



City of Akron, Ohio

Donald L. Plusquellic, Mayor

February, 2010

To Community Events Planners:

The City of Akron has a long tradition of working with charitable and civic organizations to host events in our neighborhoods, in our parks, and in Downtown Akron.

We encourage events that promote the City, develop cohesiveness among neighbors, and raise money for organizations who serve our residents with needed services.

In the past, Akron has been one of the few cities where planners could rely on the city to make facilities and equipment available at no cost, and police officers for special duty, traffic and crowd control. Our present budget restrictions have required us to re-think how we offer services to groups and organizations for special events and community events.

This packet of information will guide you through our new process:

1. Complete a **Community Event Application** for all events where you are requesting use of city property, including streets, sidewalks, parks or one of our entertainment venues.
2. Attached is a list of **City Fees For Services**. These will be paid by your organization or may be waived by the city in whole or in part, if the city is a sponsor or co-sponsor of your event.
3. Complete a **Request for City Sponsorship or Co-Sponsorship**, if you are requesting a waiver of fees and costs. Provide a copy of your IRS form 990 if you are a charitable organization, or complete the brief financial form in the package.
4. Complete a **Showmobile Application** if you are requesting use of the mobile stage. Fees will be charged unless the city is a co-sponsor of your event.
5. If you are requesting use of Lock 3 or Canal Park, review the separate rider that accompanies these materials.

Thank you to all of you who volunteer your time and energy to raise funds, to enhance our neighborhoods, and to bring life to our community.

Sincerely,

DONALD L. PLUSQUELLIC
Mayor