



*City of Helena Parks and Recreation Department*  
**Special Use Application Form**

316 North Park Avenue, Suite 405; Helena, MT 59623 (406) 447-8463 (406) 447-8460 fax

---

**POLICY:** A special use fee and permit are required for any event/activity held on Helena open lands, or for any event or activity held in a city park that anticipates more than 200 people. A special use administration fee is required when an application is submitted. If the special use activity/event is approved, an additional park use fee may be assessed.

**PROCESS:**

1. Special uses events and activities require the completion of an application and review process.
2. Applications must be submitted no later than **30 days prior** to the date of the event.
3. A special use administration fee of **\$20** is required before the approval process can begin.
4. 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.
5. If the special use event or activity involves the sales of food and beverages, all health department regulations must be met.
6. Special use 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. Special use fees and damage deposits are due once the special use application has been approved by the department. If the application is denied, no special use fees or damage deposits will be collected. The city manager may consider waiving fees when it can be demonstrated that the special event or activity actually assists or increases the department's ability in meeting open lands or park management goals and objectives.
8. Special use reservations are FINAL with: the approval of the special uses application form and when the special use fee and damage deposit are received.

**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](mailto: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.**



**City of Helena Parks and Recreation Department  
Special Use Application Form**

316 North Park Avenue, Suite 405; Helena, MT 59623 (406) 447-8463 (406) 447-8460 fax

**Special Use Permit Application**

For application assistance, please contact:	
For events on Helena open lands	For events in city parks
<b>Natural Resources Coordinator</b>	<b>Parks Administration Office</b>
Phone #: 406- 447-8454	Phone #: 406- 447-8463
Fax: 406-447-8460	Fax: 406-447-8460
E-mail: <a href="mailto:blangsather@helenamt.gov">blangsather@helenamt.gov</a>	E-mail: <a href="mailto:jschade@helenamt.gov">jschade@helenamt.gov</a>

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

Alternate Contact (optional)
Name: (First): _____ (Last): _____
Address:
City: _____ State: _____ Zip: _____
E-mail:
Preferred Phone #:

Event Information
Event Name:
Event Date: _____ Day(s) of the week: _____
Event End Date: _____ Day(s) of the week: _____
Event Start Time: _____ Event End Time: _____
Estimated Number of Participants: _____
Estimated Number of Spectators: _____
Proposed Event Location: <input type="checkbox"/> Helena Open Lands <input type="checkbox"/> City Park List Park: _____
Describe Location:
Alcohol: <input type="checkbox"/> Yes <input type="checkbox"/> No Amplified Noise: <input type="checkbox"/> Yes <input type="checkbox"/> No
Open Fire: <input type="checkbox"/> Yes <input type="checkbox"/> No Using tents or canopies: <input type="checkbox"/> Yes <input type="checkbox"/> No



**City of Helena Parks and Recreation Department**  
**Special Use Application Form**

316 North Park Avenue, Suite 405; Helena, MT 59623 (406) 447-8463 (406) 447-8460 fax

When describing the event, please identify how the following issues will be addressed: traffic or parking, public safety and/or crowd control, sanitation, resource mitigation and anything else specific to your event. If your event request is on Helena open lands, a map must be attached to the application.

Event Description:
When describing the event, please identify how the follow issues will be addressed: traffic or parking, public safety and/or crowd control, sanitation, resource mitigation, and anything else specific to your event. If your event is on Helena open lands, a map must be attached to the application.

**FOR OFFICIAL USE ONLY TO BE COMPLETED BY PARKS ADMINISTRATION OFFICE**

**Additional Information Required By Applicant  
(check those that apply)**

- |                    |                              |                             |
|--------------------|------------------------------|-----------------------------|
| Alcohol Permit     | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Maps               | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Noise Permit       | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Proof of Insurance | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Parking Plan       | <input type="checkbox"/> Yes | <input type="checkbox"/> No |

**Application for special use**

- |                                       |                     |
|---------------------------------------|---------------------|
| <input type="checkbox"/> Approved     | Initial/Date: _____ |
| <input type="checkbox"/> Not Approved | Initial/Date: _____ |
| Comments:                             |                     |



**City of Helena Parks and Recreation Department  
Special Use Application Form**

316 North Park Avenue, Suite 405; Helena, MT 59623 (406) 447-8463 (406) 447-8460 fax

**FOR OFFICIAL USE ONLY TO BE COMPLETED BY PARKS ADMINISTRATION OFFICE**

<b>Step 3 – Identify Appropriate Fees</b>		
	Use Fee	Damage Deposits
Recurring use reservation \$5 x _____	\$5 for each	---
General park use ( <i>benefit levels above</i> )*	*	\$100/day
Tents/canopies deposit	---	400/day
Bandshell	---	250/day
Bleachers	200/unit/day	750/day
Donaldson Park barn	*	250/day
Donaldson Park disc golf	*	250/day
Ice skating rink & warming house (winter)	25/hour	75/day
Skatepark	*	250/day
Soccer and baseball fields	---	25/field/day
Tennis courts	---	10/ct/day
Warming house (non-winter)	*	250/day
Warming house party room (winter)	25/3-hours	25/day
Option 1-Vendors booths/tables	---	50/day
1-9 days	30/day	
10+ days	25/day	
30 or more days	700 total	
Option 2-Vendors fee-based events	---	100/day
Park use fee +7% gross ticket	*Benefit level 5	
Option 1-Not-for-profit booths/tables	---	50/day
1-9 days	7/day	
10+ days	6/day	
30 or more days	175 total	50
Option 2- Not-for-profit fee-based events	---	100/day
Park use fee	*Benefit level 2	
Private tennis instruction	2/hr/court	10/court/day
Fee-based instructional camps or sports camps- Adults	*Benefit level 4	100

<b>Step 4 – Total Fees Due</b>	
Fee Type	Amount
Application/Reservation Fees	
Recurring use/scheduling fee	
Park use fee	
Total deposit	
Other	
<b>TOTAL FEES DUE</b>	

**Please submit 2 checks: Fees + Deposit**

<b>Step 5 – Total Fees Collected</b>	
Date:	_____
Amount:	_____

<b>Step 6 – Returned Items</b>	
<input type="checkbox"/>	Key Returned: _____
<input type="checkbox"/>	Deposit Returned: _____
<input type="checkbox"/>	Deposit <b>not</b> returned due to damage/not cleaned
<input type="checkbox"/>	Initial/Date: _____

<b>Permit Copy To (check all that apply):</b>	
<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): _____

**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.