



City of Helena Parks and Recreation Department
Park Reservation and Use Permit Application Form

316 North Park Avenue, Suite 405; Helena, MT 59623 406.447.8463 406.447.8460 fax

POLICY: A use fee and permit are required for any event/activity held in a city park.

PROCESS:

1. Permits require the completion of an application and submission of said application and applicable fees.
2. A use administration fee of **\$20** is required for each application.
3. In some instances, the organization or event sponsor(s) may be required to provide proof of insurance with a minimum \$750,000/occurrence and \$1.5 million general aggregate, with the city named as an additional insured. Determination will be made during the application review process.
4. Based on the event, applicant may need to purchase a noise and/or alcohol permit.
5. If the event or activity involves the sales of food and beverages, all health department regulations must be met.
6. Permit fees are based on cost recovery and community benefit level guiding principles. Additional fees may be assessed if the event is a commercial or fund-raising activity.
7. Park use fees and damage deposits are due upon the completion and submission of the application. The city manager may consider waiving fees when it can be demonstrated that the event or activity actually assists or increases the department's ability in meeting open lands or park management goals and objectives.

ADA NOTICE

The City of Helena is committed to providing access to persons with disabilities for its meetings, in compliance with Title II of the Americans with Disabilities Act and the Montana Human Rights Act. The City will not exclude persons with disabilities from participation at its meetings or otherwise deny them the City's services, programs, or activities.

Persons with disabilities requiring accommodations to participate in the City's meetings, services, programs, or activities should contact the City's ADA Coordinator, Elroy Golemon, as soon as possible to allow sufficient time to arrange for the requested accommodation, at any of the following:

(406) 447- 8490
TTY Relay Service [1-800-253-4091](tel:1-800-253-4091) or 711
citycommunitydevelopment@helenamt.gov
316 North Park, Avenue, Room 440, Helena, MT 59623

HELENA'S CITY PARKS ARE TOBACCO-FREE.
FOR THE HEALTH AND ENJOYMENT OF ALL,
THANK YOU FOR NOT USING TOBACCO PRODUCTS.

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**Park Reservation and Use Permit Application
PLEASE HAVE A COPY OF THIS FORM WITH YOU AS PROOF OF YOUR RESERVATION**

Park Use Information		
Today's Date:		
Park Name:		
Type of Activity:		
Date(s) Requested:	Day(s) of Week:	
Set-Up Time:	Clean-Up Time:	Total Hours:
Number of People Expected:		
Alcohol:	<input type="checkbox"/> Yes <input type="checkbox"/> No	Amplified Noise: <input type="checkbox"/> Yes <input type="checkbox"/> No
Using tents or canopies:	<input type="checkbox"/> Yes <input type="checkbox"/> No	Key Required: <input type="checkbox"/> Yes <input type="checkbox"/> No

Contact Information		
Customer or Organization Name:		
Contact Name: (First):	(Last):	
Address:		
City:	State:	Zip:
E-mail:		
Preferred Phone #:		

FOR OFFICIAL USE ONLY TO BE COMPLETED BY PARKS ADMINISTRATION OFFICE

Fee Type	Amount
Application/Reservation Fees	
Recurring use/scheduling fee	
Park use fee	
Total deposit	
Other	
TOTAL FEES DUE	

Please submit 2 checks: Fees + Deposit

Total Fees Collected
Date: _____
Amount: _____

Returned Items
<input type="checkbox"/> Key Returned: _____
<input type="checkbox"/> Deposit Returned: _____
<input type="checkbox"/> Deposit not returned due to damage/not cleaned
<input type="checkbox"/> Initial/Date: _____

Permit Copy To (check all that apply):
<input type="checkbox"/> Applicant
<input type="checkbox"/> Park Superintendent
<input type="checkbox"/> Police Department
<input type="checkbox"/> Solid Waste
<input type="checkbox"/> BID
<input type="checkbox"/> Other (identify): _____

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Thank you for coordinating with the City of Helena's Parks and Recreation Department and for abiding by the following park use rules and regulation. We hope you enjoy your park experience!

- 1) City code: rules and regulations for parks: 7-12-2:** The following rules and regulations shall apply to all public "parks" as defined above:
- a) It is unlawful to camp or sleep overnight in any public park, park walkway, boulevard, greenway, open space area, or beneath any public bridge within or adjacent to any of the areas identified herein without the written permission of the director of parks and recreation or his designated representative.
 - b) It is unlawful for any person or persons to cause to be started or to maintain any open fire of any nature in any public park, park walkway, boulevard, greenway, open space area, or beneath any public bridge within or adjacent to any of the areas identified herein. Hot coal fires for barbecuing are permitted only in barbecue pits provided for that purpose.
 - c) It is unlawful to hunt, trap, gather firewood or use motor vehicles in any public park except as specifically authorized.
 - d) No person shall swim or wade in any public pool in any park except during regular hours open to the public.
 - e) No person shall hit golf balls, engage in archery, throw metal spears, or otherwise cause the flight of dangerous projectiles in a public park.
 - f) No person shall use the tennis courts in any public park for purposes other than the sport of tennis. No person shall hang on tennis nets, use street shoes, operate motor vehicles on, or otherwise abuse the tennis courts in any public park.
 - g) No person shall enter a public park or remain within a public park while his or her privilege to use the public parks is suspended or rescinded. (Ord. 2758, 11-27-1995)
- 2) General Uses:**
- a) Programs held on or in tax-supported city park facilities must be open and available to the general public. The use of tax-supported facilities for personal or private profit requires a park permit.
 - b) Some facilities and sites are reserved for general public use and are NOT available for reservations.
 - c) Reserved use of park facilities is prioritized by;
 - 1) parks and recreation programs,
 - 2) organized clubs or organizations as per agreements in good standing,
 - 3) schools and charitable groups,
 - 4) general public
 - d) When park facilities are not reserved in advance, they are available to the public on a first come, first serve basis.
 - e) The Helena Parks and Recreation Department shall have the right to terminate park reservation and use permits if it is determined the use is not acting in accordance with the permitted use.
 - f) Damage deposits are returned if no damage has occurred associated with the park reservation use. Any costs due to damages caused by renter or any person(s) within their party are the responsibility of the renter. This includes but is not limited to vandalism, damage or destruction caused by abusive use of garbage left at the site.
 - g) Adult baseball is not allowed in Lockey or Barney parks.
 - h) Motorized vehicles are not allowed in parks unless special permission is granted by the city manager. Motorized vehicles may be operated only on streets, parking lots, and other posted areas.
 - i) Alcohol is prohibited without all valid permits.
 - j) Noise permits are required whenever there is amplified sound of any kind on city property.
 - k) The use of livestock in parks requires prior written permission of the department.
 - l) Additional rules are developed for specific programs as deemed necessary by department staff.