



University City  
Parks, Recreation and Forestry

**MANAGEMENT POLICIES AND PROCEDURES**

<b>Special Events</b>	<b>Number: 024</b>
<b>Approved By: Park Commission</b>	<b>Effective Date: October 27, 2009</b>
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## **I. PURPOSE**

To better manage the finite resources of the department and to assist organizations on staging successful special events without impacting other park users or risking the public's health and safety.

## **II. REVISION HISTORY**

## **III. REFERENCES**

## **IV. PERSONS AFFECTED**

Park patrons, immediate park neighbors, police, fire, and park department employees.

## **V. POLICY**

- A. Events must be planned for and by University City residents and organizations based in University City.
- B. Event requests for fund raisers organized by for-profit businesses are prohibited.
- C. Event requests must be received a minimum of 3 months in advance.
- D. Event organizers must submit an event plan which includes the following:
  - i. Detailed description of event activities to include:
    - 1. Hours of actual event and time needed for set up and tear down
    - 2. Planned activities
    - 3. Site map noting all event areas and support services
  - ii. Security plan with final written approval of the plan by the University City Police Department
  - iii. Traffic and parking plan
  - iv. ADA approved portable restrooms and hand washing stations (how many and locations)
  - v. Trash and litter plans (during and after)
  - vi. Requested amplified sound (music, public address, etc.)
  - vii. Plans for the consumption and/or sale of food and/or alcoholic beverages

viii. First Aid and emergency response plan

- E. Liability insurance, naming the City of University City as an additional insured for \$1,000,000
- F. All fees to be paid for any area of the park which will be closed or inaccessible to the general public (ball fields, picnic shelters at establish rental rates) and any well defined general open spaces (at the same rate as a softball field.)
- G. A refundable security deposit of \$500 is required (any damage or violations of the special event permit which require additional city expenses will be retained by the City).
- H. A non-refundable \$100 special event review fee must be provided at the time of initial request. This fee will be applied to the final permit, if approved.
- I. No petting zoos or pony rides are allowed on park property.
- J. Fireworks are prohibited by City Code.
- K. Coordination with University City Police Department on any event that will also be held on the public right-of-way
- L. Organizers are responsible for securing any permits (i.e. St Louis County Health Department for food and vendor licenses' from the City of University City, etc).
- M. Proof of 501c3 status required
- N. Approval will be based upon site availability and resources of the City. During the summer months any events near Centennial Commons and the Heman Park outdoor swimming pool are prohibited due to parking constraints. Similarly, use of Millar Park is prohibited during days and hours of weekend football this park would not be available for special events.
- O. All permits, insurances, fees and approvals from other departments/agencies must be submitted one (1) month prior to the event.
- P. City Sponsored or Co-Sponsored Events will not be required to provide insurance, fees for park use, security deposit or review fee. All other policies are applicable to city sponsored or co-sponsored special events.
- Q. If applicable, a confirmation letter from the CEO of the organization is to be the primary recipient of the special event proceeds. This letter must also include the percentage of those proceeds to be received.

## VI. DEFINITIONS

For the purpose of this policy, a special event is defined as an activity or series of activities, specific to an identifiable time and place, most often produced in conjunction with community organizations, held on park property, and generally occurring once a year.

A Special Event includes but is not limited to:

- 1) Any activity involving entertainment and/or amplified sound, food, beverage, merchandise sales or any activity promoted as a festival, trade show open to the public, craft show, public dance, special event, concert or performance, or
- 2) Any activity that substantially increases or disrupts the normal use of a park and/or the surrounding neighborhood

- 3) Any activity which involves the use of any city services that would not be necessary in the absence of such an event.

## **VII. RESPONSIBILITIES**

Recreation Supervisor-Facilities will be responsible for reviewing and recommending to the Superintendent of Recreation whether a special event should be permitted. Recommendation of the tentative approval shall be given within ten (10) days of the completion of the application, submittal of application fee, and proof of not-for-profit status. Recommendation of final approval will be made by the Superintendent of Recreation within one (1) month of receipt of the application if all other policy requirements are completed. Appeal of denial of special event permit (tentative and final) shall be made to the Director of Parks, Recreation and Forestry within one (1) week of the denial. The Director shall have three (3) business days to review the appeal. Upon review the Director will inform the organizers of the status of their appeal.

Recreation Supervisor-Facilities and the Park Maintenance Superintendent (along with any reports from the University City Police Department) will evaluate the event which will be one of the factors in determining if the event or the organization will receive a permit for future special events.

## **VIII. PROCEDURES**

- I. Applicant contacts Recreation Supervisor – Facilities to set an appointment to discuss special event. At this time, application packet and policy is given to applicant; and it to be completed and returned with application fee and accompanying documentation a minimum of three (3) months prior to desired event date.
- II. Application and application fee is submitted to Recreation Supervisor-Facilities. A tentative approval or denial is based upon the above policy. The applicant will be informed of this decision.
- III. If given tentative approval, organizers will complete all plans and meet with department staff to plan the event and reserve the park areas needed to support the event.
- IV. One (1) month after submittal of application all required materials and fees will be submitted by the event organizer.
- V. Recreation Supervisor-Facilities will review the material and make a recommendation within five (5) business days to the Superintendent of Recreation on whether a special event permit will be approved or denied.
- VI. Request for appeal to the Director of Parks, Recreation and Forestry must be made within five (5) business days.
- VII. Final decision on the appeal will be made in three (3) business days.