



Campbell County Parks and Recreation Temporary Use Permit Application

To secure your permit, please complete the following application. Read and initial next to every item on the Temporary Use Rules and Regulations form. Sign and submit to the Campbell County Parks and Recreation Office along with the associated fees made payable to: Campbell County Parks and Recreation. Also, include a separate check for the security deposit which is fully refundable upon successful post-event cleanup and no report of damages. **Note: Please submit two separate checks: one for the temporary use fee and one for the security deposit.**

Name of Applicant:

Date of Event:

Address:

Phone:

Cell:

E-mail:

Event Coordinator/Authorized Representative (present onsite day of event):

Phone:

Cell:

E-mail:

Please check which area and timeframe you are interested in:

A.J. Jolly Park Joseph J. Stapleton Pavilion

Choose One:

Half Day (6 hours max.)
\$200 Permit Fee plus
\$200 Deposit

or

Full Day
\$400 Permit Fee plus
\$200 Deposit

A.J. Jolly Park Private Picnic Shelter #1

Choose One:

8 am -10 pm Monday-Friday (except holidays)
\$105 Fee plus \$50 Deposit

8 am – 10 pm Saturday, Sunday or Holiday
\$180 Permit Fee plus \$50 Deposit

AJ Jolly Park Other Area(s) (other areas can be reserved independently for \$150 permit fee or combined with other areas indicated above). Please describe the area(s) of the Park and the start and ending time of event (example: Festival, Cross Country Meet, 5K/10K Race, Boat Race on the Lake, etc):

Pendery Sports Park Large Picnic Shelter #1

Choose One: 8 am – 10 pm Monday-Friday (except holidays)
\$75 Permit Fee plus \$50 Deposit

8 am – 10 pm Saturday, Sunday or Holiday
\$100 Permit Fee plus \$50 Deposit

Pendery Sports Park Small Picnic Shelter #2

Choose One: 8 am – 10 pm Monday-Friday (except holidays)
\$50 Permit Fee plus \$50 Deposit

8 am – 10 pm Saturday, Sunday or Holiday
\$50 Permit Fee plus \$50 Deposit

Pendery Sports Park Small Picnic Shelter #3

Choose One: 8 am - 10 pm Monday-Friday (except holidays)
\$50 Permit Fee plus \$50 Deposit

8 am – 10 pm Saturday, Sunday or Holiday
\$50 Permit Fee plus \$50 Deposit

Pendery Sports Park Small Picnic Shelter #4

Choose One: 8 am - 10 pm Monday-Friday (except holidays)
\$50 Permit Fee plus \$50 Deposit

8 am – 10 pm Saturday, Sunday or Holiday
\$50 Permit Fee plus \$50 Deposit

Pendery Sports Complex Other Area(s) (other areas can be reserved independently for \$150 permit fee or combined with other areas indicated above). Please describe the area(s) of the Park and the start and ending time of event (example: Festival, Cross Country Meet, 5K/10K Race, etc):

Name of event:

Description of Event: (including expected activities like arts/crafts, inflatables, concessions, petting zoo, etc.)

Date(s) of event:

Total time of event (including set-up and clean-up:

*** NOTE: If the event ends after dark, applicants have the option to clean up the morning after, but must be finished by 10 am. Please note this option may not be possible if another event begins before 10 am the following day.**

Estimated Attendance:

Amplified sound? Yes No Utility Needs: Water Electric

Will you be renting portable toilets? Yes No How Many?

If alcohol is to be served or consumed on Park Property, a separate alcohol permit must be completed and submitted along with this temporary use permit application. Please refer to the Temporary Use Permit Addendum #1 Alcohol Policy for more information.

(Printed Name of Applicant). I am older than 21 years of age and have read and agree to all of the rules, policies and terms of this Temporary Use Permit Application.

Applicant Signature: Date:

(Printed Name of Event Coordinator). I am older than 21 years of age and have read and agree to all of the rules, policies and terms of this Temporary Use Permit Application.

Event Coordinator Signature: Date:

Campbell County Parks and Recreation
Department Approval: Date:

If you have any questions, please call the Campbell County Parks & Recreation Director at 859-547-3681.
Sign and Return to: Campbell County Parks, 1565 Race Track Road, Alexandria, KY 41001

Temporary Use Rules and Regulations

Please initial next to each item that you have read and understand each rule/regulation.

GENERAL GUIDELINES: The Fiscal Court reserves the right to deny the use of its facilities for any reason. An organization's use of the facilities does not imply the Fiscal Court's endorsement. Except as a designation of location, the name of the Fiscal Court may not be used in any publicity. The Fiscal Court accepts no liability or responsibility for any damage to persons or property result from the use of park facilities and/or grounds. The Fiscal Court reserves the right to waive permit fees and deposits for any events that are county sponsored or conducted in partnership with the Parks and Recreation Department. Fee waivers will be at the discretion of the Parks and Recreation Manager.

RENTAL: Temporary use fees are non-transferable (to other users). This agreement becomes effective and the requested date(s) reserved once the temporary use fee has been paid. Reservations are taken on a first come, first served basis.

ADMISSION FEES: Organizations using park facilities and/or grounds may not charge admission fees. Any donations, solicited or exchanged, within Fiscal Court property may only be used for a bona-fide charitable purpose.

CANCELLATIONS: Cancellations must be reported promptly. If you need to cancel your reservation, the Parks and Recreation Manager must receive a written request for cancellation no later than thirty (30) days prior to the reservation date for a full refund. No cancellations will be refunded less than thirty (30) days prior to the reservation. Failure to use the area on the date reserved or report cancellations as specified will result in forfeiture of the application fee.

WEATHER ALERTS (Severe Weather Only): Since all of the areas at Campbell County Parks are outdoors, we understand the weather cannot be controlled or predicted well in advance of reservations being made. Therefore, in the event of severe weather on the day(s) of your reservation it is possible to receive a credit to reschedule your event to another available date. You will need to call Campbell County Parks at 859-547-3681 and leave a message with your name and phone number stating that you will not be using the area reserved due to severe weather warnings or watches (thunderstorm or tornado). You must do this in order to receive a credit. Any credits must be used within one year of the original date of the event and can be applied to any area within the Campbell County Parks system that is reservable (campsites included). Refunds due to weather related cancellations will only be granted if reviewed and approved by the Parks Director.

SECURITY DEPOSIT: The security deposit will be held through the reservation and returned if all rules are followed. Applicants are financially responsible for any damage to Park property that occurs as a result of the reservation. An inspection will be completed after each temporary use and it may take up to five business days for the return of a security deposit.

TERMINATION: Campbell County Parks personnel may terminate an event when it is deemed necessary. Such circumstances leading to termination may include, but are not limited to, weather that presents an eminent danger to guests or property, or in the event any dangerous, disruptive or unlawful activity occurs on the Park property during the time covered by this agreement.

APPLICANT OR AUTHORIZED REPRESENTATIVE MUST OVERSEE THE EVENT FROM START TO FINISH: The Applicant or Authorized Representative must remain until all participants and/or vendors have left and all trash has been collected and properly removed. Property must be left in the same degree of cleanliness as found. Applicant shall be responsible for enforcement of this requirement. Campbell County Parks will not be responsible for any items left on the premises. Please carry out all items you bring in. Failure to remove items from the area reserved may result in the forfeiture of the security deposit and actual charges will be billed if costs exceed the security deposit.

DECORATIONS: Do not attach anything (signs, or decorations) to Park structures that cannot be easily removed. No nails, hooks, or tape of any kind may be used that permanently damages Park structures. The Park does not provide equipment (ladders, stepstools, etc.) for public use. For any type of ceremony or event no confetti or rice may be used, as it could be harmful to wildlife at the Park. All signage and/or decorations must be approved in advance by the Parks & Recreation Manager.

DELIVERIES: Park employees may not accept deliveries for your event. Materials or equipment being delivered to a Campbell County Park related to a temporary use area must be approved in advance and it must be noted on the last page of this application or requested in writing. If approved, delivery vehicles may enter for loading and unloading purposes ONLY. Otherwise, driving on the grass is prohibited. Any special arrangements needed must be requested in writing to the Parks & Recreation Manager and require approval prior to the event.

AMPLIFIED SOUND: Use of sound amplification equipment must be approved in advance and volume levels must be respectful of neighboring residences. Electricity is available at the Joseph J. Stapleton Pavilion and Private Picnic Shelter 1, but not at the Large Picnic Shelter at Penderly Sports Park. Campbell County Parks or their duly authorized representative, including the Police Department, has the authority to determine the appropriate volume level of equipment. All sound equipment must be directed away from private residences.

RESTROOMS: Campbell County Parks cannot provide portable restrooms for your event. However, the number and location of restroom facilities should be considered in your event planning. If you do decide to rent portable restrooms, do not place them on the grass. Please use paved or graveled surfaces.

FOOD: If a caterer is used, they must be licensed and have a 1-day food permit. Events may require additional permits, approvals or services from other departments in County government. Various services that may be required include the Health Department and Licenses and Inspections.

GRILLING: Grilling is permitted in Campbell County Parks, however coals/briquettes must be disposed of properly. Do not dump coals on the grass, paved walkways or parking lots. Outdoor fires are only permitted in grills or designated areas provided for that purpose.

PETS: Pets must be kept on a leash and obey all Park rules. Please clean up after them.

CODE OF CONDUCT: All attendees must adhere to a proper code of conduct, which will not cause injury to any person(s) or Park property. Loud, vulgar, and/or confrontational language is not permitted on Park property. Applicant is fully responsible for conduct of all spectators, as well as participants, and will be required to provide identifiable adult supervision/security upon request by Campbell County Parks personnel.

MISCELLANEOUS: Campbell County Parks are public recreation areas and various programs and events take place throughout the course of the day. The Park is not responsible for any noise or disruption of your event due to the normal use by the general public. Applicant acknowledges this Temporary Use Permit Application is applicable only to the area reserved and that other activities may be scheduled by Campbell County Parks in other areas of the Park. This Temporary Use Permit Application does not provide Applicant the ability to cancel or amend other Park activities.

ALCHOLIC BEVERAGES: PROHIBITED on Park property without an approved permit. Applicants should refer to the Temporary Use Permit Addendum 1 Alcohol Policy for more information.

TRASH: Applicant is responsible to provide heavy-duty trash bags and to ensure proper cleanup. Bagged trash must be placed in the Park dumpster located in a designated area. Clean-up includes removing signage, decorations and litter.

PHOTOS (OPTIONAL): I grant permission to Campbell County Parks to showcase photos of my event on the Park’s Website, Facebook Page and other marketing and/or promotional materials in order to further promote the Park’s rentable areas.

YES

NO

INSURANCE: Insurance may be required based on the size and type of event (public v private). Please check with the Parks Director to understand the requirements for your specific event. Please note that any event with alcohol sold or served has very specific insurance requirements that are mandatory (see Addendum 1 Alcohol Policy).

RISK OR LOSS AND INDEMNIFICATION: The Applicant agrees to assume all responsibility, risks, liabilities, and hazards incidental to the activities that take place in the area rented and hereby releases and forever discharges the County, its officers, directors, employees, agents and members, present, past and future, from any and all claims, costs, causes of action, and liability for personal injury or death and damage to or destruction of property arising from the use of the area rented.

Please describe any special arrangements being requested (decorations, deliveries, etc.):

END OF TEMPORARY USE PERMIT APPLICATION