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](http://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

<table>
<thead>
<tr>
<th>Applicant Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name of Person Responsible for Use of Park:</td>
</tr>
<tr>
<td>Name of Organization and Event if applicable:</td>
</tr>
<tr>
<td>Address:</td>
</tr>
<tr>
<td>Day Phone: Email:</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Proposed Park Usage Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Which park to you intend to use? Swanny Park: _____ Other (please indicate name of park):</td>
</tr>
<tr>
<td>Please indicate the proposed dates and times of use:</td>
</tr>
<tr>
<td>Proposed Start Date: ________ Start Time: ______ am/pm End Time: ______ am/pm</td>
</tr>
<tr>
<td>Proposed End Date: ________ Start Time: ______ am/pm End Time: ______ am/pm</td>
</tr>
</tbody>
</table>

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


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

__________________________________________________________