

Minneapolis Park & Recreation Board

Use & Event Procedures, Guidelines, and Policies

**MPRB USE AND EVENT PERMITS
SPECIAL SERVICES
2117 WEST RIVER ROAD N. MINNEAPOLIS, MN 55411**

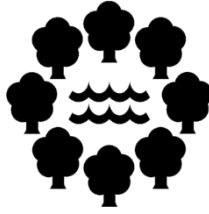
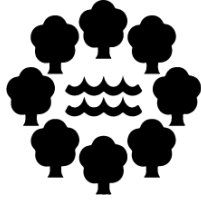


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Minneapolis Park & Recreation Board

PERMIT APPLICATION PROCEDURES, REGULATIONS AND GUIDELINES

PROCEDURES

1. Applicants should pick a specific Venue and date for the event. Applicants are encouraged to pick an alternative Venue and/or date in the event an applicant's first choice is not available. Events with 50 or more participants and/or events with special features or fundraising are required to secure a Use & Event Permit.
2. Applicants are required to complete all sections of this application. All proposed activities and events are subject to the approval of the Minneapolis Park & Recreation Board (herein after "MPRB"). The MPRB will not consider the application if it is incomplete. If you have questions please email permits@minneapolisparks.org.
3. Applications may be found online at the MPRB website (www.minneapolisparks.org) or at the MPRB Headquarters, 2117 West River Road, Minneapolis, MN 55411. Submittal of the Use & Event Permit Application can be made online at the MPRB website, brought in person, or sent via email, mail, or faxed to 612-230-6504 to the MPRB Headquarters (2117 West River Road, Minneapolis, MN 55411). Submittal of a Use & Event application does not grant a permit or confirmation to conduct the event. The MPRB is not responsible for any inconveniences caused by advertising done before an Event Permit is granted. All applications are subject to review and are to be submitted at least 30 days prior to event date unless otherwise authorized under the MPRB policies.
4. The MPRB reserves the right to give priority to Returning Events for a particular time and Venue over new applications for the same time and Venue. Returning Events have thirty (30) days from the date of their last event to submit a written application for the following year to retain priority for the same time and Venue the event has been granted a permit in prior year(s).

If the MPRB receives more than one application for the same Venue and date, priority shall be given to the Returning Event that has been granted a permit for the greatest number of years. In the event that the above priority fails to determine which applicant will be granted the permit, then the permit shall be granted to the applicant who submitted their application first. If this fails to determine the Permittee, the granting of the permit shall be decided by a flip of a coin where the applicants are invited to be present. The MPRB reserves the right to cancel or not issue permits due to construction and/or maintenance of MPRB Property.

5. All applications will be required to ensure the event is accessible to people with disabilities. In this case, the applicant agrees that reasonable modifications to conduct the event shall be provided at the expense of the applicant. When such is required, the applicant shall consult with MPRB staff regarding resources to provide the modification necessary. These include but are not limited to changes in rules and policies, providing extra staff and volunteers, providing auxiliary aids and services such as sign language interpreters, assistive listening systems, large print brochures/maps, removing architectural barriers at elements provided by the applicant and other related activities. The applicant may not impose a surcharge on a particular individual with a disability or any group of individuals with disabilities to cover the costs of measures, such as the provision of auxiliary aids or program accessibility.

The MPRB agrees that it shall maintain parking, exterior accessible routes, buildings, and other features already in existence so that these remain accessible. The applicant shall confirm that temporary venues such as concessions, exhibits, stages, portable toilets, other amenities and routes are installed and maintained to be accessible.

6. Upon receiving the completed application, the MPRB will contact the applicant to confirm the receipt of the application. The application will then be reviewed. The MPRB reserves the right to require additional information/documentation regarding the applicant, applicant's company, sponsoring company/organization, co-sponsors, event participants, event vendors, event activities or the event itself. The applicant will be notified of the application status within 14 business days. The MPRB may postpone approval of permit until receipt of additional requested information or documentation. Failure to submit requested information or documentation in 30 days prior to the Use & Event Permit date may be cause for denial of Use & Event Permit.

7. Applicants are required to submit a "Certificate of Insurance in the amount of \$250,000/750,000 for bodily injury-\$300,000 property damage with the MINNEAPOLIS PARK AND RECREATION BOARD as an additional insured" for the event and date(s) of all preparation for such event occurring on MRPB property. Applicants assume all responsibility for and hereby agree to indemnify and hold harmless the MPRB against any losses, damages, liabilities, action suits, proceedings, costs or expenses that the MPRB may incur or sustain or for which it may become liable (including, but not limited to, personal and bodily injury to, or death of, persons or damage to property) resulting or arising from the permitted event. The obligation to indemnify and hold harmless the MPRB will survive the termination or expiration of the Permit. This certification is not required at the initial time of application, as it takes time to proceed. The applicant must submit the certification 30 business days prior to the date of the event. A Use & Event permit will not be issued if the Certificate of Insurance has not been received.

8. Applicants are required to secure and submit to the MPRB any and all amendments to the original application 30 days prior to the event date.

9. Once all the MPRB's requirements have been fulfilled, including receipt of all requested documents (including those of all applicable City, State, and/or Federal agencies) and full payment, a Use & Event Permit may be issued.

10. All event and applicant's guests, vendors, concessionaires, and exhibitors are subject to, and must abide by all codes, rules, regulations, ordinances, statutes, and laws of the MPRB, the City of Minneapolis, the State of Minnesota, and the United States of America. Below is a summary of some of the MPRB Event Rules and Regulations.

11. Once the Use & Event Permit is issued, MPRB will notify the neighborhoods that are near the parkways that will be closed during events during the year with the following notifications:

- *Neighborhood Letters*: Road closure events must send out notification to impacted homeowners.
- *E-Subscribe*: An online e-mail and texting service that any individual can sign up to get monthly, weekly, or daily notifications about parkway closures.
- *Website*: A posting of the year's parkway closures will be available as a link on the front page of the MPRB website.
- *Parkway Closure Signs*: Event Organizers will be required to use the MPRB contracted vendor to post parkway closure signs 4 days prior to the event date, along the designated route of the event.

EVENT GUIDELINES

Failure to adhere to the following rules and regulations may result in a fine and/or denial of the current or future permit requests.

AVAILABILITY

- ❖ Events that have occurred in the past years are considered “Annual” events. Annual events have first right of refusal on the corresponding date each year.
- ❖ Returning Events have 30 days from the date of their last event to submit a written application for the following year to retain priority for the same time and Venue the event has been granted a permit in prior year(s).

NUMBER OF EVENTS/IMPACT ON PROPERTY

- ❖ To preserve the parks and the purpose of being places of passive recreation, the MPRB will enforce a limit on the number of events with road closures per month. Each section of parkway will have no more than 2 road closures per month.
- ❖ Walks hosting 750 or more people per section of parkway will not be allowed to use pathways. Street closures must be used; additional fees apply.
- ❖ Walks/Runs that are not on roads may not be timed.

EVENT HOURS

- ❖ Events are restricted to hours of public use for MPRB property.
- ❖ If access to the park is necessary for set-up or tear-down either before or after public use hours, then the applicant will be charged a fee to cover all costs associated with the request, if approved.
- ❖ No setup before 6am.

FEES AND FEE DEADLINES

- ❖ All applicable fees (including, but not limited to, application, rental, security deposit, maintenance services, lifeguard services, and security services) and all requested documentation/information must be submitted no later than 30 days prior to the Event date.
- ❖ For events with per-participant fees (races and timed events), final numbers must be submitted within 7 business days after event takes to facilitate the generation of the final invoice and payment process within 30 days following the Use & Event Permit date. Final numbers must be submitted with proof of legitimacy. I.e. results web page, chip timing web page, etc.
- ❖ Event Organizers assume the risk of any and all costs and expenses incurred promoting and marketing events including but not limited to the denial of an event permit by the MPRB and any modifications by the MPRB of terms and conditions of the event permit after issuance.
- ❖ To raise money, event organizers may be permitted to sell merchandise and/or refreshments on MPRB property. The MPRB requires a payment of percentages of the gross income where sales of items on MPRB property occurred.
- ❖ See current fee schedule for more information.

ASSIGNMENT AND PERMIT INSPECTION

- ❖ Permit Applications and Permits are not assignable and are non-transferable.
- ❖ A copy of the Use & Event Permit must be present on-site for inspection.

CANCELLATION

- ❖ All cancellations must be submitted in writing to the MPRB.
- ❖ All fees are non-refundable and non-transferable unless MPRB determines otherwise.

INCLEMENT WEATHER

- ❖ The MPRB reserves the right to cancel or relocate an event due to poor weather or adverse property condition
- ❖ No rain dates will be issued. Refunds will not be granted for inclement weather unless the event was cancelled by the MPRB.

AMENITIES

- ❖ The MPRB does NOT provide amenities such as portable toilets, sound systems, stages, tables, chairs, tents, canopies, fencing, barricades, or other equipment.
- ❖ Amenities and event features are provided at the sole expense and risk of Event Organizer.
- ❖ Costs incurred in acquiring necessary permits, certifications, plans, insurance, and all other documentation, as required by the MPRB, the City of Minneapolis, and the State of Minnesota, are at the sole expense and risk of the Event Organizer.

NO PROPERTY RIGHTS

- ❖ Unless expressly provided for in the permit, the Use & Event Permit does not grant the permit holder with any property rights to park property including but not limited to possessory rights, and the right to restrict access and use of any member of the general public on park property.

AMPLIFIED SOUND

- ❖ Absolutely **NO** amplified sound (including sound checks) before 8:00am, or after 10:00pm.
- ❖ All requests for amplified sound must be approved by the MPRB.
- ❖ Amplified sound must be directed away from residences and must comply with the City of Minneapolis regulations.
- ❖ Subject to the provisions of MPRB ordinance PB2-34, amplified sound is prohibited in parks without a permit. Permits shall limit the use of amplified sound between the hours of 8am and 10pm unless otherwise expressly authorized by the MPRB.
- ❖ The proposed location of the sound system, direction of sound and location of all speakers must be identified on the Site Map.

ALCOHOL

- ❖ A temporary Alcohol license must be obtained from the City of Minneapolis plus a certificate of insurance for liquor liability in the amount of \$300,000 with the MPRB named as an additional insured.
- ❖ Alcohol must be served within an MPRB approved, restricted, fenced off area during the event. The area should be clearly cited on the Site Map.
- ❖ A minimum of two (2) MPRB park police officers will be required on duty during the event hours of operation at the established hourly rate, per hour/per officer with a minimum of four (4) hours per assignment.
- ❖ This rule is not applicable to the venues identified in MPRB Ordinance PB2-17.

PARK POLICE

- ❖ All applicants must indicate whether or/not there will be the need for security or overnight security during/before the event.
- ❖ If requesting any security services, park police must be notified within 3 weeks prior to the event date. Any changes to the scheduled security services must be made 5 days prior to the event date.
- ❖ There is a limited amount of police personnel availability to cover Use & Event Permitted events. Therefore, the MPRB reserves the right to limit the number of events requiring security.
- ❖ Applicants should clearly state what security service is needed at the event (Examples, Alcohol Service, Road Closure, Risk Assessment, or Overnight Security).
- ❖ Events that require set-up or tear-down on days before or after the event occurs, must use an overnight security service. Event organizers may hire their own licensed and bonded security services but any outside service is subject to the approval of the MPRB and must cooperate with MPRB police.

PARKWAY CLOSURE AND SPECIAL USE

- ❖ Any individual or group planning a public event can request a parkway closing by submitting an application for facility use. The MPRB will consider parkway closing only in accordance with the rules, regulations, and procedures for all Use & Event permits.
- ❖ Any group wanting to use a parkway for dedicated use must submit an application for a Use & Event Permit. Those groups displacing the use of an area by the public are required to pay a participant fee, per section of the parkway.
- ❖ Companies and individuals wanting bus, limousine, trolley or horse and carriage services are required to get a permit to operate on MPRB property.

BARRICADES

- ❖ Applicants must obtain approval from the MPRB for the use of any barricades during the event. The MPRB require barricades for events involving road closures.
- ❖ All barricades authorized by the MPRB for an event shall be obtained through an MPRB approved contracted vendor subject to the direction and control of the MPRB.

VEHICLES

- ❖ Unless expressly provided in a permit, all motorized vehicles are prohibited on park property except on park roads and parkways designated for public transportation. This prohibition shall not apply to the use of motorized wheelchairs and scooters by handicapped individuals.
- ❖ Any vehicle pass that has been provided to the applicant must be clearly displayed on the dashboard of each vehicle in the designated area. Any vehicles not properly displaying the appropriate vehicle pass are prohibited and may result in the issuance of a warning and/or citation and/or towed from MPRB property.

GARBAGE/TRASH/RECYCLING CLEAN-UP

- ❖ All events are REQUIRED to recycle all recyclable waste
- ❖ All events are required to provide trash/recycling removal services.
- ❖ All events must provide recycling containers for event attendees in a 1:1 ratio of recycling containers to garbage containers
- ❖ If dumpsters are requested, they must be placed at locations designated by the MPRB.
- ❖ Sustainability is a priority for the Minneapolis Park and Recreation Board (MPRB) and very important to our visitors and participants. For this reason, we now offer Green Certification to events that want to adopt sustainable practices.
- ❖ Green Certification recognizes events that are working to lower their environmental impact by using environmentally conscious practices such as recycling, reducing paper usage, and conserving energy.
- ❖ Our Certified Green Event guidelines make it easier for event coordinators to produce environmentally sustainable events.

PORTABLE TOILETS

- ❖ All portable toilets must be located on a hard surface, which may include asphalt, concrete, or plywood. All portable toilets must be clearly identified on the MPRB approved Site Map designating all locations prior to delivery.

TENTS AND CANOPIES

- ❖ All tents and/or canopies must be clearly identified on the Site Map with the location and size and dimensions of each tent.
- ❖ The event organizer is liable for any and all damage caused to MPRB property/facility and must obtain approval from the MPRB staff prior to installation.
- ❖ In locations where staking of tents or canopies are prohibited, the use of weights for stabilization is subject to the prior approval of the MPRB.
- ❖ The City of Minneapolis may require a conditional use permit based on the size of the tent or canopy.

WATERCRAFT

- ❖ All watercraft being launched on city lakes must be identified on the permit.
- ❖ All boats, watercraft and watercraft equipment launching from the public boat launches on Lake Calhoun, Lake Harriet and Lake Nokomis will require inspections for aquatic invasive species (AIS).
- ❖ Gas powered motors are NOT allowed on Minneapolis Lakes, unless expressly provided for in a permit. Only those applicants approved by the MPRB will be issued a pass.
- ❖ Watercraft passes issued must be clearly displayed on the watercraft in the designated area. Watercraft not displaying the appropriate pass are strictly prohibited; and may result in the issuance of a warning and/or citation and be removed from MPRB property.

INFLATABLES

- ❖ Use of inflatable rides/devices by minors must be supervised by an adult (18 years and older) at all times.
- ❖ No rides/devices are to be left unattended. Event organizers assume all risk and liability for the use of rides/devices.

SIGNAGE

- ❖ All Road Closures must be posted 4 days in advance, using the MPRB approved contract vendor for all “road closure” signs and subject to MPRB approval on the placement of signs.
- ❖ Fastening, stapling, or attaching any rope, sign, banner, flyer, or other object to MPRB property including but not limited to any tree, shrub, or park feature (including existing park signs) without approval expressly provided in a MPRB permit is strictly prohibited.
- ❖ All signage must be removed from MPRB property within 4 hours of the conclusion of the event. Any signs left on MPRB property after the event will subject to additional clean up fees and fines.
- ❖ The use of spray chalk or spray paint is prohibited on MPRB property, and any damage as a result of such use will result in additional fees to repair the damage in addition to any fines that may be imposed.

FIRE PROHIBITION

- ❖ Unless expressly provided in a permit and subject to the City of Minneapolis ordinances, open fires of any nature are prohibited on MPRB property.

GENERAL DEFINITIONS

MPRB: Minneapolis Park & Recreation Board

Participant: Any individual who is identified by the event organizer, including but not limited to, a competitor, contestant, performer, exhibitor, invited guest, ticket holder, registrant, sponsor, and a participant entity's employees, agents, and volunteers who are present at the event, and the event organizer and his/her/its employees, agents, and volunteers present at the event.

Permittee: Any member of the public who has been issued a permit pursuant to the Regulations, or any person authorized by such permit to conduct permitted activities.

Returning Event: Any event that has been issued a permit for the same Venue and date for the previous year.

Route Map: For all Walks, Runs, and Races/Timed events Permittees are required to create a detailed map showing the location for the proposed route for their event along with the Site Map. This should include all streets and parkways that the route will be using on the event date.

Segments of the Parkway:

- East River Parkway
- Kenwood Parkway
- Lake Calhoun Parkway
- Lake Harriet Parkway
- Lake of the Isles and Dean Parkway
- Main Street
- Minnehaha Parkway
- Nokomis Parkway
- St. Anthony Parkway
- Theodore Wirth Parkway
- William Berry Parkway
- West River Parkway
- Victory Memorial Parkway

Site Map: A detailed map showing the locations, dimensions, and route of the event. The Site Map must clearly show the location of the Start/Finish area, the portable toilet, sound systems, and vendor locations, etc. for the event. The Site Map is a required attachment for the online or printable Use & Event Permit Application. (For Walks, Runs, and Races a Route Map is required in addition to the Site Map)

Special features: Any object brought onto MPRB property that is not natural to the area.

Venue: Any MPRB property available for use by a Member of the Public through a permit issued by the MPRB including pathways and park roads.