OFFICE OF PROMOTION
38 Penn Square 3rd Floor
PO Box 1599
Lancaster PA 17608-1599
PHONE (717) 291-4758
loop@cityoflancasterpa.com

FACILITY & ACTIVITY PERMIT APPLICATION

Please complete all pages of this form that apply to the facility or park you intend to use; check all applicable boxes; answer all questions and initial and sign where indicated.

Incomplete forms will be returned. Submit completed form, with an event description and if required, an operations plan. Completed applications with attachments and applicable fees must be submitted at least fourteen (14) days prior to your scheduled event.

Activity Permit applications submitted after this time will be denied. The time provisions contained herein may be waived by the Mayor or his/her designee based upon exigent circumstances involving the exercise of constitutional rights. In determining exigent circumstances, among other factors, consideration shall be given to whether the subject matter of the activity could have been addressed by a timely application for an activity permit.

*For a large scale event i.e. a festival, running race/walk, parade, permit must be submitted and received 4 months prior to prospective event date, for review.

In submitting this Activity Permit/Facility Reservation, the applicant agrees to be bound by all rules, regulations and applicable ordinances as set forth in the Activity Permit Application. The person(s) to whom this permit is issued shall carry the Permit on and during the effective dates and times.

FOR LOOP USE ONLY

Date Received:

Amount Received:

Check #

Permit APPROVED  Permit DENIED

Signature:

Permit not valid unless signed by authorized representative of the City of Lancaster

PLEASE PRINT CLEARLY

Event Date(s):

Event Times: Start ______ End ______

Please be sure to note both set-up and tear-down times in event plan

Event Title & Description:

Name of Organization:

Address:

Contact Name:

Contact Phone:

Fax: Email:

Contact Mailing Address:

Signature: Date:

PAGE 1
**AREA(S) REQUESTED:**

- Binns Park
- Brandon Park
- Buchanan Park
- Conlin Field/Farnum Park
- Crystal Park
- Lancaster Square
- Musser Park
- Mayor Janice C. Stork Corridor Park
- Reservoir Park
- Rodney Park
- South End Park
- Penn Square: Citizens Bank Quadrant
- Penn Square: Heritage Quadrant
- Penn Square: Fulton Bank Quadrant
- 6th Ward Park

**STREET CLOSURE:** (Check one)  

- YES  
- NO

If yes, please list specific block number(s) or intersection(s) and time(s) in event plan.

Hundred block(s) and street to be closed (please provide below):

_________________________ from (street) _________________________ to (street) _________________________

☐ Traffic Control Application Submitted for approval.  
Approval Date: ____________________

**GROUP TYPE:**

Event Organizer MUST CHECK ONE (see pg. 7 for category information) and provide us with your BEST estimate number of people attending your event.

- Resident/Community Group  
  # attending ______________  
  # support vehicles used ______________

- Non-Profit, Tax Exempt Group  
  # attending ______________
  # support vehicles used ______________
  Tax ID# ____________________

- Commercial/Business Group  
  # attending ______________
  # support vehicles used ______________

**FACILITY/ACTIVITY FEES:**

Due at time of application submission. Total calculation from page 5.  $ ____________________

**IMPORTANT PLEASE READ**

With respect to use of parks and public streets, rental fees and deposits shall not be required for non-performance activities such as rallies or marches unless the applicant is reserving the park or street for its exclusive use.

NO bounce houses, inflatables, climbing walls, rides, or machinery of any kind, permitted at any park.

For parks requiring deposits: Deposits will be refunded after event, less any costs that the City incurs or removal of trash, debris, or repair of damage.* Changes exceeding deposits will be billed to the organizer. Failure to pay will prevent re-application of any permit submitted by event organizer(s) and their organization(s).
# PARK FACILITIES

## PLEASE INDICATE ALL AMENITIES & FACILITIES YOU WISH TO RESERVE

<table>
<thead>
<tr>
<th>PARK NAME</th>
<th>ADDRESS</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>BINNS PARK</strong></td>
<td>(100 Block N Queen Street)</td>
</tr>
<tr>
<td><strong>BRANDON PARK</strong></td>
<td>(Hazel &amp; Dorwart Streets)</td>
</tr>
<tr>
<td><strong>BUCHANAN PARK</strong></td>
<td>(Buchanan &amp; Race Avenues)</td>
</tr>
</tbody>
</table>

### Binns Park
- **Deposit**
  - Resident/Community Group: $100/day x ___ days
  - Non-Profit/Tax Exempt Group: $200/day x ___ days
  - Commercial/Business Group: $250/day x ___ days

- **Rental Fee**
  - Resident/Community Group: $100/day x ___ days
  - Non-Profit/Tax Exempt Group: $200/day x ___ days
  - Commercial/Business Group: $250/day x ___ days

- **Electricity**
  - $20 Key Deposit + $25/day x ___ days

- **Fountain**
  - On/Off

### Brandon Park
- **Restrooms**
  - ($20 Key Deposit)

- **Playground**

- **Basketball Court**
  - (Please contact LancasterREC to reserve the basketball court: 717-392-2115)
  - Electricity is not available at Brandon Park

### Buchanan Park
- **Deposit**
  - Resident/Community Group: $100/day x ___ days
  - Non-Profit/Tax Exempt Group: $200/day x ___ days
  - Commercial/Business Group: $250/day x ___ days

- **Rental Fee**
  - Resident/Community Group: $100/day x ___ days
  - Non-Profit/Tax Exempt Group: $200/day x ___ days
  - Commercial/Business Group: $250/day x ___ days

- **Restrooms**
  - ($20 Key Deposit)

- **Pavilion**
  - (picnic tables & electric)
  - $25/day x ___ days

- **Playground**

Please contact LancasterREC to reserve the below fields or courts: 717-392-2115

- **Baseball Field**
- **Soccer Fields**
- **Tennis Courts**
- **Basketball Courts**

### TOTAL FOR THIS PAGE:

$ ________________

**Please pay all key deposits to LOOP when you pick up the key at the Visitor’s Center, 3rd Floor**
### PARK FACILITIES

**PLEASE INDICATE ALL AMENITIES & FACILITIES YOU WISH TO RESERVE**

#### CONLIN FIELD/FARNUM PARK: (Conestoga & Water Streets)

- **Farnum Park Deposit**
  - Resident/Community Group: $100/day x ___ days $ ________
  - Non-Profit/Tax Exempt Group: $200/day x ___ days $ ________
  - Commercial/Business Group: $250/day x ___ days $ ________

- **Farnum Park Rental Fee**
  - Resident/Community Group: $100/day x ___ days $ ________
  - Non-Profit/Tax Exempt Group: $200/day x ___ days $ ________
  - Commercial/Business Group: $250/day x ___ days $ ________

- **Restrooms** ($20 Key Deposit)

- **Pavilion** $25/day x ___ days $ ________

- **Playground**  
- **Basketball Court**  
- **Conlin Field** (Please contact LancasterREC to reserve the field: 717-392-2115)

Electricity is not available at Brandon Park

#### CRYSTAL: (First Street & Riker Avenue)

- **Playground**  
- **Picnic Area**

#### LANCASTER SQUARE: (100 Block of N. Queen Street)

- **Lancaster Square Deposit**
  - Resident/Community Group: $100/day x ___ days $ ________
  - Non-Profit/Tax Exempt Group: $200/day x ___ days $ ________
  - Commercial/Business Group: $250/day x ___ days $ ________

- **Lancaster Square Rental Fee**
  - Resident/Community Group: $100/day x ___ days $ ________
  - Non-Profit/Tax Exempt Group: $200/day x ___ days $ ________
  - Commercial/Business Group: $250/day x ___ days $ ________

- **Electricity** $25/day x ___ days $ ________

#### MUSSEY PARK: (Bordered by Lime, Chestnut, Marion, and Shippen Streets)

- **Musser Park Deposit**
  - Resident/Community Group: $100/day x ___ days $ ________
  - Non-Profit/Tax Exempt Group: $200/day x ___ days $ ________
  - Commercial/Business Group: $250/day x ___ days $ ________

- **Musser Park Rental Fee**
  - Resident/Community Group: $100/day x ___ days $ ________
  - Non-Profit/Tax Exempt Group: $200/day x ___ days $ ________
  - Commercial/Business Group: $250/day x ___ days $ ________

- **Electricity** $25/day x ___ days $ ________

- **Playground Equipment**  
- **Picnic Area**  
- **Stage** (Please contact the Lancaster Museum of Art to rent the stage 717-394-3497)

**TOTAL FOR THIS PAGE:** $ ____________

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### MAYOR JANICE C. STORK CORRIDOR PARK:
(James Street between Mulberry & Water Streets)
- Playground
- Basketball Court
- Picnic Area

Electricity is not available at Northwest Corridor/Linear Park

### PENN SQUARE:
(Intersection of King & Queen Streets)
- Citizens Bank Quadrant
- Fulton Bank Quadrant
  - Electricity
- Heritage Quadrant
  - Electricity

### RESERVOIR PARK:
(King & Broad Streets)
- Reservoir Park Deposit
- Reservoir Rental Fee
- Pavilion
- Restrooms ($20 Key Deposit)
- Playground
- Basketball Court

Electricity is not available at Reservoir Park

### RODNEY PARK:
(Third & Crystal Streets)
- Playground
- Basketball Court
- Indoor Recreation Center

(Please contact LancasterREC to reserve recreation center: 717-392-2115)

### SOUTH END PARK:
(Furnace & Beaver Streets)
- Pavilion
- Electricity
- Restrooms Inside Building ($20 Key Deposit)
- Playground
- Basketball Court
- Baseball Field

### TOTAL FOR THIS PAGE:

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**Please pay all key deposits to LOOP when you pick up the key at the Visitor’s Center, 3rd Floor**

Number of Recycling Containers Requested for Event # ____________  No Charge
Trash Receptacle Rental # ____________ x $3.50 x ____ days  $ ____________

FACILITY/ACTIVITY PERMIT PROCESSING FEE ($25 non-refundable)  $ ____________

GRAND TOTAL  (Add fees from above lines, including the $25 permit fee.)  $ ____________
FACILITY/ACTIVITY PERMIT CHECKLIST

Answer the questions below with a YES or NO. Applicant must include an Event Operations plan with a schedule of events, times, locations, route maps, trash and recycling plan, special requirements, etc., using the following questions as a guide. If full disclosure is not provided, the City of Lancaster reserves the right to deny any application or revoke any permit. Permit holders may incur additional charges for facilities, personnel or equipment costs incurred by the City of Lancaster as a result of your event. If you have any questions regarding any of the required information, please call 717-291-4758.

1) Event(s) with any temporary structures (tents, stages, etc.) erected:
   If yes, please include a description of each. Tents and other structures are not provided or erected by the city. **Tent erection and layout must be approved by the Fire Marshall’s Office** (717-291-4869). Approval must be included with application. **YOU MAY NOT HAVE ANY BOUNCE HOUSES, CLIMBING WALLS, OR ANY OTHER STRUCTURES ON CITY PROPERTY WITHOUT CITY PERMISSION. CITY PERMISSION WILL BE GRANTED ON A CASE BY CASE BASIS IN WRITING. YOU WILL NEED TO HAVE THIS APPROVAL ON HAND DURING YOUR EVENT.**

2) Event(s) requesting street/alley closing and/or traffic control:
   A) Provide time & map of closings with this application or it will not be accepted.
   B) Complete & submit traffic control permit. Contact Police Department.
   C) Traffic control permit link here: [cityoflancasterpa.com/traffic-control-application](http://cityoflancasterpa.com/traffic-control-application)
      Closing streets/alleyways may incur additional costs for your organization; such fees based on the number of officers needed to accomplish the closing. Traffic control information contact Patrol Services, Bureau of Police at 717-735-3332

3) Any signs or banners being set up? Need to provide location:
   Location: ____________________________________________________________

4) Food distributed, served, or sold? Need to provide information below:
   Circle One:
   DISTRIBUTED
   Event host(s) handing out food to public
   Details: ____________________________________________________________
   SERVED
   Event host(s) making own food and serving at event/picnic
   Details: ____________________________________________________________
   SOLD
   Contracted food vendors/trucks setting up at event (either accepting money as profit or donating money, services, food)
   INFORMATION REQUIRED IN ORDER FOR PERMIT APPROVAL.
   List of Vendor(s)/Truck(s):
   ____________________________________________________________
   Location during event:
   ____________________________________________________________

Provide a list of vendors or those serving food **FOUR WEEKS PRIOR TO EVENT DATE OR THIS APPLICATION WILL NOT BE ACCEPTED.**
You MUST have a City Health License, contact the Health Department at 717-291-4707 or 717-291-4714.
Vendors must also have a Pennsylvania Department of Revenue (717-845-6661) sales tax license.

**IF USING MULTIPLE FOOD VENDORS, VENDOR INFORMATION IS REQUIRED 8 WEEKS PRIOR TO EVENT DATE.**
5) Your event will require private stand-by Paramedic/Ambulance service if:
   Event/activity will have more than 5,000 people, Paramedics are required to be present. 
   Please contact LEMSA at (717) 872-4688 ext. 11

6) Will there be amplified sound?
   If yes, please provide sound company and electrical requirements. If amplified sound will be used AT ALL
   a noise variance will be required. A noise variance form may be obtained at the Lancaster Bureau of Police.
   Please contact Bureau of Police at (717) 735-3406

7) Your event will require street sweep if:
   You host a large scale event with multiple vendors and are advised by Lancaster City to hire the street sweep.
   Street cleaning costs will be billed to your organization after the event.

8) Your event will require portable toilets if:
   Please include drop off and pick up times for the portable toilets.
   Events having more than 250 people and/or food vendors are required to have bathrooms available to 
   participants. It is the responsibility of the event organizer to provide portable toilets.

   Portable toilet contact information: ________________________________
   Drop off time: ___________________________ Pick up time: ___________________________

9) Your event will require the use of dumpster and/or additional trashcans if:
   Please include drop off and pick up times for dumpsters and trash cans.
   Events having more than 250 people with food vendors or food vendors for more than 2 hours will require additional trash 
   remediation. It is the responsibility of the event organizer to purchase trashcans and handle remediation from a third party.

   Trash remediation contact information: ________________________________
   Drop off time: ___________________________ Pick up time: ___________________________

10) Your event will require recycling containers if:
    Please include drop off and pick up times for dumpsters and trash cans.
    Recycling is required for all events with more than 250 people in attendance. It is the responsibility of the event organizer to 
    purchase recycling containers and handle remediation from a third party.

    Trash remediation contact information: ________________________________
    Drop off time: ___________________________ Pick up time: ___________________________