



City of Florence  
Parks & Recreation Department  
513 Barnes Street, Florence, SC 29501

**Park Use Agreement & Permit - Single Practice/Game**

*Please Print*

Name of Applicant \_\_\_\_\_

Organization \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Telephone Number \_\_\_\_\_ Alt Telephone Number \_\_\_\_\_

Park/Facility to be used: \_\_\_\_\_

Specific area to be reserved \_\_\_\_\_

Date of the Event: \_\_\_\_\_

Practice/Game Start Time: \_\_\_\_\_ Practice/Game end Time: \_\_\_\_\_

For a game will the Event have security? \_\_\_\_\_

Do you have the required insurance for your event? \_\_\_\_\_

*See "Proof of Insurance" on the following pages for more information.*

*I have read the City of Florence Parks & Recreation Department's Park Facilities Use and Rental Guidelines and agree to abide by the conditions stated therein. I also understand that we may have to appear before the Parks & Beautification Commission for approval of event. I also agree to provide the City of Florence, if required, a Certificate of Insurance naming the City as Additional Insured.*

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date

**Please review and complete event information on following pages.**

**To Be Determined by City Staff**

*The Lessee shall make payment to the City at least 10 days prior to the scheduled date of usage.*

*Fee schedule can be obtained by calling or visiting the City of Florence Parks & Recreation Department.*

**USAGE FEE \$ \_\_\_\_\_ DEPOSIT FEES \_\_\_\_\_ TOTAL FEES \_\_\_\_\_**

## **Rules and Regulations for Use of Parks and Community Centers**

1. Prior to any Use Of and/or Work Performed on City of Florence Park/Property and/or in the public rights-of-way of the City of Florence the following insurance requirements shall be met by the applicable person/firm/organization/vendor.
2. The parks open one (1) hour before sunrise and close one (1) hour after sunset, except for lighted events.
3. Trash receptacles are located in various areas of the facility. All trash must be appropriately placed in these receptacles during events.
4. Skateboarding is NOT allowed except at the Skate Park located at McLeod Park.
5. Pets are NOT ALLOWED in Community Centers. Service Animals ARE ALLOWED. Animals designated as **Therapy pets ARE NOT ALLOWED**. Pets are allowed in general park areas and must be on a leash at all times. Please clean up after your pet. For your convenience, pet waste stations are provided at various park locations.
6. Alcoholic beverages and illegal drugs will NOT be tolerated in any park or community center.
7. Except for law enforcement personnel, firearms and weapons are NOT allowed in any park or facility.
8. Fireworks are NOT allowed in any park or facility except when specifically authorized by special permit.
9. Self-contained grills are allowed in the park or facility, provided they are kept at least 12" off the ground. The resulting coals and grease must be removed from the park.
10. The parks are designed to accommodate foot and bicycle traffic only. Bicyclers may be required to walk their bikes when large events are in progress and/or to ride in designated areas, AS DIRECTED BY EVENT OFFICIALS.
11. Motorized vehicles, including motorcycles and four-wheelers, may park on-street or in designated parking areas. Except for maintenance crews and emergencies, all other vehicles must receive permission to enter the park for loading/unloading purposes. If approved, vehicles must be removed to a designated parking area before event begins.
12. No inflatables of any type are allowed on the premises of any of the parks.
13. Specific areas or amenities in the park can be reserved upon approval of a formal request submitted to and approved by the Parks & Recreation Department staff. The City Manager or his designee is authorized to issue permits allowing the possession, sale, service, consumption, and distribution of beer and wine at special events.

For More Information, please call or visit the:

City of Florence Park, Recreation, Athletics & Sports Tourism Department  
843-665-3253  
513 Barnes Street