

Reservation Request Form

Event Name: _____

Intended Use

☐ Special Event (e.g., race, tournament, festival, reunion, etc.)

☐ Athletic Field* (e.g., sports games and programs)

Park/Field/Location _____

Specific Area Requested _____

Sponsoring Group/League/ Sport/Event: _____

Is Sponsoring Group/League/Sport/Event a non-profit? ☐ Yes ☐ No Federal I.D./Tax Exempt # _____

Responsible Person _____

Address _____

City _____ State _____ Zip Code _____

Phone Number _____ Alternate Number _____

E-mail Address: _____

Estimated TOTAL Number of participants, spectators and support staff _____

(If 500 or more people, a Salt Lake County Health Department Mass Gathering Permit is required)

Start Date _____ End Date _____ Event Time _____ to _____

(Include setup and take down time)	Sun	Mon	Tue	Wed	Thu	Fri	Sat
Start Time							
End Time							

Group/League/ Sport/Event Description, including Event Name (or attach your event's information sheet)

Do you plan to set up booths/tents? ☐ Yes ☐ No How many? _____ What size? _____

• Indicate locations on map

Tents over 400 square feet (or over 700 square feet if there are no sides), require a permit from the respective city.

Do you plan to set up inflatables? ☐ Yes ☐ No How many? _____ What size? _____

Please describe any other set up plans and include on map:

Are animals participating in the event? ☐ Yes ☐ No

If yes, what kind? _____ How many? _____

Do you require day before setup? ☐ Yes ☐ No

Do you require road closure to vehicular access? ☐ Yes ☐ No

If yes, which locations? _____

The following amenities require use of their unique reservation request form:

Bingham Creek Regional Park, Sugar House Park, Salt Lake County Athletic Fields.

Checklist

Check all that apply:

Type:

- | | | |
|---|---|---|
| ☐ Open to public | ☐ Competitive race | ☐ Admission charged: How much? _____ |
| ☐ Walk (non-competitive) | ☐ Bicycles used in event | |
| ☐ Will stay on pedestrian walkways and follow pedestrian rules | | |
| ☐ Other _____ | | |

Activities:

- | | | |
|--|--|--|
| ☐ Food catering | ☐ Food given away | ☐ Food prepared on site |
| ☐ Music/Sound Amplification | ☐ PA System for announcements | |
| ☐ Other _____ | | |

Security:

- | | |
|---|---|
| ☐ Barricades (<i>must obtain privately</i>) | ☐ Off-duty law enforcement officials |
| ☐ Monitors (<i>provided by you for walk/run</i>) | |

Miscellaneous:

- | | |
|--|---|
| ☐ Electrical requirements | ☐ Portable sanitary units needed |
| ☐ Need for extra garbage containers | ☐ Animals participating |

Additional Permits/Certificates

- i. Proof of liability insurance, in the amount of \$1,000,000.00, must be provided for each event. The certificate of coverage must include Salt Lake County as the certificate holder and listed as being additionally insured.
- ii. Mass Gathering Permit: For events with 500 or more people, the Salt Lake County Health Department requires a Mass Gathering Permit. Contact them directly at 385-468-3845 or their web site for more information. slco.org/health/special-events
- iii. Bureau of Food Protection: Contact Salt Lake County Health Department at 385-468-3845. For more information, go to their web page at: slco.org/health/food-protection
- iv. Respective city may require a city permit and renter is responsible for obtaining.

I agree to abide by the parameters within this request, Salt Lake County Parks and Recreation's Patron Standards of Conduct, and all applicable ordinances.

This request is not a guarantee of use. If approved, a signed rental contract is required.

Signature of Responsible Person _____ Date _____

Reservation Review Process

Salt Lake County Parks and Recreation reviews all reservation requests when they are received. Annual seasonal requests are renewed in February of the calendar year in which permits will be issued. Permits are available year-round depending on amenity and are required for each season (spring, summer, fall). Permitted athletic field use is for games only.*

All reservation requests are reviewed by a Permit Review Committee, comprised of at least five (5) individuals or their authorized designee. Examples include:

- Park operations director
- Construction and maintenance manager
- Area maintenance supervisor
- Reservation coordinator
- Recreation program manager
- Recreation program coordinator

When applicable, requests are also reviewed by the respective Park Authority or advisory board.

The following criteria is considered in granting reservations to outside entities/individuals:

Program Type

- Joint-use contracts (school districts), partnerships and memorandum of understanding (MOUs)
- Non-profit youth organizations/leagues
- Non-profit adult organizations/leagues
- Commercial youth organizations/leagues
- Commercial adult organizations/leagues
- Individual users

General Criteria

- Availability of field space
- Field condition as determined by the committee or its authorized designee
- Proposed use schedules
- Activity type and impact on the space
- Potential interference with the public ability to use and enjoy the space

The committee reserves the right to limit, prohibit, or cancel use of any field or area when the committee, or its authorized designee, determines:

- Weather conditions create a situation where use of the field may damage the field
- Area is over-used or in need of repair
- Conflicting uses exist
- It is in the best interest of the space and the public

**Salt Lake County Athletic Fields excluded (permitted practice use is an option).*

Three main steps to request a reservation:

Step 1: Submit reservation request form to Salt Lake County Parks and Recreation: parks@saltlakecounty.gov. For more information, call 385.468.7275.

Step 2: Request is reviewed by respective committee and Park Authority or advisory board.

Step 3: Once approved, requester must:

- Provide proof of liability insurance
- Obtain a mass gathering permit, if necessary
- Collaborate with Salt Lake County Health Department if food will be provided
- Obtain a special event permit from the respective city (if applicable)
- Sign a rental contract with Salt Lake County Parks and Recreation