

## SPECIAL-USE PERMIT INFORMATION

Individuals and/or groups may be required to secure a permit to conduct certain activities within the park district. **The attached application must be submitted to the park district's administrative offices no later than four (4) weeks prior to the date of the use requested.** Uses requiring the closure of roadways, lodges or shelters must be submitted no later than seven (7) months in advance of the intended use.

The executive director shall consider requests for special uses and either grant or deny a permit. **The park district may require an applicant to provide a certificate of liability insurance** and also require the applicant to pay a fee for the permit depending upon the nature of the use and its impact on the park. The fee may include any cost to the park district resulting from the use.

The park district may grant a permit to a non-Summit County resident (individual or group) and charge a non-resident fee, which may be greater than the standard fee for Summit County residents.

The park district, in granting a permit, may establish restrictions on the use including, but not limited to, the size of the group, the nature of the activity, the location within a park, and the means and methods of conducting the use. The park district may require a user to provide appropriate security.

**Many events involve large groups of people and may require additional park resources, including maintenance and security.**

The following are some, but not all, types of activities that would require a special-use permit:

**1. Organized Sports Activities**

- a. Baseball, Softball
- b. Football
- c. Rugby, LaCrosse
- d. Cross-country running
- e. Swimming, swimming instruction
- f. Boating: canoes, kayaks, etc.
- g. Bicycle races/events
- h. Tennis
- i. Volleyball
- j. Soccer
- k. Access to state waterways

**3. Commercial-Use Permits**

- a. Photography/Video productions \*
- b. Photography/Professional portraits \*
- c. Caterers, Disc Jockeys, etc.
- d. Inflatables or tents

**2. Special-Use Permits – Groups**

- a. School groups
- b. Corporate Challenge
- c. Road/Trail closings for hike-a-thons, walking events, etc.
- d. Use of grounds for special events such as weddings, religious events, political events, etc.
- e. Clubs, organizations, etc.
- f. Training exercises (i.e., police, fire, military, etc.)

**4. Special-Use Permits – Individuals**

- a. Use of special or prohibited equipment
- b. Collection of plants, animals, insects, etc.
- c. Research projects
- d. Astronomy (if an area closes at dusk)

\* No professional photos at F.A. Seiberling Nature Realm.

**Permit holders may be required to rent portable restrooms at their own expense.**

**Regardless of event size, telling us what you plan to do in the Metro Parks helps YOU.**  
 We can advise permit holders of closures, scheduled maintenance and other potential conflicts, so there are fewer surprises.  
 In addition, if liability insurance is required, it will protect the parties holding the permit as well as Summit Metro Parks.

## SPECIAL-USE PERMIT FEES

USE	(Do not send in any payments for fees until permit use has been approved.)	FEES*
Use of an area by a group of fewer than 50 people (resident/non-resident)**	.....	No Charge/\$25 hour
Use of an area by a group of 50 or more people (resident/non-resident)**	.....	\$25 hour/\$40 hour
Closure of Sand Run Parkway or other designated park road(s)		
or parking lots for use by a group of any number	.....	\$30 hour
Use for a group requiring the assignment of a Summit Metro Parks ranger	.....	\$50 – \$60 hour
Use for a group requiring the assignment of a park district employee	.....	\$40 – \$50 hour
Wedding ceremonies (resident/non-resident)***	.....	\$25 hour/\$50 hour
Commercial use and Photography	.....	\$25 hour
Non-clearing, or returned checks	.....	\$25 check

\*If a facility has been reserved, fees **may** not apply.

\*\*Additional fees may be assessed based on required additional services such as, but not limited to, administrative assistance, utilities, refuse, portable restrooms, equipment or rental equipment.

\*\*\*Wedding ceremonies are not permitted in some locations including but not limited to F.A. Seiberling Nature Realm, nature centers, bridges, observation decks or overlooks.



# SPECIAL-USE PERMIT INFORMATION

975 Treaty Line Rd., Akron, OH, 44313-5837  
phone 330-867-5511 • fax 330-867-4711 • email csr@summitmetroparks.org

**Completed permits must be received four (4) weeks in advance.**

*(Uses requiring the closure of roadways, lodges or shelters must be submitted no later than seven (7) months in advance of the intended use.)*

If your application is approved, a copy will be sent to you. It must be retained with proper signatures and kept with you so that any Summit Metro Parks employee who inquires can verify you have received permission to use the park as described below.

METRO PARK \_\_\_\_\_ FACILITY \_\_\_\_\_

Day & Date of Event \_\_\_\_\_ Start Time \_\_\_\_\_ End Time \_\_\_\_\_ Estimated Attendance \_\_\_\_\_

Name/Type of Activity \_\_\_\_\_

Explanation \_\_\_\_\_

\_\_\_\_\_

Name of Photographer

Name of Caterer

Name of Disc Jockey

### YOUR INFORMATION (Person in charge and responsible)

NAME \_\_\_\_\_ PHONE (day/evening) \_\_\_\_\_

ADDRESS \_\_\_\_\_ EMAIL \_\_\_\_\_

CITY, COUNTY, STATE & ZIP \_\_\_\_\_

Organization's and/or Sponsor's Name (if different from above) \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ County \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

### INSURANCE INFORMATION – IF REQUIRED (See information page)

Insurance Company \_\_\_\_\_ Amount of liability coverage \_\_\_\_\_

I hereby make this application for special use and agree to abide by all rules and regulations in effect for Summit Metro Parks and its lodges and shelters.

Signature of Applicant

Date

### Metro Parks Use Only Below This Line

**PERMIT APPLICATION:**     **APPROVED**                       **REJECTED** with reason, see below

Permit Fee: \_\_\_\_\_                      INSURANCE REQUIRED:                       YES                       NO

Security required \_\_\_\_\_                       Additional toilet facilities required \_\_\_\_\_

Additional assistance needed \_\_\_\_\_                       Additional clean-up needed \_\_\_\_\_

Emergency medical service required (active use or groups of 50 or more) \_\_\_\_\_

**Summit Metro Parks restrictions and/or requirements for use:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Signature of Park Manager

Date

Signature of Executive Director or Chief of Operations

Date