



City of Akron, Ohio

Donald L. Plusquellic, Mayor

January, 2012

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 that help provide our residents with needed services. I appreciate the work of so many dedicated volunteers who make our community more vibrant and offer fun events for families to enjoy.

In the past, Akron has been among the few cities nationally to make facilities and equipment available at no cost, and provide police officers for special duty, traffic and crowd control.

The global economic recession has required all cities to take another look at services we offer, and fees that we charge. Our budget restrictions require us to ask the groups and organizations who do community events to participate in the costs the city was able to provide in the past.

You are being provided a packet of information that 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. There is a fee that will be charged unless waived.
5. If you are requesting use of Lock 3 or Canal Park, review the separate rider that accompanies these materials.

Thanks to all who volunteer their time and energy to raise funds, to enhance our neighborhoods, and to bring life to our community.

Sincerely,

DONALD L. PLUSQUELLIC
Mayor