

Requests must be submitted at least two weeks prior to event.

Fayetteville Parks and Recreation Event Permit Form

Phone: (479) 444-3471 Fax: (479) 521-7714

Web: www.fayetteville-ar.gov/Parks E-mail: parks_and_recreation@fayetteville-ar.gov

The City of Fayetteville Parks and Recreation Event Permit Form is to be used for events that meet one or more of the following criteria:

- attended by 75 or more participants, or
- events that last more than four hours, or
- recurring events, or
- events that require maintenance such as site preparation.

GENERAL EVENT INFORMATION:

Organization: _____

Event Title: _____

Date(s) of Event: _____ Event Preparation Time: _____ Event Clean-Up Time: _____

Event Start Time: _____ Event Finish Time: _____

Location of Event: _____

Authorized Representative: _____

Telephone (Primary) _____ (Secondary) _____

Address: _____

E-mail: _____

Has this event been held previously? If so, please indicate date: _____

If your event requires a pavilion, please go to <https://fayetteville.onlinesignup.org> to reserve one. From March 1 through September 30, pavilions may only be reserved for four hours per event.

FACILITIES REQUESTED FOR TOURNAMENT/SPECIAL EVENT

Softball Fields

All ballfield reservations cost \$85 per field, per day without use of lights or \$115 per field, per day with use of lights.

Gary Hampton 1 Gary Hampton 2 Gary Hampton 3 Gary Hampton 4
 Lake Fayetteville 1 Lake Fayetteville 2 Lake Fayetteville 3 Wilson Park 1

Baseball Fields

Walker Park 1 Walker Park 3 Walker Park 5 Walker Park 7 White River 1
 Walker Park 2 Walker Park 4 Walker Park 6 Walker Park 8 White River 2

Soccer Fields (no lights available)

Lewis A Lewis C Lewis E Walker North
 Lewis B Lewis D Lewis F Walker South

Tennis Courts \$35 per day (includes lights)

Wilson 1 Wilson 3 Wilson 5 (no lights) Walker 1
 Wilson 2 Wilson 4 Wilson 6 (no lights) Walker 2

Trails

Lake Fayetteville Wilson Park Gully Park Frisco
 Scull Creek Mud Creek Clear Creek Walker Park
 Other (please describe which trail sections you will need) _____

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EVENT LOCATION (if not listed above): _____

Please describe your event in as much detail as possible, and include any maintenance requests you may have.

All promotional materials must be attached. Detail any requests in regard to: tents, course maps, trash/clean-up, restrooms, parking, music, medical, security, electricity, etc. Please attach additional sheets if necessary.

Estimated Number of Participants/Teams: _____ Amount of Participant/Team Entry Fee: _____

Amount of Spectator Entry Fee: _____ Total number of people expected: _____

Concessionaire Requested: _____

Outside Vendor Info (Please list name, contact information, promoter reporting number, and products and service vendor intends to sell during the event, for each vendor.)

DEPOSIT: A field deposit of \$50 per field is due upon approval and is nonrefundable after 5 p.m. the Monday prior to scheduled field usage. The remaining balance is due by 5 p.m. Tuesday before the event.

Numbers of fields requested _____ **x \$50 per field** **TOTAL FIELD DEPOSIT FEE \$** _____

There is a \$250 key and trash deposit due when reservation is approved.

As a representative for the group and event requested on this from, I have read and understand the attached rules and regulations 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:

- 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: _____

NOTE: Parks and Recreation reserves the right to deny or cancel any program/event that does not meet established rules and regulations, or when the requesting group is unable or unwilling to adequately perform all required duties and responsibilities related to the event, or for similar cause. Renter is responsible for any damages. Excessive and/or perceived intentional damage may result in refusal of any future rental.

For Office use only:

Facility is available on this date [] Maintenance required [] Concessionaire requested []

Staff comments: _____

Recreation Superintendent

Park Planning Superintendent

Maintenance Superintendent

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OFFICE USE ONLY

Total Rental Fees Due	\$ _____	
Deposit	\$ _____	Date _____
Remaining Balance	\$ _____	Date _____
Key and Trash Deposit	\$ _____	Date _____

Ball Field Rental Information

According to Fayetteville Code of Ordinances 97.16, Parks and Recreation has established fees to defray the costs of water, electricity, maintenance, and trash clean up. Parks and Recreation has soccer fields at Lewis Park and Walker Park. Softball fields are available at Lake Fayetteville, Gary Hampton, and Wilson Park. Baseball fields are available at Walker Park and White River Baseball Complex. Fees are listed below:

Rental Fees

<u>Softball</u>	<u># of Fields</u>	<u>Description</u>	<u>Daily Rate</u>	<u>Daily Rate with Lights</u>
Gary Hampton	(4)	300' fields w/ lights	\$85	\$115
Lake Fayetteville	(3)	275' fields w/lights	\$85	\$115
Wilson	(1)	Approx. 200' w/lights	\$85	\$115

-Additional \$50 per field for temporary fencing for softball fields. Cost for temporary fencing is not refundable in the case of postponement of event.

-Additional \$50 per field, per day for mid-day field prep.

<u>Soccer</u>	<u># of Fields</u>	<u>Description</u>	<u>Daily Rate</u>
Lewis	(6)	6 full size fields	\$85
Walker	(2)	2 full size fields	\$85

\$85 covers field layout as is. Different field layout requires additional \$50 fee per field. No lights available.

<u>Baseball</u>	<u># of Fields</u>	<u>Description</u>	<u>Daily Rate</u>	<u>Daily Rate w/Lights</u>
Walker Park	(8)	Tee ball - 12 & Under	\$85	\$115
White River	(2)	315' Fields	\$85	\$115

What This Fee Includes

The rental fee includes field preparation for tournaments and/or games, equipment in desired locations, painted/chalked fields. Use of restroom facilities, concession stand provided by existing contractor, and use of scoreboards (where available). If the scoreboard control panels are missing or broken, then the renter is responsible for replacement. NO PARKING in concourses of the complex or any other unauthorized areas.

Additional Services

If the renter requests additional services because of inclement weather conditions, an additional \$20/hour per Parks Staff member is required, plus the cost of supplies. Supplies include chalk/paint and quick dry.

Additional information regarding field and event reservations, please contact:

Adult Softball / Baseball
 Brandon Shrader
 Recreation Program Manager
 (479) 444-3471 x 3681

Soccer / Wilson Pool / Concerts
 Lacie Ballard
 Recreation Program Manager
 (479) 444-3471 x 8369

Youth Softball / Kickball / Volleyball / Camps
 Joe Kieklak
 Recreation Program Manager
 (479) 444-3471 x 3474

Trails / Race Events
 Tiffany Gaulke
 Recreation Program Manager
 (479) 444-3471 x 3463

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Trail Reservation

Trail event fees will be based on the event and whether or not the trail is required to be closed to the public. Parks and Recreation Staff will make a determination if the size and scope of the event requires the closure of a trail, or portion of a trail, to the public. If Staff determines the trail must be closed, then the trail can be closed for a maximum of four hours. 50% of rental fees, along with a key and trash deposit (based on the size and scope of the event) must be paid to complete the reservation. Total fees must be paid in full by the Tuesday prior to the event. Failure to make payment will result in a penalty of \$10 per business day. In the event of unauthorized usage or damage to trails during use, the organization will be responsible for compensating the City for the cost of repairs. The event organizer will be responsible for all trail signage notifying the public prior to and during the event, as well as staffing the appropriate section(s) of the trail during the event to avoid trail user conflict. Signs must be pre-approved by Parks and Recreation Staff and posted prior to the event. **There is absolutely no marking of any kind on the trails. In addition, no promotional material may be posted on signs, posts or trees along the trail. If trails require closing, the hourly Trail Fee is \$150, plus \$150 Special Event Permit Fee. Active-Transportation Trails will not be closed to the public.**

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

Initial Below to Mark Your Understanding to the Following Policies and Conditions

- _____ 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.
- _____ 4. Events raising money for non-profit organizations must provide a letter from the organization's Executive Director acknowledging the event and the organization's participation. Fees will be waived only at the discretion of the Mayor or his/her designee.
- _____ 5. 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 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.
- _____ 6. 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)
- _____ 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.

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_____ 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:

(1) 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.

(2) Food trucks may locate at Gulley Park during a Gulley Park Concert or special event in other parks such as tournaments, reserved park gatherings, etc. if approved by the Parks and Recreation Director.

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.

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>

Updated 7/5/2016

