

## **Fayetteville Parks Event Permit Policies and Conditions**

Special Events are permitted in Fayetteville Public Parks, provided the following guidelines are followed:

1. Special Event forms must be completed and submitted to Parks and Recreation no later than 14 days prior to the event. Events will be reviewed and approved on a case by case basis based on many circumstances including, but not limited to:

- Park Schedule
- Type/Size of Event
- Number of participants
- Size of Parking Lot/Number of Parking Spaces
- Impact of event on other park or trail users

2. Events shall not be exclusive. Events utilizing public parks must allow any person or resident the ability to participate.

3. We reserve the right to deny rental or reservations for a recreation service that is in direct competition or duplication of service that conflicts with city park and recreation program offerings or affiliated community youth and adult association.

4. The size of an event cannot exceed the number of parking spaces in the selected park facility. Vehicles shall only be parked in designated areas. Overflow parking shall only be allowed at special events where either the Event Coordinator or Parks and Recreation Staff are supervising the event. Event representative is responsible for monitoring parking of the event assuring vehicles are not parked on the grass, but only in designated parking spaces.

5. If there is an exchange of money/registration fee, a \$150 Special Event Permit Fee is required. All special events and any pavilion rental with 75 or more people requires a \$250 key check out and cleaning deposit that must accompany the Event Request Form. This deposit will be returned provided the key is returned within three business days, and the park is left clean, free of trash, and undamaged. (Ordinance 97.086)

6. Tournament/event coordinator agrees that during the event, the coordinator/organization shall, at its sole cost and expense, cause the parks/trails to be maintained, preserved and kept in good repair and working order and in a safe condition and will make all repairs, renewals, replacements and improvements necessary for the safe and efficient operation of the parks/trails and as needed to maintain the physical and aesthetic integrity of the parks/trails in conformity with as good or better standards of practice for other similar-type amenities in City of Fayetteville owned parks/trails. The coordinator/organization may make additions, alterations and changes to the parks/trails so long as such additions, alterations and changes are made in compliance with the City of Fayetteville policies and procedures. In particular, the coordinator/organization hereby agrees that the coordinator/organization shall (a) keep the park/trail surfaces in good condition and

repair, including without limitation, repair and replacement of surfaces resulting from normal wear and tear, accidents, weathering, vandalism, or material failure including providing replacement of material and all other incidental materials; (b) maintain any landscaping adjacent to the park/trail; and (iii) keep the park/trail free of debris and litter.

7. According to Fayetteville's Code of Ordinances, tournament/special event organizers are not permitted to hang banners, posters, flyers or other printed advertising materials prior to the event. Sponsors are permitted to hang banners and/or posters in areas pre-approved by Parks and Recreation on the day of the event. Any pre-approved banner shall not be displayed until the morning the event begins and must be removed at the completion of the event (Ordinance 97.087).
8. No person in a park shall construct or erect any building or structure of whatever kind, whether permanent or temporary in character, or run or string any public service utility into, upon, or across such lands, except on special written permit obtained from the city (Ordinance 97.036).
9. Any marking on trails or sidewalks is strictly prohibited. Any painting or marking on athletic fields without specific permission from Parks and Recreation is also prohibited. No inflatables of any kind are permitted, nor are any activities including the use of animals such as pony rides, camel rides, etc.
10. Hold Harmless Clause: The City of Fayetteville shall not be liable to users, employees, agents, invitees, licensee, visitors, or to any other person for injury to person or damage to property on premises caused by the negligence or misconduct of user, its agents, servant or employees, or of any other person entering upon the premises under express or implied invitation by user. The event producer agrees to indemnify and hold harmless the City from any loss, attorney's fees, and expenses or claims arising out of any such damage or injury. The City reserves the right to revoke this application at any time.
11. Food trucks permitted pursuant to [§ 178.05](#) may operate in City Parks as described below:
  - (A) Food trucks may not locate in the same area that is actively being served by a contracted concessionaire during regular season Fayetteville Parks and Recreation leagues and tournaments.
  - (B) Food trucks may locate at Gulley Park during a Gulley Park Concert or special event and in other parks such as tournaments, reserved park gatherings, etc. if approved by the Parks and Recreation Director.
  - (C) Food trucks and sales of items other than food may be approved by the Parks and Recreation Director through the special event permit process (Ordinance 97.086).
12. If event organizers have a history of previous damage to facilities, Fayetteville Parks and Recreation has the discretion to raise the key and trash deposit fee, and/or require staff supervision costs; administrative fees; special tournament requirements such as rental of portable toilets, tournament director/ umpires, trash pick-up and

cost for off-duty police at the event.

13. NO PARKING in concourses of the complex or any other unauthorized areas.

14. Parks Staff will be allowed to set-up a tent/booth, free of charge, at any event, if they so choose.

As a representative for the group and event requested on this form, I have read and understand the attached policies and conditions applying to the use of Parks and Recreation facilities. I will assume responsibility for the adherence to these regulations and policies if the request is approved, including compliance with the following:

- **Fayetteville Parks and Recreation reserves the right and maintains sole discretion over the decision to cancel or postpone a program, league or event held within City Parks property at any time due to COVID-19.**
- The observance of applicable laws and ordinances;
- Any stipulations or restrictions of the permit;
- Any stipulations or rules outlined in the Special Event Request Form Instructions/Rules;
- The applicant assumes all liabilities that may arise.

Representative's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Please note: Any event requiring a Noise Variance, Street Closure, or other additional service, the organizer is responsible for completing a Special Event Permit through the City of Fayetteville at <http://www.fayetteville-ar.gov/754/Special-Event-Permits-Information>**