



CITY OF BOWLING GREEN OHIO

Community Commons Request Form

Contact Information

Organization Name

Street Address

City

State

Zip Code

Organization Website

Contact Person

Phone Number

E-Mail Address

Organization Information

501(c)(3)?

Yes

BGSU Recognized?

Yes

No

No

Request Information

**Purpose and Description of
Fundraiser**

Event Date

Set-Up/Start Time

AM/PM

End Time

AM/PM

Read and Understand Rules?

Yes

No

Staff Portion:

Safety Director: _____

Approve/Denied

Date: _____

Initial: Special Instructions - initial each heading acknowledging you have read and understand:

_____ Any event that becomes disorderly, incites violence or constitutes a hazard to the citizens of Bowling Green or property shall immediately be suspended upon order of the Mayor, Municipal Administrator, or his/her designee. The applicant agrees and understands that a permit may be denied or revoked at the discretion of the Municipal Administrator. The applicant agrees to hold the City and its respective officers, officials, and/or city employees harmless from any damages, costs or expenses that applicant may incur as a direct or indirect result of such denial or revocation.

_____ Depending on the circumstances, a police service agreement may be required regardless of the applicants desire for support.

- _____ 1. Requests must be submitted a minimum of 10 days in advance of the requested date.
- _____ 2. The request form must be filled out in its entirety prior to submission.
- _____ 3. Requesting organization and members must maintain pedestrian flow through the space. The use of space is only authorized for the area roughly from the center light posts to the sidewalk located along the western edge of the space (please see the Community Commons Map).
- _____ 4. Use is limited to one use per month per organization. Each request must be submitted separately.
- _____ **5. If food is to be sold, this shall be done in accordance with the rules established by or enforced by the Wood County Health Department (419-352-8402). A temporary food permit from the Health Department may be required and must be submitted with the Community Commons Request form.** If cooking is being requested to occur, the Bowling Green Fire Division shall be contacted prior to submitting this request (419-352-3106).
- _____ 6. The area must be kept clean and free of litter.
- _____ 7. Organizations shall not stretch electric cords across the pedestrian walk area.
- _____ 8. The space shall be left clean and free of litter following the use.
- _____ 9. Being authorized the use of the space does not necessarily make your use in compliance with laws of the State or the City. As such, do your due diligence by ensuring laws such as the open-container law, anti-litter law, anti-noise ordinance and others are being followed.

The space is on a first-come first-serve basis. The Safety Director's office will notify the requesting group/organization via email or mail on the availability of the space and/or approval/denial of request.

Questions may be directed to the Safety Director's office at 419-354-6204.

Forms may be scanned and emailed to bgcity@bgohio.org or turned in to the Mayor/Municipal Administrator's Office, 304 N. Church St.

Allowable Space – from the north/south sidewalk on the west side to generally the southern light post.

North
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Must keep sidewalks clear