

**Trumbull County MetroParks  
185 E Market Street  
Warren, OH 44481**

**Zachary Svette, Executive Director      Phone: 330-675-3072  
Email: Zachary.Svette@trumbullmetroparks.org**

**Group/Event Request Form**

Park Name \_\_\_\_\_

Day(s) Requested \_\_\_\_\_ Time(s) \_\_\_\_\_

Reason for Use \_\_\_\_\_  
\_\_\_\_\_

Group/Event Name \_\_\_\_\_

Responsible Individual/Leader: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Telephone Number:(\_\_\_\_\_) \_\_\_\_\_

Cell Phone Number:(\_\_\_\_\_) \_\_\_\_\_

E-mail Address: \_\_\_\_\_

Copy of Liability Insurance Deck Page Attached \_\_\_\_ Yes \_\_\_\_ No

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

-----For Park Board Use Only -----

Approved \_\_ Denied\_\_ Date: \_\_\_\_\_

IF Denied State Reason \_\_\_\_\_

**Applicant acknowledges receipt of the Rules and Regulations of the Trumbull County  
MetroParks and agrees to be bound by same**

4/25/2012

## **Instructions for Group/Event Form**

1. **Park Name:** Name of park that event or group wants to request to use.
2. **Reason for Use:** Use this section to describe your event or group and how the park will be used and if there are any special requests. You can attach a separate piece of paper if one is required.
3. **Responsible Individual/Leader:** This person will be the contact person for all questions and concerns that Trumbull County MetroParks may have.
4. All organizations wanting to hold an event or reserve a pavilion at a park or property owned or operated by the Park must submit a "Group/Event Request Form" 30 days prior to their event. Organized clubs, charitable organizations, or other organized associations planning an event and are charging an entry fee AND are making the area they reserved exclusive to persons attending the event must provide a copy of their liability insurance declaration page wherein Trumbull County Metropolitan Park District is named as an additional insurer in the amount of \$500,000. For further information please refer to #17 in the Rules and Regulations for Trumbull County Metropolitan Park District.
5. If there is no charge for participation in an event and the park district is not connected to the event holder with a fiduciary relationship and the park is not actively participating in the event, there is generally no need to require proof of insurance by the event holder. But, Trumbull MetroParks reserves the right to look at each event individually, and consult legal counsel for grey areas.
6. Family gatherings, pick-up games, other impromptu events and normal day activities are exempt from having to submit either the liability insurance deck page or the participant release and waiver form but are still required to submit "Group/Event Request Form" if they would like to reserve a pavilion.
7. The above mentioned release forms must be turned in with the Group/Event Request Form or the group/organization maybe banned from using Trumbull County MetroParks in the future.
8. Please fill out all sections completely and sign/date the bottom.
9. **IF ANY FIELD IS INCOMPLETE YOUR REQUEST MAY BE DENIED.**
10. **ALL REQUESTS NEED TO BE SENT IN A MINIMUM OF 30 DAYS BEFORE YOUR GROUP/EVENT WOULD LIKE TO USE OUR PARKS.**
11. For pavilion regulations please refer to section 16 of these regulations