



**CITY OF CHARLESTON**  
**P. O. BOX 2749**  
**CHARLESTON, WEST VIRGINIA 25330**

A PERMIT AUTHORIZING YOU TO USE SLACK PLAZA/BRAWLEY WALKWAY FOR THIS SCHEDULED ACTIVITY WILL BE MAILED TO YOU UPON RECEIPT OF THIS COMPLETED FORM IN THE PUBLIC GROUNDS OFFICE.

**REQUESTING AUTHORIZATION FOR USE OF SLACK PLAZA/BRAWLEY WALKWAY**

Slack Plaza/Brawley Walkway is a public facility which may be used by individuals, groups, and agencies for the public benefit when authorized by personnel of the Public Grounds Department, P.O. Box 2749, Charleston, WV 25330.

Requests for authorization must be made by a responsible person three (3) weeks in advance of the desired date. Call (304) 348-6458. A signed permit will be mailed for the date approved.

**REQUEST FOR AUTHORIZATION TO USE SLACK PLAZA/BRAWLEY WALKWAY**

\_\_\_\_\_ requests authorization to use Slack Plaza  
 group or individual name

Brawley Walkway on \_\_\_\_\_ from \_\_\_\_\_ am/pm to \_\_\_\_\_ am/pm for

(state briefly) \_\_\_\_\_

I have received, read, and will abide by the Rules and Regulations governing the use of Slack Plaza/Brawley Walkway.

\_\_\_\_\_  
 Signature

\_\_\_\_\_  
 Contract Person (please print)

\_\_\_\_\_  
 Street Address, City, State, Zip code

\_\_\_\_\_  
 Telephone number

**Please mail this form to the above address to the attention of the Public Grounds Dept. or you may fax to (304) 347-1825.**

## **RULES & REGULATIONS GOVERNING THE USE OF SLACK PLAZA / BRAWLEY WALKWAY**

### **PURPOSE:**

It is the intent of the City of Charleston to maintain Slack Plaza/Brawley Walkway as a passive recreational facility where residents of, employees in and visitors to the City of Charleston can enjoy conversing, reading, eating, relaxing and other activities to the extent that they do not interfere with other users of the facility nor with the surrounding businesses.

### **USES:**

Groups, individuals, or agencies wishing to use Slack Plaza/Brawley Walkway for promotions, educational displays, cultural activities, fund raising activities or other activities approved individually by the Public Grounds Department may do so to the extent that they enhance, without interfering with, public use of the facility.

### **FEES:**

At no time shall fees be collected for ingress to or egress from Slack Plaza/Brawley Walkway. Food and merchandise may be sold within the facility as one of the uses described above.

### **VEHICLES:**

Only handcarts and dollies are permitted on the brick paving surface for the purpose of displays, sales, and transporting of equipment essential to scheduled activities. As fuel exhaust and engine noise conflict with the intended uses of Slack Plaza/Brawley Walkway, gasoline and diesel powered engines are prohibited within the facility with the exception of maintenance vehicles authorized by the Public Grounds Department.

### **STRUCTURES:**

Temporary structures essential to the above uses may be erected so long as they are completely self supporting, requiring no attachment to the existing facility or its furnishings that are aesthetically pleasing, being compatible with both the environment and intended use. Plans for temporary structures must be submitted to the Public Grounds Department along with the application for use of Slack Plaza/Brawley Walkway.

### **RIGHT OF PASSAGE:**

All pedestrians must be allowed passage through Slack Plaza/Brawley Walkway at all times and no vehicles, tables, platforms or temporary structures may be situated so as to block or restrict pedestrian traffic through the facility. Special attention should be paid to maintaining easy access to Slack Plaza/Brawley Walkway for handicapped individuals. Access to the Transit Mall, bus shelters, restrooms, bus ticket office, adjacent businesses, adjoining sidewalks and streets must be maintained free and clear of all obstructions.

**RESPONSIBILITY:**

Users of Slack Plaza/Brawley Walkway are responsible for:

- A. All landscape and/or structural damages to the facility which may be caused by or as a result of their activities.
- B. The removal of all decorations and other paraphernalia used during their scheduled activity.
- C. The removal of all litter generated during their scheduled event. They may use the existing receptacles within the facility for disposal thereof.
- D. Maintaining a noise level compatible with users of the facility and neighboring businesses.

**NONDISCRIMINATION:**

Slack Plaza/Brawley Walkway and all activities conducted therein shall be open free to everyone regardless of race, color, sex, religion, national origin, age or handicap. Activities, educational or promotional which encourage such discrimination are expressly prohibited.

**PENALTIES:**

Failure to abide by the above rules and regulations will result in the withdrawal of the permit authorizing use of Slack Plaza/Brawley Walkway and in the immediate cancellation of the scheduled activity.

Repairs to structures or landscaping at the facility necessitated by damage caused by or as a result of scheduled activities will be performed at the expense of the individual, group, or agency authorized to use Slack Plaza/Brawley Walkway at the time such damage occurred.