



Procedures for Use of Parks

Any park event or use of sidewalks/trails through any park requires Use of Parks forms, insurance requirements, and Park Board approval.

1. Application for Park Use for an Event form must be filled out and sent to Elizabeth Leachman (eleachma@southbendin.gov / 321 E Walter St, South Bend, IN 46614) **30 days prior to the next scheduled Park Board meeting.**
2. A letter on letterhead or an e-mail must be submitted no less than **30 days** prior to the scheduled Park Board meeting, sent to Elizabeth Leachman at eleachma@southbendin.gov.
3. Park board meetings are the **3rd Monday of the month at 5:00 p.m. at the O'Brien Recreation Center.** The 2018 Park Board Meeting dates are listed below:
 - Tuesday, January 16
 - Monday, February 19
 - Monday, March 19
 - Monday, April 16
 - Monday, May 21
 - Monday, June 18
 - Monday, July 16
 - Monday, August 20
 - Monday, Sept. 17
 - Monday, Oct. 15
 - Monday, Nov. 19
 - Monday, Dec. 17
4. If this is a new event, you may be asked to present your event to the Park Board. We do not require returning events to present to the Park Board unless there have been problems or changes to your event.
5. If the event is approved, a one million dollar liability insurance certificate must be produced two weeks or more prior to the event. The certificate must list the City of South Bend, South Bend Venues Parks & Arts, and the Board of Park Commissioners as additional insured's. A sample insurance certificate is included in the packet. **If Certificate of insurance is not made out correctly, it will be refused and returned.** Some of the more popular firms providing liability insurance include Laven, State Farm, and Gibson.
6. No alcohol is allowed without an Alcohol Exemption Form (beer and wine only, purchased through the O'Brien Center). **You must show the actual alcohol permit purchased from the Indiana State Excise Department before purchasing your Alcohol Exemption Form at the O'Brien Center.**
7. The sponsor/promoter is responsible for supplying a list of food vendors and paying for the food vendor permits.
8. A list of all equipment being brought in and the company providing them is also required. For inflatables/bounce houses, South Bend Venues Parks & Arts has first right of refusal. Contact Mike Bueno of South Bend Venues Parks & Arts at 574-235-9373.
9. Any stage set-up needs to have an Amusement Entertainment Permit from Homeland Security.
10. No equipment or electric is provided.
11. All cleanups are the group's responsibility. All equipment (rentals of tents, stages, portable restroom, etc.) must be removed within 48 hours.
12. All forms in this packet may not pertain to your event, i.e. Vendor information/forms.

Mailing Address:

South Bend Venues Arts & Parks
Attn: Elizabeth Leachman
321 E. Walter Street
South Bend, IN 46614
Fax number: 574-299-4784

Contact:

Elizabeth Leachman
eleachma@southbendin.gov
574-235-5904

Kara Wood
kwood@southbendin.gov
574-235-5799

