



# City of Moab

## ATTACHMENT B: APPLICATION FOR THE SPECIAL USE OF CITY PARKS

Swanny Park, located, between 100 and 200 West from 300 to 400 North, is a non-reservation park that is meant to be open to the public on a first-come, first served basis. Special Use of Swanny Park and other non-reservation areas of parks are subject to approval by the Moab City Council. The City Council may approve use applications for events that provide clear benefits to the community. Requests for usage by private businesses that serve a limited clientele will not be approved. This application must be submitted, along with any special events license application, to the City Events Coordinator's office at no less than 90 (ninety) days prior to the scheduled event.

### Applicant Information

Name of Person Responsible for Use of Park: \_\_\_\_\_  
Name of Organization and Event if applicable: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone: \_\_\_\_\_ Email: \_\_\_\_\_

### Proposed Park Usage Information

Which park do you intend to use? Swanny Park: \_\_\_\_\_ Other (please indicate site location): \_\_\_\_\_  
Please indicate the proposed dates and times of use:  
Proposed Start Date: \_\_\_\_\_ Start Time: \_\_\_\_\_ am/pm End Time: \_\_\_\_\_ am/pm  
Proposed End Date: \_\_\_\_\_ Start Time: \_\_\_\_\_ am/pm End Time: \_\_\_\_\_ am/pm

Please specify what areas of the park are proposed for use: \_\_\_\_\_  
\_\_\_\_\_

**For Swanny Park, please show in detail on the attached diagrams, which areas of the park are proposed to be used. Show locations of all structures and facilities.**

Number of participants you expect: \_\_\_\_\_ Number of spectators that you expect: \_\_\_\_\_

Please describe structures, tents, canopies, portable restrooms, etc. that you propose to set up at the park:  
\_\_\_\_\_

Will amplification be required for your event? Yes \_\_\_\_\_ No \_\_\_\_\_

Please specify any electrical needs for your event: \_\_\_\_\_

Please describe the parking and traffic plan for your event. Location of parking, signage, traffic control devices, use of volunteers, etc. should be described.  
\_\_\_\_\_

If you anticipate any street closures for your event, please describe below, and show on an accompanying diagram.  
\_\_\_\_\_

Do you intend for the park to be open to the public during your event? Yes \_\_\_\_\_ No \_\_\_\_\_

Do you intend to serve/sell alcohol (if so, additional requirements and fees apply) Yes \_\_\_\_\_ No \_\_\_\_\_

For non-Swanny Park events: Do you plan to charge for admission to the park? Yes \_\_\_\_\_ No \_\_\_\_\_

Please describe any security or crowd control measures you plan for use of the park:

\_\_\_\_\_

Please describe your waste control and recycling plan:

\_\_\_\_\_

Please describe your clean-up plan during and after the event:

\_\_\_\_\_

Please describe your restroom facility plan:

\_\_\_\_\_

**Other Information**

Please describe how your organization, your event, and/or your use of the park will provide broad-based benefits to the community:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Please specify and describe other community or city facilities that you plan to use:

\_\_\_\_\_

Have you applied for a Special Event Permit for this use? Yes \_\_\_\_\_ No \_\_\_\_\_

Will you be able to provide proof of insurance, showing the City as an additional insured? Yes \_\_\_\_\_ No \_\_\_\_\_

I certify that the information contained in this application is true and correct. I agree to abide by the City of Moab Parks Policies and any conditions attached to this permit.

Signature of Contact Person: \_\_\_\_\_ Date: \_\_\_\_\_

**Office Use Only**

Public Works Review: \_\_\_\_\_ Police Department Review: \_\_\_\_\_ Administrative Review: \_\_\_\_\_  
Park Use Fee: \_\_\_\_\_ Date Fee Paid: \_\_\_\_\_ Date of City Council Approval: \_\_\_\_\_ Insurance Received: \_\_\_\_\_  
Final Set up Diagram Received: \_\_\_\_\_  
Special Conditions or Requirements and/or Other Required Permits and Approvals:

\_\_\_\_\_