

Hello!

Welcome to The Take It Outside application process.

And we hope you find it easy, but if you run into any difficulty please contact Lizzie Araujo;
laraujo@providenceri.gov

Each piece of the application is vitally important, and you will need to carefully read each section.

Your first step will be to complete and upload the State of Rhode Island's event template, then you will move on and complete the application to let us know exactly what you are planning for Providence.

This is an instructional email.

Please forgive the length, but I encourage you to read it through to the end before beginning your application. If you have any questions please email: laraujo@providenceri.gov, we are here to help.

THINGS YOU SHOULD KNOW BEFORE YOU SUBMIT YOUR APPLICATION -

- We are currently amid a global pandemic and a state of emergency.
- The City of Providence is only permitting events for one month, your plan will be reviewed on or around the first of the subsequent month.
- The City of Providence reserves the right to make changes to any submitted and approved plan at any time.
- The City of Providence reserves the right to cancel any event at any time without notice.

Application Checklist - Each piece of the application is vitally important, and you will need to carefully read each section. If questions do not apply to your event simply put N/A in the required box. Link to an example application with notes to help you:

<https://na3.documents.adobe.com/public/fs?aid=CBFCIBAA3AAABLbqZhD4ZnfRHZQstDFFdJxJmchEPn-ZZIVip7owc8fxCOCEJiDnMA3OI3SEcnyiytdnWwM%2A>

- Start here and complete the Take it Outside application
- You will have to upload the REOPENING RI Event Template form
- You will have to upload your site plan – *feel free to use the template provided*
- You will have to upload Certificate of Insurance naming the City of Providence and if you are using a Steel Yard Take it Outside Kit please add:
Woonasquatucket Valley Community Build Inc. dba The Steel Yard
- CLICK SUBMIT!

ATTACHMENTS

- RI REOPENING template form.
- A template site map - Please fill in with tables, chairs and heaters.
- A rendering of the one-of-a-kind Steel Yard Take it Outside kits
- Fire Department guidelines for using equipment
- Example application

WHAT HAPPENS ONCE YOU SUBMIT:

- Your application will then go thru an online approval process, you can continue to log in and check your applications progress.
- YOU MAY have to attend a City Service Meeting. Once the application is reviewed by City staff, you will get an email notification about your meeting date(s). This will be sent to the email in the application. The City Service Meeting notification email will also contain information what you need to bring to your meeting. City Service Meetings are held on Wednesdays at 10AM via ZOOM.

If you do not have access to a computer to complete the necessary paperwork online, please call ACT at 401-347-4633 and we will figure it out.

Thank you,
Lizzie
ACT Deputy Director