



## Fayetteville Parks and Recreation Event Permit Form for Special Events & Tournaments

The City of Fayetteville Parks and Recreation Event Permit Form is required to reserve any facility, trail, court or field within the city parks system. Completion of this document and agreement helps ensure that your reservation request is adequately reviewed and prepared for. To aid the Fayetteville Parks Department and staff in best preparing for your event, this form is due a minimum of **14 days** prior to the start of your event date. All reservations are made on a first come, first serve basis.

### General Information

Name: \_\_\_\_\_ Organization (if applicable) \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Event Title: \_\_\_\_\_ Date(s) of Event: \_\_\_\_\_

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

Event Description: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Facilities Requested: \_\_\_\_\_

Maintenance Requests: \_\_\_\_\_

Estimated Number of Participants/Teams: \_\_\_\_\_

Participant/Team Entry Fee: \_\_\_\_\_ Spectator/Gate Fee: \_\_\_\_\_ Concessions Requested: \_\_\_\_\_

All course maps must be included. Updated maps must be provided when deposit is paid. All promotional materials must be attached. Detail any requests regarding: tents, course maps, trash/clean-up, restrooms, parking, music, medical, security, electricity, etc. Please attach additional sheets if necessary. Course/Venue changes cannot be altered without Parks approval.

### Pavilion & Gazebo Rentals

Pavilion & Gazebo rentals are free to reserve online for four (4) hours or less. If your party exceeds 75 or more participants, is longer than 4 hours, or is a reoccurring event, this permit must be filled out and approved prior to reservation. Please visit [www.fayetteville-ar.gov/recreation](http://www.fayetteville-ar.gov/recreation) to reserve. Large groups of 75 or more may reserve a pavilion or gazebo for up to eight (8) hours. Large groups must pay the refundable \$250 trash deposit.

### Trail Reservation/ Use

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. **All signage, tape, or other markings on trail must be removed immediately after event conclusion.**

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.

### Fee & Deposit Structure

Rental fees include field/court preparation for tournaments and/or games; equipment in desired locations; painted/chalked fields; use of restroom facilities; use of lights, and use of scoreboards/controllers (where available).

All reservations require a key and/or trash deposit of \$250, per site. This deposit is refundable if site(s) are returned in the shape they were rented. This fee is due within 48 hours of approval.

A non-refundable deposit of \$50 per field, per day is due within 48 hours of approval.

The remaining balance is due 48 hours after event.

### Additional Services

Additional services of any form requiring parks staff will be billed at rate of \$30/hour, per parks staff member, plus the cost of any applicable supplies.

**Mid-Day Prep** (includes chalk/paint) \$50 per field.

**Quick Dry** \$10 per bag.

**Temporary Fencing** \$50 per field. Non-refundable after installed.

**Clean-up fee** of \$30/hour, per parks staff member. Fee will be deducted from deposit.

**Soccer Layout Change** - \$50 per field, if different layout is required.

### Inclement Weather Policy

In the event of inclement weather, parks staff will meet with tournament/event coordinator to decide on whether event will be held. Any additional prep fees and parks staff expenses will be explained to coordinator. These fees are non-refundable. All weather-related cancelations will result in a full refund, minus any additional fees, as stated above. Parks staff have the right to cancel event if facility is deemed unsafe or unsuitable for play.

### Tennis Tournament

When renting courts for a tennis tournament at Walker or Wilson Parks, you must rent out an entire pod.

### Soccer Tournaments

When renting fields for a soccer tournament at Kessler, Lewis or Walker Parks, you must rent out an entire field. There are multiple sub-field options available to choose from, based on need.

### Football/Rugby Rentals

Football and Rugby fields can be laid out at Lewis and Walker Parks. In some cases, other facilities could be used as well.

Gary Hampton Softball Complex – 2790 N. Salem Rd.					
Sport	Field/Court	Layout	\$/Day	# of Days	Price
Baseball/Softball 300' Center (Lights)	Field 1	Bases - 60 65 70	\$150		
Baseball/Softball 300' Center (Lights)	Field 2	Bases - 60 65 70	\$150		
Baseball/Softball 300' Center (Lights)	Field 3	Bases - 60 65 70	\$150		
Baseball/Softball 300' Center (Lights)	Field 4	Bases - 60 65 70	\$150		

**Kessler Mountain Regional Park – 2600 W. Judge Cummings Rd.**

Sport	Field/Court	Layout	\$/Day	# of Days	Price
Baseball 250' Center (Lights)	(Youth) Field 1	Bases - 65 70	\$150		
Baseball 250' Center (Lights)	(Youth) Field 2	Bases - 65 70	\$150		
Baseball 275' Center (Lights)	(Youth) Field 3	Bases - 65 70	\$150		
Baseball 275' Center (Lights)	(Youth) Field 4	Bases - 65 70	\$150		
Soccer Field (Lights)	Pod A1	Full U12	\$150		
Soccer Field (Lights)	Pod A2	U4 – U8	\$150		
Soccer Field (Lights)	Pod B3	Full	\$150		
Soccer Field (Lights)	Pod B4	U4 – U8	\$150		
Soccer Field (Lights)	Pod C5	Full U9 U10	\$150		
Soccer Field (Lights)	Pod C6	Full U12	\$150		

**Lake Fayetteville Softball Complex – 1153 Lake Fayetteville Rd.**

Sport	Field/Court	Layout	\$/Day	# of Days	Price
Softball 275' Center (Lights)	Field 1	Bases - 60 65	\$150		
Softball 275' Center (Lights)	Field 2	Bases - 60 65	\$150		
Softball 275' Center (Lights)	Field 3	Bases - 60 65	\$150		

**Lewis Soccer Complex – 1515 N. Lewis Ave.**

Sport	Field/Court	Layout	\$/Day	# of Days	Price
Soccer Field (No Lights)	North Field	Full	\$150		
Soccer Field (No Lights)	South Field	Full	\$150		

**Walker Park – 10 W. 15<sup>th</sup> St.**

Sport	Field/Court	Layout	\$/Day	# of Days	Price
Baseball 195' Center (Lights)	Field 1	Bases - 60 70	\$150		
Baseball 162' Center (Lights)	Field 2	Bases - 55 60	\$150		
Baseball 164' Center (Lights)	Field 3	Bases - 60	\$150		
Baseball 193' Center (Lights)	Field 4	Bases - 60 65	\$150		
Baseball 185' Center (Lights)	Field 5	Bases - 60 65	\$150		
Baseball 197' Center (Lights)	Field 6	Bases - 65 70	\$150		
Baseball 135' Center (Lights)	Field 7	Bases - 50 55	\$150		
Baseball 200' Center (Lights)	Field 8	Bases - 65 70	\$150		
Multi-Purpose Field (No Lights)	North	Full	\$150		
Multi-Purpose Field (No Lights)	South	Full	\$150		
Tennis (Lights)	Pod	Full Size (2 Courts)	\$70		

**White River – 2080 S. Armstrong Ave.**

Sport	Field/Court	Layout	\$/Day	# of Days	Price
Baseball 333' Center (Lights)	Field 1	Bases - 90	\$150		
Baseball 327' Center (Lights)	Field 2	Bases - 80 90	\$150		

**Wilson Park – 675 N. Park Ave.**

Sport	Field/Court	Layout	\$/Day	# of Days	Price
Baseball 200' Center (Lights)	Field	Bases - 55 60 65	\$150		
Tennis (Lights)	Pod 1	Full Size (4 Courts)	\$150		
Tennis (No Lights)	Pod 2	Full Size (1 Court)	\$35		
Tennis Courts (No Lights)	Pod 3	Youth (4 Courts)	\$150		

**Paved & Soft-Surface Trails**

Cato Springs	Clear Creek	Frisco	Gregory Park Soft. Surface		
Gulley Park Trail	Kessler Soft Surface	Lake Fayetteville Paved	Lake Fayetteville Soft Surf.		
Mount Sequoyah Soft Surf.	Mud Creek	Scull Creek	Town Branch		
Walker Park Trail		Wilson Park Trail			

**For Office Use Only**

Rental Deposit Amount: \_\_\_\_\_ Rental Deposit Date Paid: \_\_\_\_\_ Received By (Initials): \_\_\_\_\_

Key/Trash Deposit Amount: \_\_\_\_\_ Date Paid: \_\_\_\_\_ Received By (Initials): \_\_\_\_\_

Cleaned: Yes No Key Returned: Yes No Key Received By (Initials): \_\_\_\_\_

Key/Trash Deposit Amount Returned to Renter: \_\_\_\_\_ Date: \_\_\_\_\_

Total Rental Fee: \_\_\_\_\_ Special Event Fee Amount: \_\_\_\_\_ Received By (Initials): \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor Approval  Entered in Civic Rec  Email Notify  Entered on Erase Board  Concessionaire Notified

As a representative for the group and event requested on this form, I have read and understand the attached policies and conditions 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: \_\_\_\_\_

## Fayetteville Parks Special Event Permit Policies and Conditions

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. 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.
3. 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 either the Event Coordinator or 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.
4. 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)
5. 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).
6. 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).
7. 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.
8. 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.

9. Food trucks permitted pursuant to [§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 locate at Gulley Park during a Gulley Park Concert or special event and in other parks 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).
10. 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.
11. NO PARKING in concourses of the complex or any other unauthorized areas.
12. Parks Staff will be allowed to set-up a tent/booth, free of charge, at any event, if they so choose.

**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>**