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**NOTE TO APPLICANT: Please do not complete any information below. Please forward the application directly to the state park office where the event or activity is to be held. To obtain the mailing address of specific state parks, visit [www.ohiostateparks.org](http://www.ohiostateparks.org) or call (614) 265-6561.**

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**PARK EVALUATION OF PERMIT APPLICATION:**

(To be completed by the park manager or designee)

List all division rules that need to be waived by the permit:

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List any conditions that should be incorporated into the permit:

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Specific safety-related items: \_\_\_\_\_

**NOTE: Park Manager is to complete and sign only one of the sections below:**

For activities that do not require approval of the division chief,

     NO PERMIT REQUIRED (NO FEE CHARGED) BASED ON THE INFORMATION ABOVE

\_\_\_\_\_  
PARK MANAGER

\_\_\_\_\_  
DATE

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     APPLICATION BEING FORWARDED TO DIVISION CHIEF FOR ACTION

     event is co-sponsored by the park (waive \$40.00 processing fee)

     add the following amount to the \$40.00 permit fee to reimburse park for additional costs of park security, utilities, etc. AMOUNT: \_\_\_\_\_

     recommend denial of permit (submit justification memo)

\_\_\_\_\_  
PARK MANAGER

\_\_\_\_\_  
DATE

**LIABILITY INSURANCE REQUIREMENTS:** If the event requires participants to pay a registration or entry fee for access to a specific park area where general public access is restricted, the event sponsor will be required to furnish comprehensive general public liability insurance covering participants (and spectators) in the amount of \$1 million per person, per occurrence for bodily injury or death. The State of Ohio (and United States of America at Corps of Engineers facilities) must be named as “additional insured” on the policy and a certificate of insurance must be submitted to the park at least ten days in advance of the event date. The chief may also require liability insurance at an event with no admission fee if the event poses a significant risk of injury.