

Policy for Special Events Approvals in City of Longmont Parks

This policy is intended to cover those events that invite the general public to attend or participate in the event. This policy does not replace the City of Longmont Use of Public Places permit process.

I. Mission Statement

The hosting of special events in Longmont's Park System has continued to increase since 1993. Because of this steady increase, staff, charged with the ongoing maintenance, management and stewardship of the park system, has a responsibility to ensure that park resources do not become degraded from overuse and that neighbors to city parks do not become disproportionately impacted. The purpose of this policy is to ensure the following:

1. The park systems physical resources are protected from overuse.
2. The public has access to the park system to promote cultural, educational, environmental, historical and recreational events appropriate for specific park sites and beneficial to the community.
3. All groups, organizations and individuals have fair and equal access to requesting the use of the park system.
4. Event producers do not over-burden City resources required to safely and effectively host an event.
5. Events hosted in City of Longmont Parks should promote and employ logistical activities, such as recycling, shuttle parking/alternative transportation, etc. when appropriate.
6. Generally, exclusive use of a city park is not allowed. Some exceptions will occur, and will be evaluated on a case-by-case basis.
7. City of Longmont Parks are good neighbors to surrounding residents.

II. Application Procedures

1. The Parks and Recreation Division will accept proposals for use of the Park System for special events for the calendar year. Proposals will be reviewed and conditionally approved as soon as possible. City produced events take priority over other requests. St. Vrain Valley School District events have second priority. Subsequently, requests for other special event permits will be reviewed on a case by case basis, taking into consideration the cumulative effect they have on the park and adjacent community. Since all parks have carrying capacities it is conceivable that some requests for specific parks may be denied.
2. Events that meet certain criteria, (for example: invite the public to attend or participate) will require a separate Use of Public Places (UOPP) permit application. This process is legislated by city ordinance and is administered through the City Clerks Office. Please call 303-651-8648. You will need to pay for the park and the UOPP Permit.
3. Non - City of Longmont event applications for multiple non-concurrent days will require a separate application for each event. Each event is evaluated on its own merits. In order to achieve a harmonious balance between the park resources, impacts to neighbors and the needs of all event producers, each producer is encouraged to submit no more than three applications annually.

4. The Recreation Manager or her/his designee shall review each application and shall conditionally approve or deny same. Issuance of permits shall be in the full discretion of the director of parks and recreation. All city staff decisions are always appealable to the City Manager and ultimately the City Council.

Guiding Principles

Because the diversity, duration, quantity, attendance and impacts of special events vary it is not the purpose of this policy to establish specific limitations regarding the number of events to be held in any one park.

- Each year's requests will be evaluated both individually and for the collective impact they place upon a specific park site and the adjacent neighborhoods.
- Parks will receive a recovery period between events commensurate with the impact created by the events. For example: a recovery period between major events will take longer than between minor events.
- Large events will require the presence of City staff for which the event producers will reimburse the appropriate City department.
- The physical requirements of the event should be compatible with the physical limitations of the park and not be significantly different from the normal intended uses of the lands and waters to which these regulations apply.
- Event producers must undertake planning, in detail, to identify, notify and mitigate impacts to the adjacent neighborhood, i.e. parking, noise and trash.
- Activities will not, in general, result in exclusion of or inconvenience to the public's use of the park area.
- Prior events by the Producer have not resulted in destruction or misuse of facilities and Producer has complied with all permit requirements and regulations in the past.

III. Responsibilities

Organized special or fund-raising events sponsored by any entity other than the City of Longmont require a permit issued by the Recreation Manager or his/her designee after proper application and payment of required fees. The director may waive any of the use requirements upon finding that they are not applicable to the given event.

1. Responsibilities of Producer of such events.
 - a. Each Producer shall complete and submit an application form.
 - b. Each Producer shall be fully responsible for adequate sanitation and maintenance of the activity site during the activity, as well as cleanup afterward.

- c. Each Producer shall adequately control the activities of all participants in its activities or events, which control may require arranging to have present peace officers or personnel of private security services before, during or after the actual time of the activities or events.
- d. Each Producer shall assume full and sole liability for its activities or events, and shall maintain a policy of liability insurance approved by the city risk manager endorsing the city as named insured and providing risk protection as required by the city risk manager.
- e. If requested each Producer shall file a written report to the Recreation Division to include income and expense statements concerning said activity and detailing the number of persons participating in the activity and any other reasonable items requested by the division.
- f. Each producer and all participants in any event, shall fully comply with all applicable federal, state and local laws and regulations.

IV. Fees and Charges

- 1. A reasonable fee shall be charged to the Producer of each activity or event for which a permit is obtained. Each Producer shall pay their fee in full to the city prior to its activity or event. The amount of all fees charged to producers of entrepreneurial profit making events shall be based on a percentage set by the director of parks and recreation, or her/his designee taking into account the following:
 - a. Scope of the Activity. The greater the number of participants, the duration of the activity or event and the larger the area in which the activity or event occurs, the greater the fee.
 - b. Inconvenience to the Public. The greater the inconvenience to the public, the greater the fee.
 - c. Comparable Activities. The more comparable an activity or event is with a previous activity or event, the more comparable the fee with the previous fee.
 - d. Fiscal viability of the event, does the event have a funding source either through admissions, sale of items, sponsorship or other means to pay fees? Is the event a profit-generating event for the Producer?
 - e. Effect on City.
 - i. The greater any cost to the city as a result of the activity or event, the greater the fee.
 - ii. The greater any responsibility of the city as a result of the activity or event, the greater the fee.
 - iii. The greater any inconvenience to the city as a result of the activity or event, the greater the fee.
- 2. City of Longmont produced and Co – Sponsored events shall not pay a fee, but will be responsible for reimbursing any direct costs associated with staging the event.

3. Events that do not generate revenues shall be charged the normal park reservation fee of \$35.00 per 100 people or fraction thereof.

V. Definitions

- Event Producer – The entity that has sole responsibility for the production of an event.
- Sponsor – Businesses, agencies, non-profits or other entities that give funding, in-kind services, products or other assistance, but whose role is subordinate to the Event Producer.
- Host – In this instance, the City would be “hosting” the event at a City Park. The City assumes no liability or responsibility associated with the event.

Please complete form and return to:
Recreation Services @ Memorial Building, 700 Longs Peak Avenue, Longmont 80501
Attn: Front Desk 303 651-8404

**The City of Longmont through the Parks Division and Recreation Division and the
Neighborhood Resources Program is pleased to support park users and
neighbors working together to improve our community.**

2010 Park Special Event Application

Event Producer: _____

Date of Event: _____ Hours of Event: _____ Anticipated Attendance: _____
Reminder – you need to reserved the park and complete your UOPP Permit with the City Clerk!

Contact Person: _____

Day Phone: _____ Evening Phone _____

Address: _____

E-mail _____

A total 45 points can be awarded for your event; applicants are encouraged to submit complete applications in order to allow for full consideration of your event.

Event Title: _____

Proposed Park Location: _____

General Event Description: _____

How will this event directly benefit the Longmont Community 0-5 pts

- _____
- _____
- _____
- _____
- _____
- _____
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Event producers must undertake planning, in detail, to identify, notify and mitigate impacts to the adjacent neighborhood, ie. parking, noise and trash. Please explain what steps you have taken to accomplish this. 0-15 points

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The physical requirements of the event should be compatible with the physical limitations of the park and not be significantly different from the normal intended uses of the lands and waters to which these regulations apply. Explain why your event should be held in your proposed site. 0-15 points

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Activities will not, in general, result in exclusion of or inconvenience to the public's use of the park area. How will your event address this issue? 0-10 points

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Any additional information you would like to provide:
