

A. SECURING PARK FACILITIES FOR EVENT USE

1. Park Reservations & Facility Rental Fees

To allow optimum planning time, Columbus Recreation and Parks Department has an Advance Annual Reservation Policy that allows Event Coordinators of annual events to reserve park facilities prior to the general public. This benefit is reserved for events that have been held a minimum of three consecutive years in the same city park. Contact the CRPD Office of Special Events to determine eligibility.

For events that are not eligible for an Advance Annual Reservation, event reservations may be made up to one year in advance. To begin the reservation process, contact the CRPD Office of Special Events to determine park availability and provide basic details on requested event location, proposed date and estimated number of participants.

Rental fees are charged for use of downtown parks while an event is in operation and for other facilities used in conjunction with park events, such as; shelter houses, stages, sound equipment. The hourly rental rates for use of downtown parks vary depending on the location of the facility.

All park/facility rental fees, the Special Events Permit Application (**Appendix A**), Certificate of Insurance, and a site map must be submitted 30 days prior to the event. Contact the CRPD Office of Special Events to calculate rates for your event.