. Hill Crest Field A, B, C, D and adjacent lawn area
  - d. Centennial Pavilion and adjacent lawn area
  - e. Baseball & Softball Fields
3. All publicity {i.e. print ads, fliers, press releases, etc.} promoting the Activity/Event must be approved by the administration of the Park Department prior to its dissemination
4. The Organization's Activity/Event shall not commence prior to the aforementioned stated Start Time and shall end at the aforementioned stated End Time
5. The Organization is responsible for providing adequate personnel in order to operate the Activity/Event, with the number of personnel to be determined by the Park Department
6. The Organization is responsible for cleaning up after the Activity/Event to include but not limited to the following: removing all paraphernalia associated with the Activity/Event, all debris & litter, signage, tables and chairs, equipment, etc. The Organization shall provide an adequate number of trash removal dumpsters in order to remove all debris of the premises of the Park Department
7. Portable Toilets – the Organization must provide portable toilets, general requirement not less than four (4) portable toilets per 300 people, with at least one (1) being ADA Compliant
8. Food/Drink concessions must comply with DHEC codes
9. The possession, consumption or distribution of alcoholic beverages is prohibited
10. The Organization shall not sell or offer for sale any article, thing, privilege or service, or otherwise use the Park Department for commercial purposes; however, admission fees, donations or contributions from those in attendance are acceptable, as well as sponsorships and the advanced sale of tickets, i.e. off site and prior to the Activity/Event, but must be approved by Parks Department.
11. Fireworks are prohibited,
12. No activity/event involving more than five hundred (500) individuals shall be held within two (2) weeks of any other activity involving more than five hundred individuals.
13. Applications shall be made at least 90 days prior to the event if the event's projected attendance is 500 people or more and 60 days prior to the event if the event's projected attendance is less than 500 people
14. Partisan Political Activity/Event prohibited - Perceived partisanship is often interpreted as an endorsement by the Park Department officials, employees, and sponsors. Therefore, meetings or gatherings for partisan, political purposes are prohibited. Partisan political purposes are defined as meetings or gatherings for the promotion or opposition of any candidate for public office, the selection of candidates, conventions, meetings of political parties or advocacy groups or organizations, or meetings of groups for the adoption or opposition of any law, proposal or proposition and solicitation of political contributions. No public official, employee or appointee may solicit, commit to pay or receive payment or commit to contribute to any candidate, public official or political organization. Such activities are strictly prohibited. Partisan political purposes do not include candidate town hall or informational meetings.

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15. Permits Not Transferable

16. Insurance Requirements – the Organization/Applicant shall procure and maintain at all times during its use of the Park Department property, liability insurance in such amounts and with such coverages as shall reasonably be required by The Park Department and shall name The City Orangeburg as an additional insured there under. The amounts and type of insurance required shall be determined by the Superintendent or Director, based upon the nature of the activity and the risk involved. Applicant shall provide the Park Department with a certificate from an insurer evidencing such coverage prior to applicant's use of the Park Department property, and within the time prescribed by the Superintendent or Director. The certificate shall also provide that the insurer shall give the Park Department reasonable advance notice of insurer's intent to cancel the insurance coverage provided.

17. The Organization shall accept the grounds, parking areas, buildings, restrooms, and all other equipment and/or facilities named in this Permit and constituting the Permitted premises in their present condition. Furthermore, the Permitted Premises shall be left by the Organization after Activity/Event and at the termination of this Permit, in the same good condition as when accepted prior to the Activity/Event. The Organization shall provide sufficient number of security personnel and other staff for the proper supervision of all patrons/attendees. Furthermore, the Organization shall clear the buildings, grounds, and facilities of people and cars after the Activity/Event. The number of Security Personnel shall be determined by the Director or his/her Designee and such expense will be paid by the Organization

18. The facilities, grounds and equipment of the Park Department that are stated above as part of this Permit Application, shall at the termination of the Activity/Event be returned to the Park Department in as good and safe condition as same was (were) in, when the Organization begins to operate under this Permit. Furthermore, if any of permitted buildings, equipment, grounds and/or facilities are damaged, or destroyed through negligence on the part of the Organization, its agents, employees, volunteers and/or persons engaged in operating or conducting said Activity/Event shall be replaced, or repaired, or restored by the Organization before termination of this Permit. Additionally, if any of the permitted buildings, equipment, grounds, and/or facilities are damaged or destroyed due to the negligence or malicious vandalism of any patrons of the Organization or any persons in or about said Facilities and Grounds during any period in which the Organization has charge of same, or during any time that any agent or employee of the Organization has charge of same or may be working on the Park Department property prior to and/or in preparation for, or cleaning up, or repairing damages after said Activity/Event, the Organization shall replace or repair or restore the buildings, equipment, grounds and/or facilities.

19. The Park Department accepts no responsibility for the Organization or its guests/patrons, employees, sponsors, or any other person associated with the Activity/Event. It is the sole responsibility of the Organization to control the activity/event, protect the people present, maintain required insurance, and comply with all applicable laws and regulations. As the named Organization under this Permit of the Park Department's facilities, grounds and/or equipment, the Organization accepts all liability for damage and for the safety of the Organization's guests/patrons, employees, sponsors, volunteers, or any other person associated with the Activity/Event.

20. Upon the approval of a Permit, the individual designated, as the contact person must schedule a pre-event meeting with the Executive Director in order to review the guidelines and polices for the use of the permitted facilities and grounds of the Park Department. Failure to schedule the meeting may result in the cancellation of the event.

21. Exceptions to the aforementioned Rules & Regulations and Terms & Conditions may be granted; therefore, the Organization must submit a written request for an exception, with said Request justifying the need for such an exception.

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22. Waiving of Fees for Non-Profit Organizations – Non-Profit Organizations who desire to have the Fees waived must submit a written request, with said Request justifying the need and documenting that the fee (s) requirement would be so financially burdensome that it would preclude the Non-Profit Organization from using the Park Department property for the proposed activity. Fees for equipment and services shall not be waived, nor shall any waiver apply with respect to the obligation of the Non-Profit Organization to reimburse the Park Department for costs incurred as a result of the proposed activity. The written request must include sufficient financial information about the applicant to enable the Director to determine whether the requirements(s) would be so financially burdensome that is would preclude the applicant from using the Park Department property for the proposed activity. If the Director determines that the applicant does not have sufficient funds to satisfy the user fee requirement prior to the proposed event, but that the applicant intends to raise sufficient funds at the event, the Director shall require the applicant to pay such user fee out of the proceeds of the proposed event.

**Indemnification and Reimbursement and Permit Agreement**

I \_\_\_\_\_, as the authorized representative of  
Print Name

\_\_\_\_\_  
Print Name of Organization

have read and understand the above policies, regulations, terms, conditions and those enclosed herewith, and agree to comply with same. I further acknowledge that for and in consideration of permission given to use the above described Facilities, Grounds, Equipment and other property of the Park Department , I agree to indemnify and hold harmless the Orangeburg Parks and Recreation Department, agents, officers, volunteers and employees, any sponsors, advertisers, and if applicable, any lessors of premises, hereinafter known as the Park, on which the Organization’s Activity/Event takes place, from all liability, claims, demands, losses, damages, attorney’s fee and judgments arising from or related to the Organization’s use and rental of the Park’s premises for the Organization’s Activity/Event as stated above that may be asserted or assessed against the Park that result directly or indirectly from acts or omissions of the Organization, the Organization’s employees, if any, and the Organization’s agents, volunteers, or anyone for whose acts any of them may be liable, regardless of whether or not it is caused in part by a party indemnified hereunder.

The Organization agrees to comply with the Rules and Regulations of the Park Department and the Terms and Conditions of this Permit as stated above. Furthermore, the Organization, its employees, volunteers, sponsors and guests using the Facilities and Grounds of the Park Department will comply with all applicable State and Local laws. The Organization agrees to oversee and monitor the behavior of all persons associated with the Activity/Event in order to ensure compliance with the Rules and Regulations of the Park Department. The Organization will only have access to the aforementioned Facilities of the Park Department during the date (s) and hour (s) as indicated above. This shall be the entire period of the Event, which includes time for preparing, setting up for the Activity/Event and cleaning up after the Activity/Event.

The Organization agrees, at its own expense, to recover, repair and restore the Grounds, Equipment and Facilities of the Park that are damaged or destroyed due to negligence, abuse or any other cause or act associated with the Activity/Event. Furthermore, the Organization agrees to reimburse the Park Department for any such costs incurred by the Park Department as a result of the Activity/Event to include preparing for and during the Activity/Event, and cleaning up after the Activity/Event.

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Date: \_\_\_\_\_

<b>The Organization:</b>	Orangeburg Parks and Recreation Department:	
_____ Signature	_____ Signature	
_____ Print Name	_____ Print Name	
_____ Print Position with Organization	_____ Print Position	
<b>Orangeburg Parks and Recreation Department – Office Use Only</b>		
Date Application Received: _____		
Permit Approved Date: _____	Permit Declined Date: _____	
Approved/Declined By: _____		
User Fees Required: _____	Security Deposit Required: _____	Insurance Required: _____