

# Park Reservation Procedures for Larger Groups (More than 200 people)

Thank you for your interest in using City of Ottawa park facilities for your event. As your event is larger or requires more staff time than a “routine” park facility reservation, the Public Works Department requests that you **SUBMIT IN WRITING** the following:

- Which park area or shelter is being requested.
- The nature and/or purpose of the activity you are planning.
- In the event of a running/walking/riding event, indicate what streets will be used (route).
- The date(s), and the beginning and ending time(s) of the activity.
- The estimated number of people in attendance at the event.
- The name, address, and phone number of the sponsoring organization or person (include same information for a designated contact person).
- Indicate whether closing the park to public access during the event is a part of your request. Except in the case of a community-wide event, closing a park to public access is unlikely.
- Indicate whether admission will be charged or donations accepted.
- Any special requirements needed.
- An outside/private vendor for trash service is required during the event.
- If large apparatus such as tents, moonwalks, etc. will be used, please indicate this in your letter with proposed locations.
- Alcoholic beverages are not allowed in the parks.

Send your ***TYPED OR PRINTED*** letter to:

Public Works Director  
City Hall  
101 S. Hickory Street  
P.O. Box 60  
Ottawa, KS 66067-2347

Following the receipt of this letter, the Public Works Director will:

- Circulate the letter for staff input; and
- Submit the request (and staff input) to the City Manager for further review, and possibly for review by the City Commission.

Following approval/disapproval action, a written response will be prepared and mailed to the applicant.

Should you have any questions, please do not hesitate to contact the Public Works Department at 785-229-3630 or [publicworks@ottawakansas.net](mailto:publicworks@ottawakansas.net)