



**City of Helena Parks and Recreation Department**  
**SPECIAL USE PERMIT APPLICATION**  
316 North Park Avenue, Suite 405; Helena, MT 59623  
Phone: (406) 447-8463 Fax: (406) 447-8460

**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. 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. Applications will not be considered without a signed liability waiver.
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 \$1 million/occurrence and \$2 million general aggregate, with the city named as an additional insured. Determination will be made during the application review process
5. Special use fees are based on City Commission approved fees. Additional fees may be assessed if the event is a commercial or fund-raising activity.
6. 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.
7. Special use reservations are FINAL with the approval of the special use application form and when the special use fees and damage deposit are received.
8. Rental of a City of Helena facility does not guarantee or include exclusive use of the entire park. On many occasions, there may be more than one User Group utilizing the sports fields or surrounding areas. Users may not close public areas or extend their activities into spaces outside of the reserved areas.
9. All accidents, damage, breakage, loss, or maintenance issues must be immediately reported to the City of Helena Parks and Recreation Department.
10. User may not store equipment at or on any field or premises, except as expressly authorized by the City of Helena Parks and Recreation Department in writing.
11. User shall not sell food, beverages, goods or merchandise, charge fees for admission, or host food trucks without prior written authorization from the City of Helena Parks and Recreation Department. If the event or activity involves the sales of food and beverages, all health department regulations must be met. Food Vendors must also must obtain a permit to be in a city park.

12. No permanent advertising/signage is permitted. Additionally, all advertising/signage must meet all City of Helena rules and regulations.
13. Vehicles shall be parked only in designated areas. Driveways and entrances must be kept clear at all times. The posted speed limit must be observed. No parking on the grass. Violators may be ticketed by the City of Helena or towed at the owner's expense.
14. Please note: The City of Helena Parks and Recreation Department reserves the right to approve or deny events that occur in city parks or on Helena Open Lands.
15. The City of Helena Parks and Recreation Department reserves the right cancel any events due to inclement weather conditions.
16. The City of Helena will not be held responsible for any personal property loss or damage to vehicles or other personal property.
17. User assures that the individual taking responsibility for the Rental Application and Permit is 21 years of age. User understands and ensures that an authoritative representative of the organization, over the age of 21, will remain on the premises for the duration of the event. User understands that the organization is solely responsible for determining whether the site is safe and appropriate for use prior to each use, and will notify the City of Helena Parks Department of any known safety hazard. Safety includes protection of the resources as well as participants.

#### **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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***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**

Today's Date:
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/Spectators: _____
Proposed Event Location: <input type="checkbox"/> Helena Open Lands <input type="checkbox"/> City Park List Park: _____
Describe Location:
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: _____

## 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. Based on the number of attendees/spectators, the City of Helena may charge additional fees for sanitation services.

## LIABILITY WAIVER AND INDEMNIFICATION

**LIABILITY WAIVER AND INDEMNIFICATION:** 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. I further agree to indemnify, defend, hold harmless, and save the City, its elected and appointed officials, officers, agents, employees, and volunteers from any and all claims, losses, damages, and liability, including the cost of defense thereof, occasioned by, growing out of, or in any way arising or resulting from my use of the City’s facilities or equipment or any act or omission on the part of myself, my agents, employees, officers, or invitees in connection with my use of the City’s facilities or equipment as specified in this application.

### 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:

***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!***

## CITY OF HELENA CODES, REGULATIONS, AND RULES

- 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.