

## Temporary Activity Permit (TAP) Form Requirements

Due to the nature of your community use event, a Temporary Activity Permit (TAP) form must be completed and returned to the PWC Zoning Office. Please fill out the form and return it to the Zoning Office. As this is a PWC government requirement, any fees associated with filing the form are the responsibility of the user. Please **do not** remit fees to PWCS.

The application must be submitted to the PWC Zoning Office at least 30 days in advance of the event date and will be completed as follows:

Only Pages 1, 5, and 6 need to be completed.

Please use page 5, to include a detailed narrative of the activity, including any planned use of equipment such as moon bounces, portable stages, tents (include size, e.g., 5x10 square feet), etc...

Page 6 is the Affidavit the school must sign, granting the organization permission to use the facility for the event. **More recently, in lieu of the signed Affidavit, the PWC Zoning Office has accepted copies of the "Schedule Detail Report" form.** If you have received these instructions electronically, you should already have this form. If you do not have a copy of your event details, please email [minortd@pwcs.edu](mailto:minortd@pwcs.edu) to request that a copy be provided.

Once the application is completed, both a fire safety and site plan must be included.

**IMPORTANT NOTE:** Schools have a fire safety plan. You may use a modified version of the school plan if it fits your needs, but the location is **not** obligated to provide this. The fire safety plan will need to clearly mark which exits/paths attendees would take in the event of a fire or other emergency requiring evacuation of the building **or** where attendees participating in an outdoor activity would go in the event of an emergency.

A setup must be included. This should include all areas you wish to use and will need to indicate where items/furniture/equipment will be placed in proximity to one another, any entrances, and/or exits.

The TAP, along with your fire safety and floor plans, should then be faxed, mailed, or hand delivered to the Zoning Office, as indicated at the number or address at the top of the form.

After the TAP is completed and faxed, you are done. It will be up to the PWC Zoning Office to contact you if additional information is needed.