



Special Use Permit Application

Thank you for choosing Shawnee County Parks + Recreation for your next event!

Individuals or groups who request any type of special use of particular park areas, roadways, trails or other facilities which are not normally offered for rental or use to the general public, may submit an application, in compliance with the following information/guidelines, for consideration. Each application will be considered on an individual basis related to a variety of factors including but not limited to appropriateness, impact of use of the park facilities by others, potential for damage to facilities, and public purposes. All requests shall be submitted no less than 30 days prior to the proposed event date. Fill out all of the information before submitting.

A \$50.00 non-refundable application fee is due upon approval.

Guidelines

1. You must provide a reasonable estimate of participants who will attend or be involved with the request. Any fees to be charged will be determined based on the described scope of the event or activity. If the actual event ultimately attracts substantially more participants or attendees than projected, the permit holder may be charged additional fees in proportion to those attendants beyond the projected numbers. Fees will be determined considering the number of participants, the provided description of event, the facility or park area needed, any extra maintenance or staff required, and other relevant factors.
2. Shawnee County Parks + Recreation reserves the right to cancel any Special Use Permit for any violations of the terms listed and no refund would be provided for any fees paid.
3. Shawnee County Parks + Recreation reserves the right to unilaterally cancel any issued Special Use Permit due to severe or potentially dangerous weather conditions.
4. All current Shawnee County Parks + Recreation rules, regulations, and resolutions are to be observed absent specific written waiver of such rules for particular events when deemed necessary and appropriate. To see rules and regulations: <http://www.snco.us/counselor/pdf/SNCode.pdf>
5. The Applicant on the permit agrees to be solely responsible for the conduct of participants and damages or unanticipated expense related to the conduct and behavior of the participants. Applicant will be responsible for any and all expenses incurred by the County in recovering such described damages to include attorney fees, court costs, collection costs or any expense related to recovery for such damages.
6. Applicant is responsible to obtain the necessary permits/approvals granted by agencies or City departments other than Shawnee County Parks + Recreation needed to hold the event. Permission granted by SCP+R to hold this event does not imply approval of items under other agencies. Example: If you request street closings, barricades, or street cleaners you will have to obtain the necessary permit from the appropriate departments.
7. Upon approval from SCP+R the applicant may be required to provide liability coverage insurance (One million dollar coverage for both damage & injury) and an emergency action plan. This information is due 30 days after permit approval from SCP+R. If the information is not provided SCP+R reserves the right to cancel the event without refund.
8. Not all locations can host large or major scale events. If site requires applicant to provide additional restrooms, or other amenities, rental party will directly pay for such required services. Be advised in advance that carnival rides, moonwalks, and gambling is prohibited.
9. FORCE MAJEURE. County reserves the right to postpone or cancel activities or programs as needed due to the Covid-19 pandemic restrictions without penalty or loss of any funds paid by either party. County shall notify Contractor (or Vendor) of any such decision and offer rescheduling options as soon as possible should such efforts be warranted. Furthermore, Contractor shall have an updated emergency operations plan and address prevention strategies meeting CDC mass gathering requirements and share such plans with the Department in order to proceed with the contractual obligations.
10. Permit holders acknowledge the responsibility to comply with the Americans with Disabilities Act (ADA). Any structures, events, portable toilets, booths, or other additions to the site made by the permit holder, must be in compliance with ADA. This includes but not limited to accessible routes, signage, service counter heights, and attendee seating.

Special Use Application

Applicant or Organization Name:

Today's Date:

Person in charge of event:

Address:

City:

State:

Zip:

Phone number:

Email:

Alternate phone number:

Date and time requested:

Expected number of participants:

Intended use of revenue:

What specific shelters/parks/roadways/trails/areas are being requested for use?

Will public streets need to be closed? List specific streets/roadways.

Is your event open to the public?

Are you expecting any media?

Intentions for the event include (check all that apply):

Sound amplification/PA system

Mobile Stage

Temporary structures

On-site Medical Personnel

Barricades

Posters, signs, and/or banners

Alcohol/cereal malt beverages (requires pre-approval by the Board of Commissioners and appropriate alcohol/cereal malt beverage license(s) from City, County and/or State)

Catering/vendors

Other:

Please explain in detail your proposed activity:

Please explain in detail your plan for traffic control and parking:

By signing below, applicant understands and will advise all participants that Shawnee County is subject to the Kansas Tort Claims Act, which substantially limits any liability of the County or any subdivision thereof in the event of any injury or accident. This event is to be considered a recreational use of a public facility and any liability would be determined in keeping with Kansas law as it relates to such use. In the event any such liability was found, applicant agrees to hold harmless, indemnify and otherwise repay County for any expenses arising out of such an event and any legal action or settlement relating to the same.

Applicant's Signature:

Date:

Approved/Denied by:

Date:

Fees Due: \$

(Shawnee County Parks + Recreation Designee)

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