

Permit must be submitted at least 30 days before AN event date.

Permit Number

CITY OF GRAYLING MULTI-USE PERMIT

Please check below for the type of permit being requested (mark all that apply): **Use black or blue ink**

- Use of City Streets
 Use of City Property
 Reservation for Use of City Park Pavillion
 Nature Center
 Council Chambers
 Other _____

| | |
|--|--|
| Name of Organization: | |
| Address: | |
| Contact Person: | Telephone Number: |
| Alternate Contact Person: | Alternate Telephone Number: |
| Date(s) requested: | Time(s) requested / Hours of Operation: |
| Alternate Date(s) / Time(s) in case of cancellation due to inclement weather or other unforeseen events: | |
| Location(s) of Event (attach a separate sheet if necessary): | |
| Purpose / Type of Event (attach a separate sheet if necessary): | |
| Will the organization be doing any cooking? <input type="checkbox"/> Yes <input type="checkbox"/> No | Will there be any items offered for sale? <input type="checkbox"/> Yes <input type="checkbox"/> No |
| What will be used for a power supply, if anything? | |
| What chemicals will be on location, if any? | |
| What will parking arrangements be? (attach a separate sheet, if necessary) | |
| Do you have any special needs or requests for this event? <input type="checkbox"/> Yes <input type="checkbox"/> No If Yes, please explain (attach a separate sheet if necessary): | |
| I have read and agree that we will abide by all of the conditions that apply. | |
| Signature: | Date: |

OFFICE USE ONLY

These special conditions apply to applicant as marked (as well as all noted on the reverse side):

Supply a Certificate of insurance indicating the City of Grayling as a co-insured party.

Supply a \$50.00 security deposit, when required. (101-000-677.000), if the attached list of items are not cleaned your security deposit possibly could be reduced or not refunded

Keep a copy of the approved request at the function.

No Alcohol Allowed.

City Park closes at 10:00 PM, unless otherwise requested and approved.

The City reserves the right to cancel this event due to unsafe conditions.

Do not Block Fire Hydrants.

Maintain 18 ft. safety lanes for emergency equipment / vehicles.

Obtain a copy of City Park - Council Room - Nature Center Rules

OFFICE USE ONLY

Conditions / Advisory Comments:

| | | |
|---|--------------------------|--|
| Receiving Information | Application Received By: | Date: |
| <input type="checkbox"/> Received Certificate of Insurance | Employee Initials: | Date: |
| <input type="checkbox"/> Received Security Deposit ck# | Employee Initials: | Date: |
| <input type="checkbox"/> Returned Security Deposit ck# | Employee Initials: | Date: |
| <input type="checkbox"/> Entered into Reservation Book - Initials & Date: | | <input type="checkbox"/> Entered onto Online Calendar - Initials & Date: |

Application Review:

Request Approved

Request Denied Reason: _____

Signature: _____ **Date:** _____

Erich Podjaske, City Manager

Route Copy To:

Police Department

Fire Department

DPW

Other: _____

| CUSTODIAN ONLY-CHECK LIST | <u>Date Checked</u> | <u>Date Checked</u> | <u>Date Checked</u> | <u>Date Checked</u> | <u>Date Checked</u> |
|---|---------------------|---------------------|---------------------|---------------------|----------------------|
| <input type="checkbox"/> Furniture back in same orientation <input type="checkbox"/> Tables, Chairs, Counter Top & Coffee Pot Cleaned <input type="checkbox"/> Projection Screen Cleaned and put up <input type="checkbox"/> Restrooms Clean of trash <input type="checkbox"/> Restrooms Clean (Nov 1 - March 31st nature center use only) <input type="checkbox"/> Thermostat temperature to 60 degrees (winter) 70 degrees (summer) <input type="checkbox"/> Trash is removed & set by door and new bags in trash bins <input type="checkbox"/> Other: _____ | | | | | JANITOR NOTES |