

# Reservation Request Form

**Event Name:** \_\_\_\_\_

**Intended Use**

Special Event (e.g., race, tournament, festival, reunion, etc.)       Athletic Field\* (e.g., sports games and programs)

Park/Field/Location \_\_\_\_\_

Specific Area Requested \_\_\_\_\_

Sponsoring Group/League/ Sport/Event: \_\_\_\_\_

Is Sponsoring Group/League/Sport/Event a non-profit?  Yes  No    Federal I.D./Tax Exempt # \_\_\_\_\_

Responsible Person \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Phone Number \_\_\_\_\_ Alternate Number \_\_\_\_\_

E-mail Address: \_\_\_\_\_

Estimated TOTAL Number of participants, spectators and support staff \_\_\_\_\_

*(If 500 or more people, a Salt Lake County Health Department Mass Gathering Permit is required)*

Start Date \_\_\_\_\_ End Date \_\_\_\_\_ Event Time \_\_\_\_\_ to \_\_\_\_\_

(Include setup and take down time)	Sun	Mon	Tue	Wed	Thu	Fri	Sat
Start Time							
End Time							

Group/League/ Sport/Event Description, including Event Name (or attach your event's information sheet)

\_\_\_\_\_

Do you plan to set up booths/tents?  Yes  No    How many? \_\_\_\_\_ What size? \_\_\_\_\_

• Indicate locations on map

*Tents over 400 square feet (or over 700 square feet if there are no sides), require a permit from the respective city.*

Do you plan to set up inflatables?  Yes  No    How many? \_\_\_\_\_ What size? \_\_\_\_\_

Please describe any other set up plans and include on map:

\_\_\_\_\_

Are animals participating in the event?  Yes  No

If yes, what kind? \_\_\_\_\_ How many? \_\_\_\_\_

Do you require day before setup?  Yes  No

Do you require road closure to vehicular access?  Yes  No

If yes, which locations? \_\_\_\_\_

**The following amenities require use of their unique reservation request form:  
Bingham Creek Regional Park, Sugar House Park, Salt Lake County Athletic Fields.**

## Checklist

Check all that apply:

Type:

- Open to public                       Competitive race                       Admission charged: How much? \_\_\_\_\_
- Walk (non-competitive)               Bicycles used in event
- Will stay on pedestrian walkways and follow pedestrian rules
- Other \_\_\_\_\_

Activities:

- Food catering                       Food given away                       Food prepared on site
- Music/Sound Amplification               PA System for announcements
- Other \_\_\_\_\_

Security:

- Barricades (*must obtain privately*)                       Off-duty law enforcement officials
- Monitors (*provided by you for walk/run*)

Miscellaneous:

- Electrical requirements                       Portable sanitary units needed
- Need for extra garbage containers                       Animals participating

Additional Permits/Certificates

- i. Proof of liability insurance, in the amount of \$1,000,000.00, must be provided for each event. The certificate of coverage must include Salt Lake County as the certificate holder and listed as being additionally insured.
- ii. Mass Gathering Permit: For events with 500 or more people, the Salt Lake County Health Department requires a Mass Gathering Permit. Contact them directly at 385-468-3845 or their web site for more information. [slco.org/health/special-events](http://slco.org/health/special-events)
- iii. Bureau of Food Protection: Contact Salt Lake County Health Department at 385-468-3845. For more information, go to their web page at: [slco.org/health/food-protection](http://slco.org/health/food-protection)
- iv. Respective city may require a city permit and renter is responsible for obtaining.

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**I agree to abide by the parameters within this request, Salt Lake County Parks and Recreation's Patron Standards of Conduct, and all applicable ordinances.**

**This request is not a guarantee of use. If approved, a signed rental contract is required.**

Signature of Responsible Person \_\_\_\_\_ Date \_\_\_\_\_

# Reservation Review Process

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Salt Lake County Parks and Recreation reviews all reservation requests when they are received. Annual seasonal requests are renewed in February of the calendar year in which permits will be issued. Permits are available year-round depending on amenity and are required for each season (spring, summer, fall). Permitted athletic field use is for games only.\*

All reservation requests are reviewed by a Permit Review Committee, comprised of at least five (5) individuals or their authorized designee. Examples include:

- Park operations director
- Construction and maintenance manager
- Area maintenance supervisor
- Reservation coordinator
- Recreation program manager
- Recreation program coordinator

When applicable, requests are also reviewed by the respective Park Authority or advisory board.

The following criteria is considered in granting reservations to outside entities/individuals:

## **Program Type**

- Joint-use contracts (school districts), partnerships and memorandum of understanding (MOUs)
- Non-profit youth organizations/leagues
- Non-profit adult organizations/leagues
- Commercial youth organizations/leagues
- Commercial adult organizations/leagues
- Individual users

## **General Criteria**

- Availability of field space
- Field condition as determined by the committee or its authorized designee
- Proposed use schedules
- Activity type and impact on the space
- Potential interference with the public ability to use and enjoy the space

The committee reserves the right to limit, prohibit, or cancel use of any field or area when the committee, or its authorized designee, determines:

- Weather conditions create a situation where use of the field may damage the field
- Area is over-used or in need of repair
- Conflicting uses exist
- It is in the best interest of the space and the public

*\*Salt Lake County Athletic Fields excluded (permitted practice use is an option).*

## Three main steps to request a reservation:

**Step 1:** Submit reservation request form to Salt Lake County Parks and Recreation: parks@slco.org. For more information, call 385.468.7275.

**Step 2:** Request is reviewed by respective committee and Park Authority or advisory board.

**Step 3:** Once approved, requester must:

- Provide proof of liability insurance
- Obtain a mass gathering permit, if necessary
- Collaborate with Salt Lake County Health Department if food will be provided
- Obtain a special event permit from the respective city (if applicable)
- Sign a rental contract with Salt Lake County Parks and Recreation