



*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

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**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. Applications will not be considered without a signed liability waiver.
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 \$1 million per occurrence and \$2.0 million per 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. 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 - CITY**

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 of Helena Community Development Office as soon as possible to allow sufficient time to arrange for the requested accommodation, at any of the following: Phone: (406) 447- 8490; TTY Relay Service 1-800-253-4091 or 711 Email: [citycommunitydevelopment@helenamt.gov](mailto:citycommunitydevelopment@helenamt.gov), Mailing address & physical location: 316 North Park, Avenue, Room 445, 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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**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:	
Estimated Number of People Expected:					
Alcohol:	Yes	No	Amplified Noise:	Yes	No
Open Fire:	Yes	No	Using tents or canopies:	Yes	No
Is there a fee for this event:	Yes	No	If yes, what is the cost:		

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

ADDITIONAL COMMENTS



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**LIABILITY WAIVER:** I \_\_\_\_\_, by signing below, hereby acknowledge that there is an inherent risk of injury when using outdoor facilities, such as City Parks, and factors outside of the City's control, such as the weather, may increase the risk of injury. Therefore, I voluntarily release, to the full extent permitted by law, the City of Helena and its elected and appointed officials, officers, agents, employees, and volunteers, from any liability in connection with my use of the City's facilities or equipment as specified in this application, including any claims which allege negligent acts or omissions on the part of the City. I understand that by signing this document, I may be waiving my legal rights to a jury trial to hold the City legally responsible for any injuries or damages resulting from risks inherent in sport and outdoor recreational opportunities or for any injuries or damages I may suffer due to the City's ordinary negligence that are the result of the City's failure to exercise reasonable care.

Signatures	
By my signature, I acknowledge that I have read, understand, and agree to the policies and procedures set forth in this City of Helena Park Reservation Application Form.	
Applicant's Signature:	Date:
Applicant's Printed Name:	
Approved By:	Date:

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

Fee Type	Amount
<b>BENEFIT LEVEL:</b>	
Application/Reservation Fees	
Recurring use/scheduling fee	
Park use fee	
Total deposit	
Other	
<b>TOTAL FEES DUE</b>	

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

Total Fees Collected
Date: _____
Amount: _____

Returned Items
Key Returned: _____
Deposit Returned: _____
Deposit <b>not</b> returned due to damage/not cleaned
Initial/Date: _____

Permit Copy To (check all that apply):
Applicant
Park Superintendent
Police Department
Solid Waste
BID
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) Use of tobacco products are not allowed in city parks.
  - k) Noise permits are required whenever there is amplified sound of any kind on city property.
  - l) The use of livestock in parks requires prior written permission of the department.
  - m) Additional rules are developed for specific programs as deemed necessary by department staff.
  - n) The City of Helena Parks and Recreation Department reserves the right to cancel any event due to inclement weather conditions.