

**City of Lexington
Recreation and Parks Department**

Rules and Application for Special Use of Parks

1. Finch Park is designed for the recreational non profit use of our citizens. It is the philosophy of the Department of Recreation and Parks that the general public have unsolicited access to park facilities whenever possible and limits festival type activities at Finch Park to those sponsored by the City of Lexington.
2. Finch Park shelters and ballfields are available year round for reservations by groups and individuals for recreational non-profit activities. Reservations include existing park and recreation facilities only. Any additional equipment or activities must be approved by the Recreation Director at least two weeks before the reservation date.
3. City parks are not provided for commercial or profit making activities. Proprietary or commercial groups and individuals shall not be permitted to use or reserve City park facilities for financial gain or profit.
4. Lexington non-profit and charitable organizations with their own IRS designation as a 501 (C) 3 exemption or similar entity may apply to reserve ballfields and shelters for non-commercial local fundraising activities. If approved by the Director of Recreation and Parks, the organization may be required to provide a \$1,000,000.00 liability insurance policy for the event or activity.
5. Local non-profit community groups and organizations may apply to reserve school and community parks for non-commercial activities. If approved by the Director of Recreation and Parks, the applicant may be required to provide a \$1,000,000.00 liability insurance policy for the activity or event.

Name of non-profit organization: _____

501 (C) 3 number or non-profit designation: _____

Address: _____

Contact name: _____ Telephone No.: _____

Address: _____

Description of event: _____

Certificate of insurance provided: _____ Date of expiration: ____/____/____

Date of event: ____/____/____ Will food be sold? _____ Will vendors be present? _____

Special items for activities: _____

Signed by: _____ Date: ____/____/____

Authorized: _____ Denied: _____ Date: ____/____/____

Recreation and Parks Director: _____ Date: ____/____/____