



*2019 Application/Permit
City and Borough of Juneau
Parks and Recreation Department
Facility Use Permit*

Chapter 67.01 Recreation Areas

This permit is issued in accordance with regulations pertaining to use of recreation areas and carries specific conditions as outlined below. This permit is valid only for the date, location and activities addressed.

I. Permit Holder Information

Legal Business Name: _____

Form of Business Organization: _____
(Sole proprietorship/partnership/corporation)

Business Address: _____

Name(s) of Representative: _____

Address and Contact Numbers for Above: _____

Local Mailing Address: _____

Local Contact Name/Title: _____

Local E-mail Address: _____

Local Phone Number: _____

II. Permitted Activity

Please attach a written request detailing the facility or facilities you would like to use, the dates and times of usage, a description of your activities and a drawing of your proposed layout, if applicable. Permit holder is entitled to utilize only those portions of the facilities as outlined in this attachment.

III. Permit Conditions

- Copies of all permits, certificates, and fees required as part of this Facility Use Permit must be received at the Parks and Recreation Department two weeks in advance of proposed event dates.
- Permit holder will supply certificates of insurance as follows:
 - \$1,000,000 in general liability, naming the CBJ as additional insured – **NEW: must include all applicable endorsements**, and if applicable, full workers compensation insurance.
- Permit holders assume full responsibility for the planning, supervising, and concluding of all activities taking place.
- Permit holder will supply all equipment necessary for the activity, and is responsible for it being properly and safely selected, designed, maintained and used. All such equipment shall be removed at the completion of activity.
- Permit holder will provide services and use facilities as detailed in this permit application. Any modifications will need prior approval of the Parks and Recreation Department.
- If applicable, permit holder will provide a copy of the School District permit for use of school district property. A reminder to Community Schools to activate power access at covered play area should occur if your event includes utilization of this area.
- Permit holder must have this permit, or a copy of this permit, at the event location.
- Temporary event banners may be hung in areas where your event will be held, upon coordination with and approval of the Parks & Recreation Department. Banners must be removed immediately following the event.
- Permit holder has permission to use the Park Maintenance chalker and powdered calcium carbonate as provided by Park Maintenance. Chalk lines will be drawn on the field by event organizers. Lines drawn on the field must be pre-approved by Parks Maintenance personnel. Chalk lines should be left on the field after the event.

- Permit holder shall assure that all trash related to their operation will be placed in the garbage receptacles provided.
- The permit holder will arrange and be responsible for pumping the toilets after the event has concluded.
- If needed, permit holders may check out a key for the two removable posts at Dimond Park to allow vehicular access for set-up and break down purposes. Access will be in between Fields # 1 and #2, and #1 and #4. No other vehicles will be allowed within the gated areas. At no time should any vehicle be on any field for any reason except for Emergency Response vehicles.
- If applicable, the permit holder shall develop a fire safety plan for dealing with the luminarias and a burn barrel and apply to the Juneau Fire Department for a burn permit.
- If you plan to have amplified sound at your event, an Amplified Music permit approved by the Director of Parks and Recreation, or the Director's designee, is required.
- Permit holder will be responsible for contacting JPD regarding event and expected number of participants.
- Usage of lights on fields shall be requested by the permit holder and coordinated with the Park Maintenance division. Park Maintenance personnel will adjust timers to accommodate the times necessary.
- Vendors must obtain a Vending Permit from the Parks and Recreation Department before offering for sale any food, beverages, merchandise, services, or other commercial activities, per 11 CBJAC 05.020. Failure to do so will result in penalties up to and including a fine of up to \$300.00, per 11 CBJ 05.060.
- The permit holder will assure that camping will take place in the designated camping area only.
- No temporary structures, tents, or any other weather protection or promotional structures that require disturbance to the soil of any nature will be permitted on the ball fields.
- Permit fees will be determined based on the Parks and Recreation Fee Schedule, as approved by the City Manager.
- Group size limited to 300 participants.
- Hours of operation vary by location and will be specified by the Parks and Recreation Department.
- Local coordinator will be responsible for contacting Park Maintenance to conduct a site walk-through the week prior to the event to discuss event details and layout.
- Some form of emergency contact equipment (radio, cell phone) must be present on site during the event. Permit holders will notify the Parks and Recreation Department of the names and on site contact information of event administrators at least one week before date of event.
- **Cell numbers provided:**

Event organizer: _____
 (name) (contact number)

Event organizer: _____
 (name) (contact number)

CBJ After Hours On-Call Staff: 957-6650

IV. Approvals

I certify that I will abide by the conditions as outlined in this permit.

Permit Holder Signature/Date: _____

Note: Prior to issuance of a permit, the applicant must submit a Certificate of Insurance showing the permittee has obtained the necessary insurance in the types and amounts listed in the permit conditions, including copies of all applicable endorsements. When indicated, the City and Borough of Juneau must be named as additional insured in the policy.

Insurance Carrier: _____ Dates of Coverage: _____

Policy number: _____ Coverage Limit: _____

Permit Approved by Parks and Recreation: _____ Date: _____

This permit is not valid until signed by both the Permit Holder and approved by Parks and Recreation.

Attachments: