



PARKS & RECREATION DEPARTMENT

Park Guidelines, Rules, and Regulations

In general, any organized activity involving the use of, or having an impact upon, public property, facilities, public parks, sidewalks, or street areas requires a Special Event Permit and/or a Park Use Permit. Your complete application should be submitted at least ninety (90) days before the event. If your application is submitted ninety (90) days or less prior to the event, it may be denied.

If you answer yes to any of the following, a park and/or trail permit will likely be needed.

- An event that will draw more than 50 participants and/or spectators?
- Will sound amplification be used?
- Bounce house, unusual structure, vendors, or tent/canopy?
- A caterer, or food truck?
- Does this event involve a moving route of any kind on the Centennial, Prairie, or park trails?
- Does your event involve a rally?

The applicant for a public or community event must possess or obtain comprehensive general liability insurance in the amount of single limit coverage of one million dollars (\$1,000,000) to protect the City against loss from liability imposed by law for damages on account of bodily damage and/or property damage arising from the special event. If your event has 200 or more people and will last longer than 3 hours, you must post a three-thousand-dollar (\$3,000) bond to guarantee the sponsor will comply with all regulations, and/or reimburse the city for any and all damage which results from the activity or event. You may be required to obtain additional coverage if your event is considered high risk. The insurance certificate should name the City of Coeur d'Alene as additional insured.

The City of Coeur d'Alene recognizes that freedom of petition is an essential First Amendment Right. However, the potential disruptive effect that a rally in a park can have on others in the surrounding areas will require a park use permit.

Events Requiring a Permit

Park Use Permits must be obtained from the Parks & Recreation Office for the following:

- A park event open to the public (any number of people), including a music event, ceremony, race, egg/other hunt, exercise training, fundraising walk, memorial gathering, etc.
- Groups or individuals requesting exclusive use of public park areas for the purpose of, but not limited to, an organized event such as; company picnics, family reunions, class reunions, birthday parties, etc.
- Organized events are required to obtain a park use permit for use of the parks and shelters located at Landings, Bluegrass, Ramsey, Phippeny, Riverstone, McEuen, and Coeur d'Alene City Park.
- Shelters at other parks are available on a first come, first serve basis for simple picnic gatherings of 100 or less people. Bounce houses, food trucks/catering, and amplified sound are not allowed at these first come, first serve parks, unless required fees are collected and a Park Use Permit is issued by Parks & Recreation.
- Public events require a Park Use meeting with the Director, Superintendent, and/or Administrative Assistant, before permit approval.
- An Alcohol Permit for events serving alcoholic beverages is required and only available for City Park, McEuen and Riverstone.
- A tent/canopy bigger than 10'x10' (any number of people).
- A bounce house, or need for vehicle access (any number of people).

- Catering and/or amplified sound (any number of people).
- Events previously mentioned and open to the public using any park or shelter.

Fitness in the Parks: Permits are not required for organized fitness events that are free and open to the public with an anticipated attendance of 15 or less if there are no business signs, banners, nor advertisements posted in the park, nor any other form of solicitation during the event. Permits are required for organized fitness events where anticipated attendance is greater than 15, a fee is charged to participate, or a business will be advertised during the event.

Seasonal Use Permit: Groups or organizations are required to obtain this permit if they use the parks regularly vs casual use;

- Regular use is defined as groups of 15 or more for an hour or longer duration on a daily, weekly, or biweekly schedule.
- Or if an organization requires a fee to participate in the program.
- Casual use is defined as drop in visits of no more than 15 people for less than 60 minutes in one day/visit and where NO FEE is collected by the organization as part of a program. Casual use does not occur on a daily or even weekly schedule. This type of use may not interrupt a permitted use, park program, park rental, or scheduled maintenance activities.

No dogs are permitted in any public park within the city during any organized athletic or special event, except for service animals, and within public dog parks. Event organizers are required to notify attendees that dogs are not permitted in both promotional materials as well as through signage during the event.

Vendors of any kind or nature are prohibited unless they are part of an event with an approved park use or special event permit. It is unlawful for any vendor to hawk or sell or attempt to sell any goods, wares, merchandise, food, or services within the boundaries of any of the city's public parks. One weekend each month there will be no scheduled events, preferably the weekend following a major event.

Application for a Park Use Permit must be completed no later than 30 days prior to your event and may be submitted as early as the beginning of the calendar year of your event. All conditions and requirements (completed application, insurance liability certificate, and payment and/or deposit) must be met before permit will be approved and issued. Some events may require review and special approval from the Parks & Recreation Director. As such these applications should be submitted at least 90 days prior to your event. Read all information provided in the permit application to determine if this applies to your event. Once the Park Use Permit is formally approved, no changes are allowed without the Director, or his assignee's review and may be approved or denied.

Park events with 100 or fewer people; requires a \$100 refundable deposit with the exception of events using tents, canopies, amplification, vendors, food truck(s), or need for gate access. These events will be required to pay a \$500 refundable deposit.

No motorized vehicles are allowed to operate in parks, or on trails. Events wishing to access parks by motor vehicle will be assessed staff monitoring fees.

Alcohol permits are only allowed in City Park, Riverstone, and McEuen with purchase of an alcohol permit and availability of alcohol security. Alcohol can only be consumed in a roped off 'beer garden' area. Liability insurance, naming the city as additionally insured, is required to serve alcohol at any public event, and any private event with 100 or more people. No glass containers.

PARK RULES & REGULATIONS

- 1) Parks are open from 5 am to 11 pm each day.
- 2) All permits must include a complete description or explanation of the proposed activity, including number of people expected to attend, date, time, and duration of event.
- 3) Fee payments and deposits must be made at the time a reservation is made.
- 4) Fees will only be refunded if the park office is notified in writing via email, that the event is cancelled and the notice is received thirty (30) days or more before the scheduled date of the event. A \$35 processing fee will be withheld on cancellations when a refund is issued.
- 5) Refunds will not be issued due to weather or outdoor conditions (i.e., smoke, insects, etc.).
- 6) All persons and organizations are required to pay reservation fees; no waivers of these fees are possible.
- 7) Bandshell special events require park personnel to be on site for the monitoring of the event. Gate access for any event also requires monitoring.
- 8) The named group, individual(s) or applicant(s) listed on this Park Use Permit, in consideration for the use of said facility, agree to hold the city harmless from all claims for injury to persons or property resulting from group's, individual's or applicant's actions or omissions during use of said facility.
- 9) All reservations will be made on a first-come, first-serve basis.
- 10) It shall be the sponsor's responsibility to ensure that all guidelines and other rules and regulations as provided are followed by all individuals participating in the event. Failure to comply with said guidelines, rules, and regulations may result in rejection of subsequent applications of the sponsor.
- 11) It is unlawful for any vendor to hawk or sell or attempt to sell any goods, wares, merchandise, food, or services within the boundaries of any of the city's public parks.
- 12) The following rules and regulations shall also apply to all persons using any city park:
 - a) No vehicles, except city vehicles, are allowed on the park grounds unless gate access has SPECIFICALLY been granted and described on Park Use Permit, and park employee(s) are onsite.
 - b) No nailing or stapling is allowed on any park fixtures, buildings, or trees.
 - c) No driving of stakes or digging on park grounds.
 - d) No overnight camping is allowed in the park or in parking lots adjacent to the park.
 - e) No dogs, alcohol, or glass containers are allowed in the park.
 - f) No fences or barriers shall be erected on park grounds except as may be necessary for city employees to perform their duties.
 - g) All water amenities are prohibited in city parks, e.g., misters, dunk tanks, water slides, kiddie pools, and water balloons.
- 13) Organizers/sponsors of special events are required to meet with Parks Department staff to review the logistics of their event at least 5-7 days prior.
- 14) Noise decibel levels must not exceed 65 decibels. Amplified events require staff monitoring.
- 15) Failure to comply with the above rules and regulations may result in cancellation of a park use permit. Damage to facilities directly related to the event will be deducted from the deposit. Any damages above the deposit amount will be repaired and billed to the person responsible for the event.