

OFFICE OF PROMOTION

38 Penn Square 3rd Floor
PO Box 1599
Lancaster PA 17608-1599

PHONE (717) 291-4758

loop@cityoflancasterpa.com

FACILITY & ACTIVITY PERMIT APPLICATION

Please complete all pages of this form that apply to the facility or park you intend to use; check all applicable boxes; answer all questions and initial and sign where indicated.

Incomplete forms will be returned. Submit completed form, with an event description and if required, an operations plan. Completed applications with attachments and applicable fees must be submitted at least fourteen (14) days prior to your scheduled event.

Activity Permit applications submitted after this time will be denied. The time provisions contained herein may be waived by the Mayor or his/her designee based upon exigent circumstances involving the exercise of constitutional rights. In determining exigent circumstances, among other factors, consideration shall be given to whether the subject matter of the activity could have been addressed by a timely application for an activity permit.

***For a large scale event i.e. a festival, running race/walk, parade, permit must be submitted and received 4 months prior to prospective event date, for review.**

In submitting this Activity Permit/Facility Reservation, the applicant agrees to be bound by all rules, regulations and applicable ordinances as set forth in the Activity Permit Application. The person(s) to whom this permit is issued shall carry the Permit on and during the effective dates and times.

FOR LOOP USE ONLY

Date Received : _____

Amount Received : _____ Check # _____

Permit APPROVED Permit DENIED

Signature : _____

Permit not valid unless signed by authorized representative of the City of Lancaster

PLEASE PRINT CLEARLY

Event Date(s): _____

Event Times: Start _____ End _____

Please be sure to note both set-up and tear-down times in event plan

Event Title & Description: _____

Name of Organization : _____

Address: _____

Contact Name: _____

Contact Phone: _____

Fax: _____ Email: _____

Contact Mailing Address: _____

Signature: _____ Date: _____

AREA(S) REQUESTED:

- | | |
|--|--|
| <input type="checkbox"/> Binns Park | <input type="checkbox"/> Reservoir Park |
| <input type="checkbox"/> Brandon Park | <input type="checkbox"/> Rodney Park |
| <input type="checkbox"/> Buchanan Park | <input type="checkbox"/> South End Park |
| <input type="checkbox"/> Conlin Field/Farnum Park | <input type="checkbox"/> Penn Square: Citizens Bank Quadrant |
| <input type="checkbox"/> Crystal Park | <input type="checkbox"/> Penn Square: Heritage Quadrant |
| <input type="checkbox"/> Lancaster Square | <input type="checkbox"/> Penn Square: Fulton Bank Quadrant |
| <input type="checkbox"/> Musser Park | <input type="checkbox"/> 6th Ward Park |
| <input type="checkbox"/> Mayor Janice C. Stork Corridor Park | |

STREET CLOSURE: (Check one) YES NO

If yes, please list specific block number(s) or intersection(s) and time(s) in event plan.

Hundred block(s) and street to be closed (please provide below):

_____ from (street) _____ to (street) _____

Traffic Control Application Submitted for approval. Approval Date: _____

GROUP TYPE:

Event Organizer **MUST CHECK ONE** (see pg. 7 for category information) and provide us with your BEST estimate number of people attending your event.

Resident/Community Group # attending _____ # support vehicles used _____

Non-Profit, Tax Exempt Group # attending _____ # support vehicles used _____

Tax ID# _____

Commercial/Business Group # attending _____ # support vehicles used _____

FACILITY/ACTIVITY FEES:

Due at time of application submission. Total calculation from page 5. \$ _____

IMPORTANT PLEASE READ

With respect to use of parks and public streets, rental fees and deposits shall not be required for non-performance activities such as rallies or marches unless the applicant is reserving the park or street for its exclusive use.

NO bounce houses, inflatables, climbing walls, rides, or machinery of any kind, permitted at any park.

For parks requiring deposits: Deposits will be refunded after event, less any costs that the City incurs or removal of trash, debris, or repair of damage.* Changes exceeding deposits will be billed to the organizer. Failure to pay will prevent re-application of any permit submitted by event organizer(s) and their organization(s).

PARK FACILITIES

PLEASE INDICATE ALL AMENITIES & FACILITIES YOU WISH TO RESERVE

BINNS PARK: (100 Block N Queen Street)

Binns Park Deposit
Resident/Community Group: \$100/day x ____ days \$ _____
Non-Profit/Tax Exempt Group: \$200/day x ____ days \$ _____
Commercial/Business Group: \$250/day x ____ days \$ _____

Binns Park Rental Fee
Resident/Community Group: \$100/day x ____ days \$ _____
Non-Profit/Tax Exempt Group: \$200/day x ____ days \$ _____
Commercial/Business Group: \$250/day x ____ days \$ _____

Electricity \$20 Key Deposit + \$25/day x ____ days \$ _____

Fountain: On Off

BRANDON PARK: (Hazel & Dorwart Streets)

Restrooms (\$20 Key Deposit)

Playground

Basketball Court (Please contact LancasterREC to reserve the basketball court: 717-392-2115)

Electricity is not available at Brandon Park

BUCHANAN PARK: (Buchanan & Race Avenues)

Buchanan Park Deposit
Resident/Community Group: \$100/day x ____ days \$ _____
Non-Profit/Tax Exempt Group: \$200/day x ____ days \$ _____
Commercial/Business Group: \$250/day x ____ days \$ _____

Buchanan Park Rental Fee
Resident/Community Group: \$100/day x ____ days \$ _____
Non-Profit/Tax Exempt Group: \$200/day x ____ days \$ _____
Commercial/Business Group: \$250/day x ____ days \$ _____

Restrooms (\$20 Key Deposit)

Pavilion (picnic tables & electric) \$25/day x ____ days \$ _____

Playground

Please contact LancasterREC to reserve the below fields or courts: 717-392-2115

Baseball Field Soccer Fields Tennis Courts Basketball Courts

TOTAL FOR THIS PAGE:

\$ _____

PARK FACILITIES

PLEASE INDICATE ALL AMENITIES & FACILITIES YOU WISH TO RESERVE

CONLIN FIELD/FARNUM PARK: (Conestoga & Water Streets)

- Farnum Park Deposit Resident/Community Group: \$100/day x _____ days \$ _____
Non-Profit/Tax Exempt Group: \$200/day x _____ days \$ _____
Commercial/Business Group: \$250/day x _____ days \$ _____
- Farnum Park Rental Fee Resident/Community Group: \$100/day x _____ days \$ _____
Non-Profit/Tax Exempt Group: \$200/day x _____ days \$ _____
Commercial/Business Group: \$250/day x _____ days \$ _____
- Restrooms (\$20 Key Deposit)
- Pavilion \$25/day x _____ days \$ _____
- Playground Basketball Court Conlin Field (Please contact LancasterREC to reserve the field: 717-392-2115)

Electricity is not available at Brandon Park

CRYSTAL: (First Street & Riker Avenue)

- Playground Picnic Area

LANCASTER SQUARE: (100 Block of N. Queen Street)

- Lancaster Square Deposit Resident/Community Group: \$100/day x _____ days \$ _____
Non-Profit/Tax Exempt Group: \$200/day x _____ days \$ _____
Commercial/Business Group: \$250/day x _____ days \$ _____
- Lancaster Square Rental Fee Resident/Community Group: \$100/day x _____ days \$ _____
Non-Profit/Tax Exempt Group: \$200/day x _____ days \$ _____
Commercial/Business Group: \$250/day x _____ days \$ _____
- Electricity \$25/day x _____ days \$ _____

MUSSER PARK: (Bordered by Lime, Chestnut, Marion, and Shippen Streets)

- Musser Park Deposit Resident/Community Group: \$100/day x _____ days \$ _____
Non-Profit/Tax Exempt Group: \$200/day x _____ days \$ _____
Commercial/Business Group: \$250/day x _____ days \$ _____
- Musser Park Rental Fee Resident/Community Group: \$100/day x _____ days \$ _____
Non-Profit/Tax Exempt Group: \$200/day x _____ days \$ _____
Commercial/Business Group: \$250/day x _____ days \$ _____
- Electricity \$25/day x _____ days \$ _____
- Playground Equipment Picnic Area Stage
(Please contact the Lancaster Museum of Art to rent the stage 717-394-3497)

TOTAL FOR THIS PAGE:

\$ _____

PARK FACILITIES

PLEASE INDICATE ALL AMENITIES & FACILITIES YOU WISH TO RESERVE

6TH WARD PARK: (Ross & Hamilton Streets)

- | | | |
|---|---|---|
| <input type="checkbox"/> 6th Ward Park Deposit | Resident/Community Group: \$100/day x _____ days | \$ _____ |
| | Non-Profit/Tax Exempt Group: \$200/day x _____ days | \$ _____ |
| | Commercial/Business Group: \$250/day x _____ days | \$ _____ |
| <input type="checkbox"/> 6th Ward Park Rental Fee | Resident/Community Group: \$100/day x _____ days | \$ _____ |
| | Non-Profit/Tax Exempt Group: \$200/day x _____ days | \$ _____ |
| | Commercial/Business Group: \$250/day x _____ days | \$ _____ |
| <input type="checkbox"/> Pavilion | \$25/day x _____ days | \$ _____ |
| <input type="checkbox"/> Electricity | \$25/day x _____ days | \$ _____ |
| <input type="checkbox"/> Restrooms | Inside Building (\$20 Key Deposit) | |
| <input type="checkbox"/> Playground | <input type="checkbox"/> Basketball Court | <input type="checkbox"/> Baseball Field |
| | <input type="checkbox"/> Picnic Area | |

TOTAL FOR THIS PAGE:	\$ _____
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Please pay all key deposits to LOOP when you pick up the key at the Visitor's Center, 3rd Floor

Number of Recycling Containers Requested for Event # _____	No Charge
Trash Receptacle Rental # _____ x \$3.50 x _____ days	\$ _____
FACILITY/ACTIVITY PERMIT PROCESSING FEE (\$25 non-refundable)	\$ 25

GRAND TOTAL (Add fees from above lines, including the \$25 permit fee.)	\$ _____
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IMPORTANT NOTICE: Read through pages 1, 2, 7 & 8 and complete before turning in application

BATHROOM KEY PROCESS

Facility bathroom keys all have \$20 deposit. Facility renter can pay the key deposit and pick up bathroom key the week of facility rental date. **Key can be picked up ONLY during our office hours Monday–Friday 9AM–4PM.**

Key deposit is refunded to facility renter once the key is returned.

FACILITY/ACTIVITY PERMIT CHECKLIST

Answer the questions below with a YES or NO. Applicant must include an Event Operations plan with a schedule of events, times, locations, route maps, trash and recycling plan, special requirements, etc., using the following questions as a guide. If full disclosure is not provided, the City of Lancaster reserves the right to deny any application or revoke any permit. Permit holders may incur additional charges for facilities, personnel or equipment costs incurred by the City of Lancaster as a result of your event. If you have any questions regarding any of the required information, please call 717-291-4758.

1) Event(s) with any temporary structures (tents, stages, etc.) erected:

If yes, please include a description of each. Tents and other structures are not provided or erected by the city. **Tent erection and layout must be approved by the Fire Marshall's Office (717-291-4869).** Approval must be included with application.

YOU MAY NOT HAVE ANY BOUNCE HOUSES, CLIMBING WALLS, OR ANY OTHER STRUCTURES ON CITY PROPERTY WITHOUT CITY PERMISSION. CITY PERMISSION WILL BE GRANTED ON A CASE BY CASE BASIS IN WRITING. YOU WILL NEED TO HAVE THIS APPROVAL ON HAND DURING YOUR EVENT.

2) Event(s) requesting street/alley closing and/or traffic control:

A) Provide time & map of closings with this application or it will not be accepted.

B) Complete & submit traffic control permit. Contact Police Department.

C) Traffic control permit link here: cityoflancasterpa.com/traffic-control-application

Closing streets/alleyways may incur additional costs for your organization; such fees based on the number of officers needed to accomplish the closing. Traffic control information contact Patrol Services, Bureau of Police at 717-735-3332

3) Any signs or banners being set up? Need to provide location:

Location: _____

4) Food distributed, served, or sold? Need to provide information below:

Circle One:

DISTRIBUTED

Event host(s) handing out food to public

Details: _____

SERVED

Event host(s) making own food and serving at event/picnic

Details: _____

SOLD

Contracted food vendors/trucks setting up at event (either accepting money as profit or donating money, services, food)
INFORMATION REQUIRED IN ORDER FOR PERMIT APPROVAL.

List of Vendor(s)/Truck(s):

Location during event:

Provide a list of vendors or those serving food **FOUR WEEKS PRIOR TO EVENT DATE OR THIS APPLICATION WILL NOT BE ACCEPTED.**

You **MUST** have a City Health License, contact the Health Department at 717-291-4707 or 717-291-4714.

Vendors must also have a Pennsylvania Department of Revenue (717-845-6661) sales tax license.

IF USING MULTIPLE FOOD VENDORS, VENDOR INFORMATION IS REQUIRED 8 WEEKS PRIOR TO EVENT DATE.

FACILITY/ACTIVITY PERMIT CHECKLIST

5) Your event will require private stand-by Paramedic/Ambulance service if:

Event/activity will have more than 5,000 people, Paramedics are required to be present.
Please contact LEMSA at (717) 872-4688 ext. 11

6) Will there be amplified sound?

If yes, please provide sound company and electrical requirements. If amplified sound will be used AT ALL a noise variance will be required. A noise variance form may be obtained at the Lancaster Bureau of Police.
Please contact Bureau of Police at (717) 735-3406

7) Your event will require street sweep if:

You host a large scale event with multiple vendors and are advised by Lancaster City to hire the street sweep. Street cleaning costs will be billed to your organization after the event.

8) Your event will require portable toilets if:

Please include drop off and pick up times for the portable toilets.

Events having more than 250 people and/or food vendors are required to have bathrooms available to participants. It is the responsibility of the event organizer to provide portable toilets.

Portable toilet contact information: _____

Drop off time: _____ Pick up time: _____

9) Your event will require the use of dumpster and/or additional trashcans if:

Please include drop off and pick up times for dumpsters and trash cans.

Events having more than 250 people with food vendors or food vendors for more than 2 hours will require additional trash remediation. It is the responsibility of the event organizer to purchase trashcans and handle remediation from a third party.

Trash remediation contact information: _____

Drop off time: _____ Pick up time: _____

10) Your event will require recycling containers if:

Please include drop off and pick up times for dumpsters and trash cans.

Recycling is required for all events with more than 250 people in attendance. It is the responsibility of the event organizer to purchase recycling containers and handle remediation from a third party.

Trash remediation contact information: _____

Drop off time: _____ Pick up time: _____