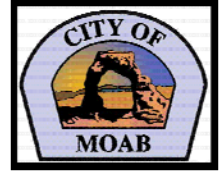


Parks Use Application Checklist

(Swanny City Park/Center Street Ballpark)



ALL ITEMS MUST BE COMPLETED BEFORE A PERMIT WILL BE ISSUED!

- OBTAIN A PARKS USE APPLICATION**
Applications are available on our website - www.moabcity.org or at the City Treasurer's Office. Applications must be submitted at least six weeks prior to your event.
- COMPLETE AN APPLICATION**
Please provide all information requested on the application. Incomplete applications will not be considered. The more information you provide, the faster your application can be reviewed.
- COMPLETE MAP OF PARK USE**
For Swanny Park, you must indicate on the map accompanying the application all areas and facilities that you propose to use including the location of any proposed structures and event parking.
- SUBMIT APPLICATION TO CITY TREASURER**
Return the completed application with attached maps to the Moab City Treasurer. Please complete all information requested. Incomplete applications will not be accepted. Your use of the Park may also require a Special Event License. Please see the attached guidelines for details.
- STAFF REVIEW OF APPLICATION**
Your completed application will be referred to the City Special Event/Parks Use Committee for review. You will be contacted if more information is required to process your application. Your fee will be determined during this review process. Special conditions may be applied to your event. The staff review process can take up to three weeks.
- APPLICATION REVIEWED/APPROVED BY CITY COUNCIL**
Once your application has completed staff review, it will be referred to the City Council for approval. Attendance at the City Council meeting can be helpful to answer any questions the Council may have regarding your proposed event.
- PROVIDE INSURANCE CERTIFICATE**
Submit a liability certificate to the City Treasurer's Office naming the City of Moab as an additional insured.
- PAY FEE/PARK DEPOSIT**
Payment of the fee and applicable park deposit is required prior to your event. Please pay your fee at the City Treasurer's Office. Your permit will be issued after your application is approved, your fee is paid and your insurance certificate has been received. Your deposit – less any damage or clean-up fees – will be refunded by check within two weeks of your event.

AFTER YOUR PERMIT IS APPROVED

After completing the above steps and once your permit has been approved, you are ready to conduct your event. Any Special Conditions applied to your permit must be followed or you may risk losing your park deposit. Please contact City Staff immediately if any special circumstances occur. Further approval and review may be required.

SPECIAL BUSINESS EVENTS AND SPECIAL EVENTS

SPECIAL BUSINESS EVENT

- A Special Business Event is defined as an event where retail sales are conducted and/or entrance fees are charged, or other similar event open to the public where vendors offer goods or services. Special Business Events are of limited duration, not to exceed fourteen consecutive days.

SPECIAL EVENT

- A Special Event is defined to include gatherings, parades, rallies, celebrations or other similar events that do not include business activity, whether open to the public or not, where daily attendance may exceed one hundred persons or that have a quantifiable impact to city services or the health, welfare or safety of citizens. Special Events are of limited duration, not to exceed fourteen consecutive days

PERFORMING ARTS VENUE EXEMPTION

- Performing arts events held at established performing art venues, including the Grand County High School Auditorium, the Moab Arts and Recreation Center and Star Hall, shall not be considered special events, provided that the sponsoring entity follows all other licensing requirements.

APPROVAL PROCESS

- All complete applications shall be subject to a one step review process before either City Staff or the City Council. A Complete Application includes the executed application form together with supplemental information requested by staff (if any), and the standard fees.

Your License will require City Council approval if your event:

- ✓ Involves the use of city rights-of-way, city buildings, parks, or facilities;
 - ✓ Requires issuance of additional licenses or permits which require City Council approval;
 - ✓ Whether open to the public or not, is likely to draw in excess of three hundred people per day of operation;
 - ✓ Is likely to generate unbudgeted fiscal impacts upon the city in terms of staff time, or the like.
-
- City Staff may elect to refer any complete application to the City Council for review where the planned event may generate impacts which are unique, unanticipated, or which may generate significant community concern.
 - All applications not subject to staff approval shall be heard and reviewed by the City Council, which may grant, deny, or grant with conditions any application. The Council shall also set event cost recovery surcharges based upon recommendations of City Staff.



City of Moab

APPLICATION FOR THE SPECIAL USE OF CITY PARKS

Swanny Park, located, between 100 and 200 West from 30 to 400 North, is a non-reservation park that is meant to be open to the public on a first-come, first served basis. Special Use of Swanny Park and other non-reservation parks within the City is subject to approval by the Moab City Council. The City Council may approve use applications for events that provide clear benefits to the community. Requests for usage by private businesses that serve a limited clientele will not be approved. This application must be submitted, along with any special events license application, to the City Recorder's office at least **six weeks** prior to the scheduled event. Upon approval of the application by the City Council, a Special Park Use Permit will be issued upon payment of the appropriate fee, provided for in the Schedule of Fees.

PLEASE PRINT OR FILL ELECTRONICALLY

Applicant Information

Name of Person Responsible for Use of Park: _____
Name of Organization and Event if applicable: _____
Address: _____
Day Phone: _____ Email: _____

Proposed Park Usage Information

Which park do you intend to use? Swanny Park: _____ Other (please indicate name of park): _____
Please indicate the proposed dates and times of use:
Proposed Start Date: _____ Start Time: _____ am/pm End Time: _____ am/pm
Proposed End Date: _____ Start Time: _____ am/pm End Time: _____ am/pm

Please specify what areas of the park are proposed for use: _____

For Swanny Park, please show in detail on the attached diagrams, which areas of the park are proposed to be used. Show locations of all structures and facilities.

Number of participants you expect: _____ Number of spectators that you expect: _____

Please describe structures, tents, canopies, portable restrooms, etc. that you propose to set up at the park:

Will amplification be required for your event? Yes _____ No _____

Please specify any electrical needs for your event: _____

Please describe the parking and traffic plan for your event. Location of parking, signage, traffic control devices, use of volunteers, etc. should be described.

If you anticipate any street closures for your event, please describe below, and show on the accompanying diagram.

PLEASE COMPLETE OTHER SIDE

Do you intend for the park to be open to the public during your event? Yes _____ No _____

Do you intend to serve/sell alcohol (if so, additional requirements apply) Yes _____ No _____

For non-Swanny Park events: Do you plan to charge for admission to the park? Yes _____ No _____

Please describe any security or crowd control measures you plan for use of the park:

For groups over 100 people, please describe your refuse control and recycling plan:

Please describe your clean-up plan during and after the event:

Please describe your restroom facility plan:

Other Information

Please describe how your organization, your event, and/or your use of the park will provide broad-based benefits to the community:

Please specify and describe other community or city facilities that you plan to use:

Have you applied for a Special Event Permit for this use? Yes _____ No _____

Will you be able to provide proof of insurance, showing the City as an additional insured? Yes _____ No _____

I certify that the information contained in this application is true and correct. I agree to abide by the City of Moab Parks Policies and any conditions attached to this permit.

Signature of Contact Person: _____ Date: _____

Office Use Only

Public Works Review: _____ Police Department Review: _____ Administrative Review: _____

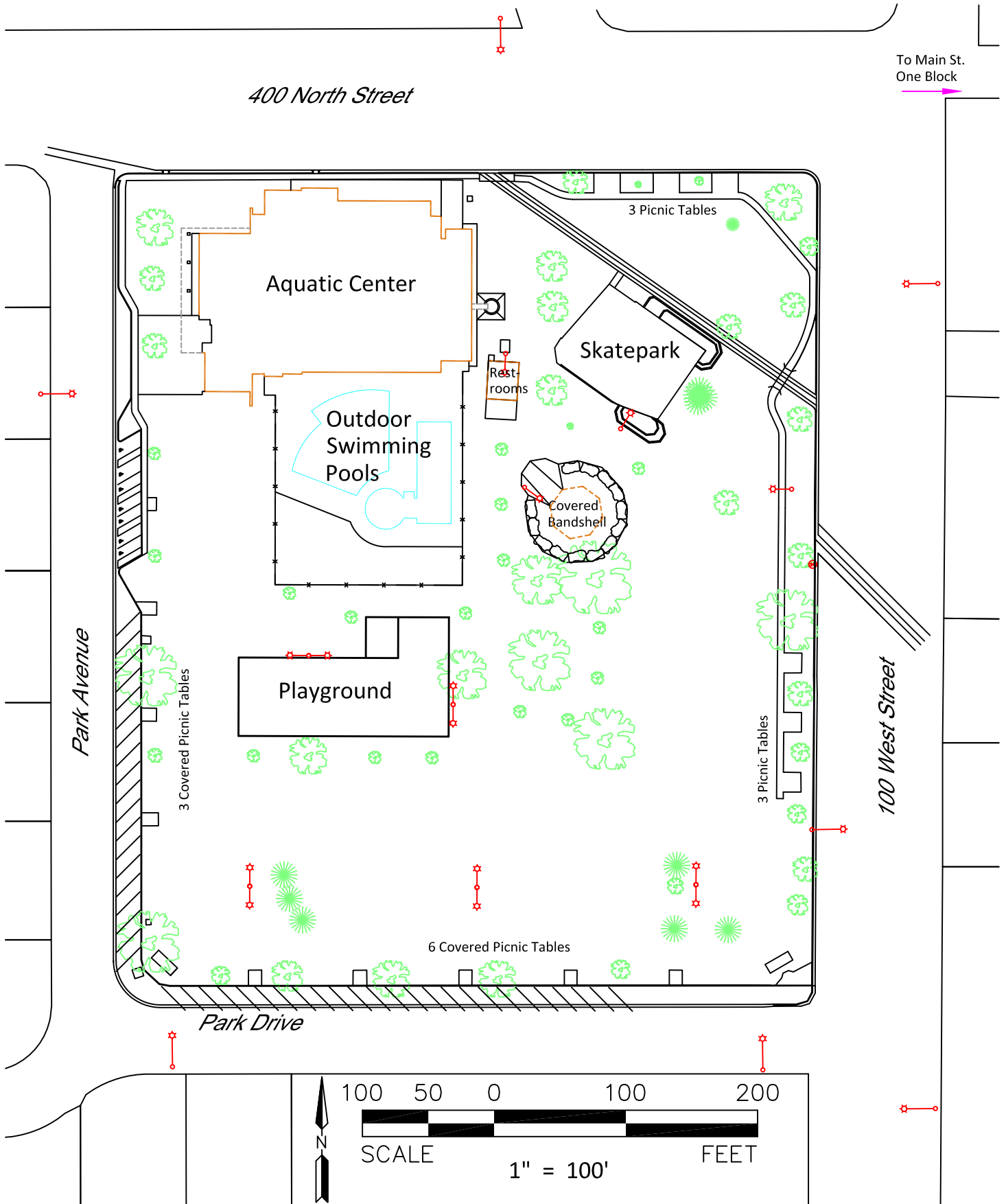
Park Use Fee: _____ Date Fee Paid: _____ Date of City Council Approval: _____

Insurance Received: _____ Final Set up Diagram Received: _____

Special Conditions or Requirements:

Other Required Permits and Approvals

Swanny Park



400 North Street

To Main St.
One Block

Aquatic Center

Outdoor
Swimming
Pools

Skatepark

Rest-
rooms

Covered
Bandshell

Playground

Park Avenue

3 Covered Picnic Tables

3 Picnic Tables

100 West Street

Park Drive

6 Covered Picnic Tables

