



FOUNDATION PLAZA USE APPLICATION
80 E. Main St, Ashland, Ohio

EVENT INFORMATION

Date(s) requested _____ (Park may not be reserved more than 6 months prior to scheduled event.)

Description of event _____

Hours of event _____ Sponsoring Group: _____

Anticipated Attendance: _____

All groups requesting to hold a fund raiser must be non-profit. Non-profit Tax ID# _____

All fund raiser proceeds will go towards: _____

CONTACT PERSON

Name _____

Phone _____ Email: _____

EVENT LOGISTICS

Please include further needs:

Security: If security is required, arrangements will need to be made with the Ashland Police Department upon approval of reservation application.

RULES/REGULATIONS

- Violation of any park ordinance is just cause for any party to be expelled from the park immediately.
- Foundation Plaza may be used for free band concerts, free musical concerts, Union Church services, high school or college commencements, dramatic and musical programs, and for nonprofit community affairs, performances or entertainments only. No commercial or political programs of any kind or description shall be held at Foundation Plaza. Any program held at Foundation Plaza, shall be under the supervision and with the approval of the Mayor.
- It is unlawful to engage in selling or offering for sale any item or service or labor whatsoever, or to perform any gainful occupation, service, or labor on park premises, unless non-profit and pre-approved by the Mayor's Office, or sponsored by the City of Ashland.
- It is unlawful to advertise, or to engage to advertise, for any personal gain in any manner whatsoever for any event on park property. Any sign or tent to be used within the park must receive pre-approval by the Mayor's Office.
- Political signage cannot be posted in the park.
- No Alcoholic Beverages, to include beer, wine or spiked punch, allowed without a valid State permit and pre-approval by the Mayor's Office.
- All parties will vacate the premises by 11:00 P.M.
- Additional charges will be billed for damages to any and all park equipment and/or facilities, and if any additional clean-up is necessary. (i.e. decorations, signs, flyers, etc.)
- Sound from all music and/or audio equipped speakers must not travel beyond the confines of the park.
- Unruly behavior will not be tolerated. Park users must not violate any state laws or municipal ordinances.
- Dogs must be on a leash at all times.
- This facility is in good condition and must be left the same.
- In cooperation with the Ashland County Health Department, a Temporary Health Department License is required for all sales of food to the public. Their telephone numbers are 419-282-4246 and 419-282-4226.
- Vehicles should be parked in designated areas only. Please contact the Ashland Police Department if you have special traffic/parking concerns outside the park. The telephone number is 419-289-3639.

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(continued)

INSURANCE

The sponsoring group must carry \$1 million of public liability insurance with the City Of Ashland added to the policy as an additional insured. The applicant must submit a copy of the certificate of insurance no later than seven days prior to the event.

Name of Insurance Company _____ Policy # _____
Telephone _____ Address _____

My signature is acknowledgement that I understand that I can and will be held responsible for violations of all park rules & regulations.

SIGNATURE _____ DATE _____

APPROVED _____ DATE _____

cc: Ashland Police Dept, Ashland Fire Dept, City Services Dept

*To be considered for approval, all information must be provided and form completed.