
MURFREESBORO PARKS AND RECREATION DEPARTMENT
SPECIAL USE: EVENT APPLICATION

UNDER STATE LAW, THIS DOCUMENT IS A PUBLIC RECORD

Application is due 60 days prior to the scheduled event. Filing this application does not guarantee that your request will be granted. After review by the Murfreesboro Parks and Recreation Director or designee, you will be notified of the status of your request. Organizers of approved events will then enter a "Special Use Agreement" with the City of Murfreesboro.

PLEASE PRINT ALL INFORMATION

Person Filling Out Request:		Today's Date:	
Name of Organization:			
Location requested:			
<input type="checkbox"/> Barfield Crescent Park			
<input type="checkbox"/> Civic Plaza			
<input type="checkbox"/> Gateway Trail and Island Only <i>*requires additional Gateway Island reservation form</i>			
<input type="checkbox"/> Gateway Trail and Island plus Reception Center <i>*requires additional Gateway Island reservation form</i>			
<input type="checkbox"/> Other: _____			
Requested Date(s) of Event:			
Hours: Start (including set-up):		End (including clean-up):	Actual event time:
Name of Event:			
Primary Contact Name:			
Mailing Address:			
City:		State:	Zip:
Day Phone:		Evening Phone:	Cell Phone:
Email:			
Secondary Contact Name:			
Phone:		Cell Phone:	Email:
Event Description (attach additional pages if needed):			
Estimated Number of People Attending:		Number of Staff/Volunteers:	
Will fees, charity, gratuity, or offers be solicited or accepted? If yes, describe:			

Will any tents, structures, stages, and/or amusement attractions or rides be erected? If yes, describe. Please note that some amusement attractions require additional insurance coverage.
Will signs or banners be posted? Signage may be posted only on the day of the event, and compliance with the City of Murfreesboro Sign Ordinance is required. Please describe any signs/banners:
Will food, beverages, or merchandise be sold or given away? Please note that you are responsible for complying with all applicable local, state, and federal laws, including the collection of sales tax. Please describe:
Will propane or open flames be present? If yes, describe:
Will live music and/or sound amplification be used? Compliance with City of Murfreesboro Sound Ordinance is required. Please describe any live music or sound amplification:
Please describe any other relevant information or requests:

I have read the Guidelines for Special Use and agree to abide by these guidelines as well as all ordinances and regulations of the City of Murfreesboro and by all the conditions placed on the event by the Murfreesboro Parks and Recreation Department. I do swear and affirm that all of the information given is true and complete. I understand that the submittal of this application does not guarantee approval.

Signature: _____ Date: _____

Submit application to:
Murfreesboro Parks and Recreation Department
P.O. Box 748 or 697 Barfield Crescent Park
Murfreesboro, TN 37133
(615) 893-2141

FOR OFFICE USE ONLY

_____ received
_____ site approved
_____ proof of insurance
_____ site map
_____ paid
CUA: ___ Adm. ___ Lgl. ___ Org. ___ Dir.
Notes: