



City of Statesboro

912-764-0625

Permit to use Public Spaces or Facilities

**Application MUST be legible
(Please print or type)**

All lines must include correct information or marked N/A if not applicable.

****Applications should be submitted at least 30 days in advance of event****

1. Date of application: _____
2. Name of applicant: _____
3. Applicant's title (relation to business): _____
4. Birthdate: _____ SSN: _____ Gender: _____
5. Physical address: _____

6. Mailing address: _____

7. Phone number: _____
8. Name of business you are representing: _____
9. Business physical address: _____

10. Business phone number: _____
11. Federal Tax ID: _____
12. Type of entity: _____
13. Name of parade chairman/person responsible for its conduct: _____

14. Physical address: _____

15. Home phone number: _____

16. Cell phone number: _____

17. Fax number: _____

18. Email address: _____

Event plan requirements for permits pursuant to City of Statesboro Ordinance

City of Statesboro Ordinance: 70-61 requires that the application for the use of City of Statesboro public facilities or spaces pursuant to said Ordinance include a plan to be reviewed by the Permitting Officer, which plan will include the following information that may be typed or legibly printed on this form (or on a separate sheet of paper so long as all required information is included)

1. The person(s) to be in charge of the activity and who will accompany it and carry the permit at all times: _____

2. Phone number: _____

3. The anticipated numbers of persons, vehicles, animals or other units participating in the event complete with descriptions: _____

4. The date of the event: _____

5. Hours of each day the event will be conducted: _____

6. Location of event. If event is mobile, please list the assembly and termination points of each day of parade/event: _____

******If event is mobile, attach a specific route of the event******

7. Will sound amplification equipment be employed? Yes _____ No _____

If yes, describe the equipment that will be used sufficient to allow the Permitting Officer to evaluate the plan. _____

8. Will artificial lighting be used? Yes _____ No _____

If yes, describe the equipment that will be used sufficient to allow the Permitting Officer to evaluate the plan. _____

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9. Will temporary static structures such as stages, bleachers, canopies, stands, towers, scaffolds, platforms, rostrums, podiums, or other temporary static structure be used?

Yes _____ No _____

If yes, describe: _____

10. Will vehicles be used? Yes _____ No _____

If yes, describe: _____

11. Describe the anticipated need for safety, police, medical, sanitation, and other required personnel and equipment with the anticipated needed numbers and posting by location and time of such personnel and equipment: _____

12. Describe the provisions necessary to the safety and welfare of the participants in the event and members of the public in the area where the event will be conducted and routes of access thereto and there from: _____

13. Will traffic have to be rerouted OR will there be road blockages required? Yes _____ No _____

If yes, please explain: _____

14. Will a sign or any other kind of display, post, placard, or banner be used? _____

If yes, describe: _____

15. List of security people that the applicant will use. Please list name, mailing & physical address, phone number, and SSN of each person. Use additional paper if necessary.

****If you are using private property, please attach written consent from property owner****

16. Have you or the entity you represent listed on this form ever participated in such an event anywhere in the past? _____

17. If yes, please describe: _____

18. Have you or the entity you represent or any of its officers or members ever been charged with violation of any law, ordinance or regulation relating to the proposed event in this application?

Yes _____ No _____

19. If yes, please explain using the name of the person or entity charged, the specific nature of the alleged violation, the jurisdiction (location, court name and docket number) where the charges were made, and the disposition of the matter: _____

Indemnification Agreement

In consideration of the issuance of any event permit and other good and adequate consideration, the undersigned applicant for the Public Space/Facility Uses Permit hereby agrees to indemnify and hold harmless the City of Statesboro, Georgia, its elected and appointed officials, its public safety and other employees and agents, for any claim of liability, in tort or otherwise, for any bodily injury or other personal injury or any property damage to the applicant, any member, guest or associate of the applicant, any employee/official/agent of the City of Statesboro, or to any member of the public which may arise directly or indirectly from the permitted event unless such liability arises solely and exclusively from injury or damage that is caused by the willful, wanton, or intentional misconduct by City employees, officials or agents.

Undersigned applicant understands that the foregoing indemnification provision applies to any such claims made against the City, its officials, agents or employees and requires applicant to pay all cost associated with the claim or claims, including all attorney fees, court fees, and other cost of defense, as well as the amount of any settlement payment or judgement.

Applicant recognizes and agrees that applicant is responsible for, and promises to pay upon demand by the City of Statesboro, for all costs of clean-up, repairs, and damages arising from and during the permitted event.

Undersigned applicant acknowledges that he/she has inspected the proposed event location or facility for hazards and defects and accepts said location/facility in an as is condition.

Undersigned applicant has read the City Ordinance 70-61, agrees to be bound by the terms of said ordinance and this indemnification contract, individually and personally, and if undersigned is applying on behalf of any association, group, corporation or other entity, undersigned represents and promises that he or she has full legal authority to act on behalf of such entity regarding this permitting process and indemnification agreement and does hereby bind and commit said entity to comply with and honor the terms of this agreement.

Signed this _____ day of _____, 20_____

Applicant

Permit Officer

If the parade is designed to be held by/on behalf of/or for any person other than the applicant, the applicant for such permit shall file with the Chief of Police a communication in writing from the person proposing to hold the parade, authorizing the applicant to apply for the permit on their behalf and is attached to this application.

Special Permit

From the City of Statesboro
and the
Police Department
22 W Grady St
Statesboro, Ga 30458
Phone:912-764-9911/Fax:912-489-5050

Special permission is hereby granted:

This permit is subject to all the provision of the City Ordinance and will be under the supervision of the Statesboro Police Department. This permit is also based on the recommendation from the Office of Chief of Police and is subject to the terms set forth in the attached memorandum dated _____.

The City reserves the right to rescind this permit at ANY TIME.

Applicant

Date

Permit Officer

Date

Note: If you are using a city park, and a large group is expected to attend, it is your responsibility to provide restroom facilities (porta potties) and your responsibility to see that they are removed from the premises following the event.