

PARK USE PERMIT APPLICATION CHECK LIST

Your application will not be accepted until all items on the checklist are submitted as a package.
For seasonal scheduling, requests should be submitted by:
Spring 3/1, Summer 5/1, Fall 8/1, and Winter 11/1.

- ☐ A complete **Park Use Permit** Agreement
- ☐ Deposit Fee of \$ 100.00 for 1-2 day events or programs.
Deposit Fee of \$ 400.00 required in using a tent or canopy.
- ☐ Required Fee
- ☐ \$ 62.50 per day for groups 100 or less in addition to other applicable fees.
- ☐ \$104.00 per day for groups 101 - 500 in addition to other applicable fees.
- ☐ \$208.00 per day for groups 501 – 1000 in addition to other applicable fees.
- ☐ Fee increases incrementally \$100 for each 500 people added to group size.
- ☐ Two checks must be submitted one for deposit and the other for fee.
(The deposit check will be returned to you if all conditions of the agreement are met.)
- ☐ Visa, Discover or MasterCard can be used for both fees and deposit. Deposit will be credited back to credit card after the event.

Questions please contact: Shirley Kinsey, Recreation Superintendent
552-6273
skinsey@ci.missoula.mt.us

Thanks for your cooperation!

PARK USE PERMIT AGREEMENT

Missoula Parks and Recreation, 600 Cregg Lane , Missoula MT 59801 (406) 552-6273 or 721-PARK Fax (406) 552-6275

In consideration of the covenants herein expressed, the City of Missoula Parks and Recreation Department hereinafter called the "City", does hereby grant permission to organization/individual below hereinafter called "Permit Holder":

(Name of Organization)

(Organization Representative)

Address: _____

City _____ State _____ Zip _____

Phone: Days _____ E-Mail Address: _____

2nd Contact Person _____ Phone _____

EVENT NAME - Expected # of Participants (Include copy of any printed materials going out to public)

Name of Park: _____

Specified Area in Park: _____

Date of Use: From _____ To _____, 2022

Time of Use: From _____ To _____

Special requirements of this permit: _____

CHECK LIST: (Please send separate checks for Fee & Deposit)

- ☐ Fee Collected _____/day: Date Paid: _____
 - \$62.50 fee – groups less than 100 people
 - \$104 fee – groups 101- 500 people
 - \$208 fee – groups 501 - 1000 people
 - Fee Increases in increments of \$100 for each additional 500 people in the event.
- ☐ Deposit Fee: _____ Date Paid: _____
 - Deposit of \$100 / \$400 if using a Tent or Canopy
- ☐ Copy of Park Use Permit Agreement Terms and Conditions To Permit Holder
- ☐ Alcohol being served by caterer with cabaret license, provide copy of permit or license from business.
- ☐ Answer Question on back of this page!

The Special Use Permit constitutes the entire agreement between the parties hereto.

Missoula Parks and Recreation Approval BY: _____

The parties have hereunto executed this document _____, 2022

The PERMIT HOLDER has received and Agrees to the Park Use Permit Terms and Conditions.

Organization Representative (Signature) _____

Name (Printed): _____ Title: _____

- ☐ Must list any equipment you will be using – tent, canopy, toys, generators, etc.

NO MOTORIZED VEHICLES WILL BE ALLOWED TO OPERATE IN PARKS, or on trails per City of Missoula Ordinance Section 3, 12.40.020 Parks, Trails, Conservation Lands – operation and parking of motorized vehicles. For events wishing to access parks by motor vehicle can submit a Vehicle Permit for Park/Conservation Lands Access Application for consideration and park access authorization.

TENTS OR CANOPIES can only be erected in designated sites in community parks (Fort Missoula, McCormick, Playfair, (Bonner is the exception). Prior to release of the deposit after the event, irrigation lines near the canopy and/or tent sites will be inspected for damage within 5 working days.

IRRIGATION LINES AND DESIGNATED SITES ARE NOT CLEARLY MARKED, PERMIT HOLDER ERECTING CANOPIES OR TENTS DO SO AT THEIR OWN RISK, AND WILL BE HELD LIABLE FOR DAMAGES.

What you will need if you are inviting the public to your event:

ITEM	PERMIT REQUIRED
<input type="checkbox"/> Inviting the general public?	Parks & Recreation Special Use Permit
<input type="checkbox"/> Charging for food/admission or selling items?	Parks & Recreation Concession Permit
<input type="checkbox"/> Will there be Alcohol at event?	Parks & Recreation Alcohol Permit
<input type="checkbox"/> Are you planning to amplify sound?	Parks & Recreation Amplification Permit (only available in community parks; Playfair, Fort Missoula, McCormick, Bonner)
<input type="checkbox"/> If portable toilet rental is needed it is the responsibility of the event organizer.	Adequate trash receptacles for number of participants.

Please note:

- Permit Holder must remove all trash from the facility to prevent forfeiture of the deposit.
- There is no electrical access available except at Bonner Bandshell and Kiwanis Park.
- There is no water access available at any park, except drinking fountains.
- If Permit Holders is renting the Bonner Bandshell, you must pick the key up 24 hours in advance, or on Friday if a weekend rental.
- **Permit Holders using the TRAILS may not use SPRAY PAINT or SPRAY CHALK** on park grounds or facilities for runs or any other event purposes. **Use of spray paint or spray chalk will result in the loss of deposit.** If deposit will not cover the direct cost of removal of paint or chalk the organization or individual permit holder will be invoiced for the actual cost of clean-up.
- **Bounce Houses prohibited in Parks:** It has been determined by the Montana Municipal Interlocal Authority (MMIA) that there is considerable risk associated with inflatable structures including bounce houses. Any group wishing to use these structures will be required to complete an INFLATABLE STRUCTURES – USER AGREEMENT. In addition, User will agree to contract with only those vendors who have completed an INFLATABLE STRUCTURES – VENDOR AGREEMENT with the City of Missoula Parks and Recreation which includes required insurance per MMIA recommendations.
- **ALL QUESTIONS/CONCERNS REGARDING THIS PERMIT NEED TO BE ADDRESSED TO SHIRLEY KINSEY, RECREATION MANAGER @ 552-6273.**
- **IF CONCERNS ARISE AFTER REGULAR BUSINESS HOURS CALL 552-6273 AND SPEAK WITH MANAGER ON CALL.**

Park Use Permit Agreement Terms and Conditions:

1. The Missoula Parks and Recreation will not issue an assurance of a Park Use Permit without required documentation.
2. The PERMIT HOLDER hereby indemnifies and holds the City of Missoula harmless of and free from any and all loss, damage or injury to any person or persons, whomsoever, or property, arising from any cause or for any reason whatsoever in or about the described facilities; and the USER further agrees to waive all claims against the City on account of any loss, damage or injury from whatever cause which may occur to it and its property in the use and occupancy of said described premises, the giving of this waiver being one of the considerations upon which this Special Use Permit is granted.
3. The Parks and Recreation Department will provide guidelines for users special needs on a case by case basis. Electricity is available at Bonner band shell for 2 hours per day. Users must provide all their own equipment. The Parks and Recreation Department is not responsible for losses due to electrical failures or weather conditions beyond our control.
4. The PERMIT HOLDER shall not assign or transfer this Park Use Permit or sublet any portion thereof without the written consent of the City of Missoula.
5. The PERMIT HOLDER, either as an individual or on behalf of a group or organization, hereby agrees that this permit shall not be used in any manner that would discriminate against any person or persons on the basis of race, ancestry, color, physical or mental disability, religion, national origin, sex, age, marital or familial status, creed, ex-offender status, physical condition, political belief, public assistance status or sexual orientation, gender identity or expression.
6. Any Alcohol being served cannot be sold or distributed to the general public under the terms of this agreement.
7. An individual or organization who allows alcohol to be consumed by participants may be held responsible for death, personal injuries, medical bills and any damages that may occur as a result of allowing alcohol consumption at their event.
8. The PERMIT HOLDER is responsible for picking up all garbage generated from the event and when specified on your permit to remove excess from site. Events at Fort Missoula Regional Park, Playfair Park, McCormick Park are required to comply with City ZERO-by Fifty policy to recycle aluminum and plastic bottles. Plan must be submitted as part of the Permit packet.
9. The PERMIT HOLDER will be responsible for any and all damages that occur to Parks and Recreation facilities due to PERMIT HOLDER negligence or willful action.
10. The Missoula Parks and Rec. Dept. shall have the right to terminate Park Use Permits if it is determined the PERMIT HOLDER is not acting in the best interest of the general public or the City of Missoula.
11. The PERMIT HOLDER shall pay a damage/security deposit of \$100 or \$400 if using a tent or canopy at the time the agreement is signed. This deposit fee will be released after the event if all requirements of the agreement are met. Prior to release of a deposit for groups choosing to erect a tent or canopy, the MP&R will not release the damage deposit until irrigation lines near the canopy and/or tent sites have been inspected for damage. Inspection time will normally be within 5 working days. NOTE: Irrigation lines and designated sites are not clearly marked, users erecting canopies or tents do so at their own risk, and will be held liable for all damages.
12. **Deposit Checks not pick up by November 1 will be destroyed.**
13. The Parks and Recreation Department reserves the right to allow more than one Park Use Permit at a facility, park, or on conservation lands.
14. PERMIT HOLDER agrees that the City of Missoula and/or its designated representatives may enter the facilities or area as described herein at all reasonable times to make inspection in conformity with this Park Use Permit Agreement.
15. PERMIT HOLDER agrees to abide by FAA regulations regarding the prohibition of drones for recreational operations in Class B airspace around most major airports without specific air traffic permission and coordination. This pertains to most city parks including Fort Missoula Regional Park.