



Parks & Recreation Special Event Rental Policies and Guidelines

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. Event requests will be reviewed and approved on a case by case basis based on many factors, including, but not limited to: Park schedule, Type/ Size of event, Number of participants, Size of Parking lot / Number of Parking spaces, and the impact of the even on other park or trail users.
2. Events shall not be exclusive. Events utilizing public parks must allow any person the ability to participate.
3. 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.
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 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, and only in designated areas.
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 / 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)
7. 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)
8. Any marking of 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.

9. 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 reserve the right to revoke approval of this application at any time.
10. Food trucks permitted pursuant to Ordinance 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 located at Gulley Park during a Gulley Park Concert or special event and in other parks during events 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)
11. 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, and costs for special tournament requirements such as rental of portable toilets, tournament director/umpires, trash pick-up, and cost for all off-duty police at the event.

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