



City of Staples
Parks & Recreation
425 4th Street NE
Staples, Minnesota 56479
Phone: (218) 894-2553

Email:
tjasmer@ci.staples.mn.us

Temporary Structure PERMIT

Note: Applications for a Temporary Structure Permit must be received thirty days before the event and receive Park & Recreation Director approval. Approvals will only be granted if the applicant provides the City of Staples with a Certificate of Insurance evidencing coverage in the amounts of \$500,000 combined single coverage with minimum limits per occurrence naming the City, its officers, employee, and agents as additional insured. Said insurance shall indemnify and defend the City, its officers, employees, and agents against all claims, liability, loss, damages, or expenses, whether caused by or contributed to by the negligence of the City, its officers, employees, or agents. Said insurance shall provide that the City receive written notice thirty (30) days prior to any cancellation, non-renewal or material change in the policy. Applicants will also be responsible for coordinating the location of those structures with Gopher State One Call to assure that the location of such structures is safe and appropriate.

I (we) hereby make application for a Temporary Structure Permit in City Parks.

Name of applicant(s):

Address:

Telephone Number:

If the proposed temporary structure use is to be conducted for or on behalf of an organization:
Organization Name:

Address:

Telephone Number of the organization:

Responsible head(s) of organization: (Include contact #)

Proposed use: Please described in detail for which the Temporary Structure Permit is requested for: (Include accurate description of location structure will be.)

Person(s) responsible for set-up/take-down of the Temporary Structure(s):

Name:

Address:

Phone Number:

Date(s) and time(s) for which the Temporary Structure is to be used:

Approximate number of people that will be in attendance:

Park & Recreation Advisory Board Decision

Approved Denied

Meeting Date: _____

Park & Recreation Director

Date

Reason for Denial
