

SPECIAL EVENTS IN MADISON PARKS – GENERAL POLICIES

PROPOSED GUIDELINES

1. Special events are defined as an organized activity that utilizes a park's amenities and space for a defined period and implies that these amenities and spaces are not accessible to non-event attendees during the event. Special events may be one-time or reoccurring.
2. Special event organizers may be individuals, groups or organizations. Organizations may be non-profit, public, or for-profit. Certain attributes/activities/characteristics of an event will trigger the requirement of a special permit(s).
3. Special permits have fees associated with them. Fees for special events are established annually by the Park Commission.
4. The Park Commission reserves the right to deny a permit for a particular event for any criteria it deems appropriate.
5. If organizers violate the terms of any permit, the event may be subject to Park Commission review the following year.
6. For new events, event organizers must start the application process 180 days before the date of the event. Repeat events must start the application 60 days before the date of the event. This requirement may be adjusted/waived by decision of the Community Services Director.
7. The Park Commission may delegate approval authority to Parks Staff for events that occur annually without significant changes from year to year.
8. Parks Staff decisions may be appealed within 10 days of the decision. The appeal will be heard by the Parks Commission.
9. The following webpage includes step-by-step instructions for determining the need and/or applying for a park event permit:
<http://www.cityofmadison.com/specialevents/parkEvents/>