



SHAW PARK REQUEST FOR USAGE FORM

REQUESTS MUST BE COMPLETED AND TURNED IN 30 BUSINESS DAYS BEFORE YOUR EVENT OR YOUR EVENT WILL NOT BE APPROVED!!

Organization Name: _____

Contact Name: _____

Address: _____

Home Phone: _____ Cell Phone: _____

Date of Event: _____ Approximate Attendances: _____

Time of Event (From-To): _____

Setup and Teardown Time (From-To): _____

Location in park you wish to use: _____

Will you have vendors at the event? (Yes / No)

*If Yes, Please attach a detailed list of vendors, this list should include type of vendor (ex: Food, Informational, Craft, etc.)

Do you require trash cans? (Yes/No) * Must be provided by organization.

Will you be placing signs in the park? (Yes / No)

Will there be entertainment? (Yes / No)

Will there be Tents? (Yes / No)

Location of tent must be provided: _____

Will portable toilets be required? (Yes / No)

***Please note there are no public restrooms.**

Please describe your event in full for the committees: _____



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Rules and Regulations

1. Any group or individual requesting use of Shaw Park must complete and submit the Shaw Park Request for Usage Form to the Recreation Department. The Recreation Department, and Recreation Commission will review all details of the proposed event. When both Commissions approve the event, the organization requesting use will receive a written statement outlining the conditions of the approval. Any additions to the original request must be approved by the Recreation Department.
2. An Event with 50 or more participants requires a Special Events Permit from the City of Williamsport Codes Department. If your organization is having a tent you must also have a tent permit. Other special requests or needs for your event may require other permits and/or the payment of other fees. Please call 570-327-7523. All paperwork must be turned in 30 days before your event. It is not our responsibility to notify you to fill out paperwork for your event. If paperwork is incomplete or missing your event is subject to denial by Williamsport Bureau of Codes and the Recreation Department.
3. Signs may only be used in connection with an event that is approved in accordance with regulations governing the use of Shaw Park. Such signs must be approved as to design and location as part of the event approval process by the Recreation Commission. Such signs should be prepared in a professional manner and should not exceed 32 square feet in area. All signs may be posted the morning of the event and must be removed immediately following the event. No signs may be displayed before 6:00am or after 10:00pm.
4. Any organization which received written approval for the use of facilities within Shaw Park must submit a certificate of insurance with liability limits in the amount of not less than \$500,000. The certificate must name the City of Williamsport and accept liability of personal injury or property damage as it may result from the organization's use of the facilities.
5. All performances and activities can commence no earlier than 9:00am and must be completed by 10:00pm



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6. The organization is responsible for cleanup of park facilities utilized during the event. The organization is responsible for trash removal from the park the day of the event. In the event that the organization is utilizing the park for multiple days you must contact a trash disposal company to request trash cans/dumpster.

7. In addition to any other requirements, any group or individual using any part of Shaw Park for an approved event is required to submit a security deposit or bond to ensure compliance with the rules and regulations governing the use of Shaw Park to include without limitation, cleanup immediately following the event, repair of any damage to the Park arising out of the event, and restoration of the Park to its pre-event condition. The fee to utilize Shaw Park will be no less than \$200 at any given time. The amount of such security deposit or bond shall not be less than \$500. Unless the Recreation Commission determines that the amount should be increased or decreased because of special circumstances. The security deposit or bond shall be forfeited if rules and regulations governing the event are not followed in all material respects.

8. These rules and regulations are set forth in this agreement or are otherwise attached. Any deviation from these terms may result in the termination of the agreement and forfeiture of the security deposit or bond. No parking on grass.

9. Failure to follow any applicable rules, regulations or agreed-upon requirements can result in the termination of the event and denial of future requests. If Codes permits are not completed, your event is subject to be denied. It is not the City's responsibility to inform you of all paperwork and permits required. It is the event holder's responsibility to comply with all permits, fees and forms.

*Please return this form to The Recreation Department 1550 West Third Street, Williamsport, PA 17701
Office: (570) 327-7510 or Cell: (570) 447-2307 or Email: kdrummond@cityofwilliamsport.org

Signature (Participant/Event Sponsor): _____

Date: _____

Date Approved: _____

Recreation Director: _____

Date Approved: _____

Williamsport Recreation Commission: _____



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