



City of Moab
APPLICATION FOR THE
SPECIAL USE OF CITY PARKS

Swanny Park, located, between 100 and 200 West fr be open to the
public on a first-come, first served basis. Special Use of Swanny Park and other non-reservation parks within the City is subject to
approval by the Moab City Council. The City Council may approve use applications for events that provide clear benefits to the
community. Requests for usage by private businesses that serve a limited clientele will not be approved. This application must be
submitted, along with any special events license application, to the City Events Coordinator's office at not less than 90 (ninety) days
prior to the scheduled event. Upon approval of the application by the City Council, a Special Park Use Permit will be issued upon
payment of the appropriate fees, provided for in the Schedule of Fees.

PLEASE PRINT OR FILL ELECTRONICALLY

Applicant Information

Name of Person Responsible for Use of Park:
Name of Organization and Event if applicable:
Address:
Day Phone: Email:

Proposed Park Usage Information

Which park do you intend to use? Swanny Park: Other (please indicate name of park:
Please indicate the proposed dates and times of use:
Proposed Start Date: Start Time: am/pm End Time: am/pm
Proposed End Date: Start Time: am/pm End Time: am/pm

Please specify what areas of the park are proposed for use:

For Swanny Park, please show in detail on the attached diagrams, which areas of the park are proposed to
be used. Show locations of all structures and facilities.

Number of participants you expect: Number of spectators that you expect:

Please describe structures, tents, canopies, portable restrooms, etc. that you propose to set up at the park:

Will amplification be required for your event? Yes No

Please specify any electrical needs for your event:

Please describe the parking and traffic plan for your event. Location of parking, signage, traffic control
devices, use of volunteers, etc. should be described.

If you anticipate any street closures for your event, please describe below, and show on the accompanying
diagram.

PLEASE COMPLETE OTHER SIDE

Do you intend for the park to be open to the public during your event? Yes _____ No _____

Do you intend to serve/sell alcohol (if so, additional requirements and fees apply) Yes _____ No _____

For non-Swanny Park events: Do you plan to charge for admission to the park? Yes _____ No _____

Please describe any security or crowd control measures you plan for use of the park:

For groups over 100 people, please describe your refuse control and recycling plan:

Please describe your clean-up plan during and after the event:

Please describe your restroom facility plan:

Other Information

Please describe how your organization, your event, and/or your use of the park will provide broad-based benefits to the community:

Please specify and describe other community or city facilities that you plan to use:

Have you applied for a Special Event Permit for this use? Yes _____ No _____

Will you be able to provide proof of insurance, showing the City as an additional insured? Yes _____ No _____

I certify that the information contained in this application is true and correct. I agree to abide by the City of Moab Parks Policies and any conditions attached to this permit.

Signature of Contact Person: _____ Date: _____

Office Use Only

Public Works Review: _____ Police Department Review: _____ Administrative Review: _____

Park Use Fee: _____ Date Fee Paid: _____ Date of City Council Approval: _____

Insurance Received: _____ Final Set up Diagram Received: _____

Special Conditions or Requirements:

Other Required Permits and Approvals
