

Extended Use Reservation Application



This application must be submitted at least two weeks prior to date of event, along with a completed application for the use of event location.

APPLICANT INFORMATION:

Application Date: _____

Name: _____ Cell Phone: _____

Business Name/Organization of Applicant: _____

Address: _____ City, State: _____ Zip: _____

Email: _____

EVENT INFORMATION:

Name of Event: _____ Anticipated Attendance: _____

Date of Event: _____ Time of Event: _____

Location of Event: _____

Type of Event: Fundraiser Race/Walk/Bike Ride Celebration/Gathering Other

If Other, please explain:

Will money be charged/collected at this activity? Yes No

Will food or other items be sold at this activity? Yes No

Will this event require the closure of any roads? Yes No

Will this event include any tents or inflatables? Yes No

APPLICATION REQUIREMENTS:

- A completed application for the event location must be turned in to the Parks and Recreation office before we can process your Extended Use Application.
- MPRD may request a letter describing the event in detail, which includes purpose, duration, anticipated attendance, a detailed description of any fees/donations to be collected or items being sold, and description of any structures, signs, or attention-attracting devices to be used.
- If using park green space, a drawing or description showing the location of proposed outdoor activities and structures in relation to existing buildings, parking areas, and streets may be requested by MPRD.

If application is accepted, the group is responsible for adhering to all rules and regulations set by MPRD. The applicant will be held responsible for any damage that may occur at this event and is responsible to see that all litter is placed in proper containers.

I will abide by all the rules and regulations of the event location. I recognize that failure to abide by these rules and regulations is a violation, and may result in a penalty, which may include denial of any further use of MPRD facilities.

Applicant Signature: _____ Date: _____

Please mail or return application materials to:

Manhattan Parks and Recreation
1101 Poyntz Avenue, Manhattan, KS 66502

Email the form to: mhkprd@cityofmhk.com

If you would like to fax your form, please contact the MPRD office at (785) 587-2754.

FOR OFFICE USE ONLY:
Application Documentation Submitted:
<input type="checkbox"/> Application
<input type="checkbox"/> Letter
<input type="checkbox"/> Location Description
<input type="checkbox"/> Additional Documentation (if any)
Date: _____ Initials: _____