



Parks and Recreation  
 8012 Blanchard Furrh Road  
 Shreveport, LA 71107  
 318-929-2806 Office, 318-929-3718 Fax  
[www.caddoparks.com](http://www.caddoparks.com)

## Application for Utilities Permit

**Section 16-31 of the Code of Ordinances of the Parish of Caddo provides that no person or organization shall reserve park facilities for their exclusive use without first obtaining a permit from the Director of Parks and Recreation or his designee. Permits allow visitors to access electricity and/or water that are subject to being locked. Permits do not allow for exclusive use of any park facility. Parish Parks Department policy is first-come, first-served at all parks. Written application for a permit, signed by the applicant, must be submitted to the director a minimum of 15 days prior to the proposed activity, setting forth the desired date, time and place of the proposed activity and a detailed description thereof. A Hold Harmless and Indemnity Agreement, approved by the Parish Attorney, must be executed prior to the issuance of a permit. Permits will not be issued for activities prohibited by this chapter.**

### Applicant Information

Name:

Current address:

City:

State:

ZIP Code:

Phone:

Email:

### Application for Utilities Permit

Name of event:

Description of proposed activity:

Park requested for proposed activity:

Date of event:

Time of event:

Number of people expected to participate:

**Submit the above information at least 15 days prior to holding an event in one of the Parish parks. If approved, a Hold Harmless and Indemnity Agreement will be forwarded to you for your signature before a permit is issued. Additional information may be obtained by calling the director's office: 318-929-2806.**