



University City
Parks, Recreation and Forestry



MANAGEMENT POLICIES AND PROCEDURES

Special Events

Number: 024

**Approved By: Park Commission
City Council**

**Effective Date: October 27, 2009
November 16, 2009
October __, 2020**

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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, public works, and park department employees.

V. POLICY

- A. Events must be planned for and by University City residents and 501c3 non-profit organizations based in University City.
- B. Event requests for fund raisers organized by for-profit businesses are prohibited.
- C. Event organizers must successfully apply and submit a non-refundable \$100 special event review fee to the Parks, Recreation and Forestry Department at least three (3) months prior to their tentatively scheduled date.
- D. Liability insurance, naming the City of University City as an additional insured, including an Endorsement Page.

- E. 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.
- F. A refundable security deposit (any damage or violations of the special event permit which require additional city expenses will be retained by the City) of \$1,000 is due one (1) month prior to scheduled event date
- G. Coordination with University City Public Works Department on any event that will also be held on the public right-of-way
- H. Organizers are responsible for securing any permits (i.e. St Louis County Health Department for food and vendor licenses, portable restrooms; business license from the City of University City; Liquor license from the county and state, etc.).
- I. Approval will be based upon site availability and resources of the City.
- J. All permits, insurances, fees and approvals from other departments/agencies must be submitted one (1) month prior to the event.
- K. 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, fair, circus, parade, classes, lessons, camps, clinics, walks, runs, rides, trade show open to the public, craft show, public dance, special event, concert or performance.
- 2) The proposed activity or use of a specific park, park area, facility or trail area will not reasonably interfere with or detract from the general public's enjoyment of a specific park, park area, facility or trail area.
- 3) The proposed activity or use is not reasonably anticipated to incite violence, crime or disorderly conduct.
- 4) The proposed activity or use will not entail unusual, extraordinary or burdensome expense, and/or police/maintenance operation by the City.

- 5) The location for the proposed activity or use is in an area deemed suitable by the Director of Parks, Recreation and Forestry.
- 6) The issuance of such permit shall not result in crowded or congested conditions due to the issuance of prior permits for the same day, or due to the anticipated number of attendees for the planned activity or event.
- 7) The proposed activity use and/or equipment are deemed not to be a safety or liability issue.
- 8) Any activity which involves the use of any city services that would not be necessary in the absence of such an event.

VII. RESPONSIBILITIES

Deputy Director of Recreation will be responsible for reviewing and recommending to the Director of Parks, Recreation and Forestry whether a special event should be permitted. Recommendation of the tentative approval shall be given within one (1) month 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 City Manager within two (2) months of receipt of the application if all other policy requirements are completed.

Deputy Director of Recreation, Park Maintenance Superintendent, Director of Parks, Recreation and Forestry, City Department Directors and the City Manager 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

- 1) Individual/Organization receives or downloads from City website - Special Event documents.
- 2) Applicant turns in application, fee and accompanying documentation a minimum of three (3) months prior to desired event date to the Deputy Director of Recreation .Deputy Director of Recreation and Parks Maintenance Supervisor will review the materials and make a recommendation within ten (10) business days to the Director of Parks, Recreation and Forestry on whether a special event permit application meets the requirements. If further information is required, a meeting with the applicant to discuss these items will be established.
- 3) Once all necessary information has been successfully gained by the Parks, Recreation and Forestry Department, application and accompanying documentation will be forwarded to all necessary departments for their review and consideration. If approval is gained, the application and accompanying documentation will be forwarded to the City Manager for tentative approval.

- 4) Once tentative approval has been given, the organizers shall complete all plans and meet with department staff to plan the event and reserve the park areas needed to support the event.
- 5) One (1) month prior to the tentatively scheduled event, the organizer shall submit all required materials, permits, and fees to the Deputy Director of Recreation.
- 6) Staff will review the materials, permits and fees and make a recommendation within five (5) business days to the City Manager on whether a special event permit should be approved or denied.
- 7) Final approval of a permit will not be issued until all materials, permits and fees have been successfully submitted and approved by the City Manager.

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