



*2024 Application/Permit  
City and Borough of Juneau  
Parks and Recreation Department  
Facility Use Permit*

**Chapter 67.01 Recreation Areas**

*This permit is issued in accordance with regulations pertaining to use of recreation areas and carries specific conditions as outlined below. This permit is valid only for the date, location and activities addressed.*

**I. Permit Holder Information**

Legal Business Name: \_\_\_\_\_

Form of Business Organization: \_\_\_\_\_  
(Sole proprietorship/partnership/corporation)

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

Name(s) of Representative: \_\_\_\_\_

Address and Contact Numbers for Above: \_\_\_\_\_

Local Mailing Address: \_\_\_\_\_

Local Contact Name/Title: \_\_\_\_\_

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

Local Phone Number: \_\_\_\_\_

**II. Permitted Activity**

**Please attach a written request detailing the facility(s) you would like to use, the dates and times of usage, group size, a description of your activities and a drawing of your proposed layout, if applicable. Permit holder is entitled to utilize only those portions of the facilities as outlined in this attachment.**

**III. Permit Conditions**

- Copies of all permits, certificates, and fees required as part of this Facility Use Permit must be received at the Parks and Recreation Department two weeks in advance of proposed event dates.
- Permit holder will supply certificates of insurance as follows:
  - \$1,000,000 in general liability, naming the CBJ as additional insured - **must include all applicable endorsements**, and if applicable, full workers compensation insurance.
- Permit holders assume full responsibility for the planning, supervising, and concluding of all activities taking place.
- Permit holder will supply all equipment necessary for the activity, and is responsible for it being properly and safely selected, designed, maintained and used. All such equipment shall be removed at the completion of activity.
- Permit holder will provide services and use facilities as detailed in this permit application. Any modifications will need prior approval of the Parks and Recreation Department.
- If applicable, permit holder will provide a copy of the School District permit for use of school district property. A reminder to Community Schools to activate power access at covered play area should occur if your event includes utilization of this area.
- Permit holder must have this permit, or a copy of this permit, at the event location.
- Temporary event banners may be hung in areas where your event will be held, upon coordination with and approval of the Parks & Recreation Department. Banners must be removed immediately following the event.
- Permit holder has permission to use the Park Maintenance chalker and powdered calcium carbonate as provided by Park Maintenance. Chalk lines will be drawn on the field by event organizers. Lines drawn on the field must be pre-approved by Parks Maintenance personnel. Chalk lines should be left on the field after the event.

