

# Community Commons Request Form

## Contact Information

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**Organization Name**

**Street Address**

**City**

**State**

**Zip Code**

**Organization Website**

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**Contact Person**

**Phone Number**

**E-Mail Address**

## Organization Information

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**501(c)(3)?**    Yes  
                          No

**BGSU Recognized?**    Yes  
                                  No

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**Purpose of Fundraiser**

## Request Information

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**Event Date**

**Set-Up/Start Time**

AM/PM

**End Time**

AM/PM

**Read and Understand Rules?**    Yes  
  No

## Community Commons Rules for Use

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 District (419-352-8402). 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 or [bgcity@bgohio.org](mailto:bgcity@bgohio.org). Requests may be emailed to this address or mailed to 304 N. Church St, Bowling Green, OH 43402

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