



PARKS AND RECREATION DEPARTMENT CHECKLIST

The following checklist is designed to provide all the information required to move forward with your requested application. Applicants without the following information will not be accepted unless further accommodations are discussed.

FOR SPECIAL EVENT APPLICATIONS

- ✓ Application must be filled out.
- ✓ A **\$45.00 fee** must be paid at the time the application is submitted.
- ✓ Non-profit 501c3 organizations must bring proof of registration for the \$45.00 fee to be waived.
- ✓ The application should be submitted at least 45 days, but not more than a year before the event date.
Applications submitted within 14 days of an event may not be accepted or may incur a late fee.
- ✓ If the application is submitted less than 14 days prior to the event, an **additional late fee of \$50.00** will be added to the \$45.00 application fee.
- ✓ A **detailed site plan** must be provided no less than 45 days before the event. Hand sketched site plans are acceptable. The city recognizes that site plans may change, and a final site plan can be submitted no less than 14 days before the event.
- ✓ **Proof of insurance** must be provided **naming the City of Douglas as an additional insured** for 1,000,000. *(The City of Douglas has to be listed under additionally insured with appropriate endorsements, including setup/takedown dates (not just as a certificate holder) coverage must also be primary).*
- ✓ Insurance must be approved.
- ✓ Vendors will not be covered by City of Douglas insurance.
- ✓ If serving liquor, liquor liability insurance is needed.
- ✓ Must have a completed and signed application.
- ✓ **Application must be approved.**

FOR FIELD/PARK RESERVATIONS

- ✓ Application must be filled out.
- ✓ A **\$45.00 fee** must be paid at the time the application is submitted. This fee will be waived for youth leagues only.
- ✓ All sport leagues must provide insurance information for regular seasons and tournaments.
- ✓ **Proof of insurance** must be provided **naming the City of Douglas as an additional insured** for 1,000,000. *(The City of Douglas has to be listed under additionally insured, with appropriate endorsements including setup/takedown dates (not just certificate holder) coverage must also be primary)*
- ✓ **If** the concession stand will be used a \$100.00 fee will be added to the application fee.
- ✓ Must have a completed and signed application.
- ✓ **Application must be approved.**

FOR PARADE APPLICATION

- ✓ Application must be filled out.
- ✓ A **\$40.00 fee** must be paid at the time the application is submitted.
- ✓ A **detailed site plan** must be provided before the event. Hand sketched site plans are acceptable. The city recognizes that site plans may change and a final site plan can be submitted no less than 14 days before the event.
- ✓ **Proof of insurance** must be provided **naming the City of Douglas as an additional insured** for 1,000,000.
- ✓ Insurance must be approved.
- ✓ Must have a completed and signed application.
- ✓ Application must be approved.

X _____
Initial & Date