

Permit Process Step by Step for Park and Green Space Rentals

1. A request is made to use a public park, green space, neutral ground or city owned property.
2. The request is placed on the Parks and Parkways calendar as a temporary request until the booking request form is received. The Booking Request Form is the written notice of an individual or organizations desire to use a specific site.
3. The booking request is reviewed by staff and Director to determine viable use and appropriateness of event for the desired green space. Concerns are vetted and researched during the review process. Neighborhood impact is considered during this process.
4. Fees and Deposits are determined in consideration of information provided by the "user". It is noted that no cash or credit cards are acceptable. We accept Checks and Money Orders only.
5. User is advised of rules/regulations, hours of operation, fees, deposits and any other concerns are discussed before permit is written to determine if user wants to move forward with rental.
6. A site visit with Parkway staff and user is scheduled to see the physical space and determine impact on surrounding area and park or green space. In most cases, a layout or diagram of the space is given to the user to site all requests for placement of stages, equipment, structures, booths, tents etc...
7. Specific to Film requests; All technical scene and filming needs are vetted during this process i.e.: low impact interview verses high impact street closures, pyrotechnics, simulated gunfire, chase scenes etc.
8. In some cases several site visits are necessary as needs evolve during the planning process i.e. Festivals, Weddings, and Receptions.
9. A PERMIT LETTER is issued to the user outlining all documentation needed to facilitate the request including fees, deposits, contracts and guidelines for use.
10. The PERMIT LETTER becomes valid once all documents have been received and the event is then changed from a temporary request to a scheduled event on the Parkway Calendar.
11. In some cases, supervisory personnel is scheduled to be on site before, during and after load in/out to ensure no site damages occur and to monitor the use of the green space as agreed to in contract.
12. Site visits are conducted after the event is complete to determine any damages to park amenities or landscaping.
13. Deposit is returned to user once an inspection is completed by Parkway staff and it is determined no damages occurred, all litter, debris and associated items (port o lets, barricades, staging, equipment, etc) is removed from the site and ALL rules have been complied with including scheduled limitations of time.
14. The entire process is documented on the calendar. Users are given 5 working days to accommodate all associated paperwork and turn in the required documents, fees and deposits. Parks and Parkways can issue permits with in 24-72 hours once all associated documents are submitted by the user.