

**SHAWNEE COUNTY PARKS & RECREATION  
SPECIAL USE PERMIT  
GUIDELINES AND APPLICATION**

Individuals or groups who request any type of special use of particular park areas, roadways, trails or other facilities which are not normally offered for rental or use to the general public, may submit an application, in compliance with the following guidelines, for consideration by the Director *or designee* of Shawnee County Parks & Recreation. Each application will be considered on an individual basis related to a variety of factors including appropriateness, impact of use of the park facilities by others, potential for damage to facilities, public purposes, and other information.

1. Only non-profit organizations will be considered for issuance of this type of special permit.
2. All requests shall be submitted no less than sixty days prior to the beginning date of the proposed activity or event or the request will be summarily denied.
3. Proof of special event insurance must be provided thirty (30) days before event and such insurance shall be in an amount deemed appropriate for the particulars for the proposed activity or event.
4. All requests shall include a specific detailed description of the proposed location, or facility/facilities being requested, to include the specific dates and times desired. Such dates and times should include the timeframes for set up of the event and clean up following the event.
5. A detailed description of the event and the reason for the requested use must be provided. If the event will produce revenue for the applicant the intended use or application of the revenue should be described. Be advised in advance that carnival ride, tents, moonwalks and gambling are prohibited.
6. You must provide a reasonable estimate of participants who will attend or be involved in the special event. Any fees to be charged will be determined based on the described scope of the event or activity. If the actual event ultimately attracts substantially more participants or attendees than projected, the permit holder may be charged additional fees in proportion to those attendants beyond the projected numbers. (Fees will be determined considering the number of participants, the provided description of event, the facility or park area needed, any extra maintenance or staff required , and other relevant factors.)
7. All current Shawnee County Parks & Recreation rules, regulations, *and* resolutions are to be observed absent specific written waiver of such rules for particular events when deemed necessary and appropriate.
8. Shawnee County Parks & Recreation reserves the right to cancel any Special Use Permit for any violations of the terms listed above and no refund would be provided for any fees paid.
9. Shawnee County Parks & Recreation reserves the right to unilaterally cancel any issued Special Use Permit due to severe or potentially dangerous weather conditions.
10. The Special Use Permit Applicant agrees to be wholly responsible for the conduct of participants and damages or unanticipated expense related to the conduct and behavior of the participants. Applicant will also be responsible for any and all expenses incurred by the County in recovering such described damages to include attorneys fees, court costs, collection costs or any expense related to recovery for such damages.
11. Event coordinator will be contacted with the amount of fees required and any special needs will be discussed. All events requesting an early shelter opening are required to reserve the shelter the evening before. All events exceeding the capacity of the shelter rented will be subjected to a \$75.00 fee.

**SHAWNEE COUNTY PARKS & RECREATION SPECIAL USE PERMIT APPLICATION**

**FEE: \$25.00**

**The following information will determine eligibility for any Special Use Permit.**

Special use of \_\_\_\_\_ is requested on \_\_\_\_\_, 20\_\_\_. The event will run from \_\_\_\_\_ am/pm through \_\_\_\_\_ am/pm.

Group/Company \_\_\_\_\_

Individual/Company Contact Person \_\_\_\_\_

Address \_\_\_\_\_

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

Telephone \_\_\_\_\_ Fax \_\_\_\_\_

Detailed description of event \_\_\_\_\_

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

Estimated number of participants in event \_\_\_\_\_

Can you provide proof of Special Event Insurance \_\_\_\_\_  
(Insurance is due thirty (30) days after approval of event.)

By signing below, applicant understands and will advise all participants that Shawnee County is subject to the Kansas Tort Claims Act, which substantially limits any liability of the County or any subdivision thereof in the event of any injury or accident. This event is to be considered a recreational use of a public facility and any liability would be determined in keeping with Kansas law as it relates to such use. In the event any such liability was found, Applicant agrees to hold harmless, indemnify and otherwise repay County for any expenses arising out of such and event and any legal action or settlement relating to the same.

Applicant's Signature \_\_\_\_\_

Date \_\_\_\_\_

Shawnee County Parks & Recreation will review the information provided and will be in contact with individual listed on application form.

Approved by \_\_\_\_\_ Date \_\_\_\_\_ Fees Due \$ \_\_\_\_\_

(Shawnee County Parks & Recreation Designee)  
(Fees due thirty (30) days after approval of event)

\*\*\*A \$25.00 application fee is due with application. The fee will be refunded only if the event is denied by Shawnee County Parks & Recreation.