

## **VI. Utilizing City Parks & Trails**

### **PARK POLICIES FOR RACE EVENTS**

#### **1. Park/Trail Reservations & Facility Rental Fees**

Payment for facilities and parks must be made to secure a reservation. To allow optimum planning time, Columbus Recreation and Parks Department has an Advance Annual Reservation Policy that allows Race Coordinators of annual race events to reserve park facilities prior to the general public. This benefit is reserved for race events that have been held a minimum of three consecutive years in the same city park and/or trail. CRPD Office of Special Events can determine eligibility.

For race events that are not eligible for an Advance Annual Reservation, race event reservations may be made up to one year in advance. To begin the reservation process, contact the CRPD Office of Special Events to determine availability of the proposed dates and provide basic details on course location, proposed date and estimated number of participants.

Rental fees are charged for use of downtown parks while a race event is in operation and for other facilities used in conjunction with a race event, such as; shelter houses, stages, sound equipment. The hourly rental rates for use of downtown parks vary depending on the location of the facility.

All park/facility rental fees, the Race Event Application (**Appendix A**), Certificate of Insurance, course map, and a park map (if using a park) must be submitted 30 days prior to the race. Contact the CRPD Office of Special Events to calculate rates for your race event.

If the race event is utilizing a trail originating from a Metro Parks facility the Race Coordinator needs to contact Metro Parks (Don Yablonski - 614-895-6205) to schedule the race event and secure a permit.

#### **2. Tents**

Tents may only be placed in public parks upon receiving approval from the CRPD Office of Special Events. Staking tents is not permitted in irrigated parks and placement of tents on the lawn may require the use of portable flooring. Applicants must consult with the CRPD Office of Special Events prior to locating any tents within a park. Tents 200 square feet and above may require inspections and permits. Refer to Section IV. 4 & 9 to determine if you will need to complete a Festival Tent Registration Application for the Building & Zoning Services Department or a Temporary Event Permit for the Division of Fire.

#### **3. Park Electricity**

Limited electricity is available within some parks. Permission to access park electricity is contingent upon the approval of proposed electrical connections, available amperage, and the presence of qualified race personnel. Access to electric distribution panels is not guaranteed. Race Coordinators may be required to hire a certified electrician and schedule an on-site meeting between race electricians and park staff prior to the race event. Any generator used as a power supply to additional electric distribution panels requires an electric permit obtained by an electrical contractor licensed and registered in the City of Columbus.

**4. Conducting Sales and Fundraising within Parks**

All sales, commercial activities, and fundraisers occurring in a park must have written authorization from the CRPD Director. If approved, the Race Coordinator must arrange for special duty police to be on-site when these activities occur. Race Coordinators are also responsible for meeting the licensing requirements of all other city and State agencies that regulate commerce.

**5. Park Banners and Signage**

Banners and signage may not be posted in, or attached to, any park structures or facilities without permission from the CRPD Office of Special Events. CRPD Office of Special Events will work with you to determine appropriate locations to affix temporary signage and banners. In most cases, trees and light poles are not designed for the wind resistance that is created by anchoring banners and signs to them. Flagpoles and banner brackets within parks are intended for use by the city of Columbus for displaying governmental and departmental flags.

**6. Post-Race Event Site Inspection**

Following each race event, the CRPD Office of Special Events staff will perform post-race event inspections. These inspections cover all parks, facilities, streets and adjacent sidewalks permitted for use by the Recreation and Parks Department and will focus on the removal of all race related trash, signage, equipment and supplies, hard surface stains, and overall site cleanliness. If you are interested in attending this inspection, please contact the CRPD Office of Special Events to schedule a time. Permit holders not returning park(s) and public spaces in the same condition as they were secured may be billed for clean up or repair services deemed necessary.

**7. Emergency Plan**

All Race Coordinators should consider the possibilities of natural disasters and unplanned emergencies. A basic emergency response plan should be adopted and communicated with race staff, police/security personnel and on-site first aid providers. The Division of Fire Special Events Office will review each race's emergency plan before approving any permit requests. A plan should include the following minimum provisions:

- Identification of who will make key decisions such as canceling the race.
- Plans for communicating with race staff, volunteers, guests, media, vendors, on-site police and first aid providers
- Methods for safely managing course evacuation
- Steps for caring for injured participants and lost children
- Steps for securing potentially dangerous items (tents, signage, propane tanks and items that can be propelled by high winds)
- Methods for dealing with suspicious packages
- Training for use of fire extinguishers
- Access to local hotline or portable weather station for weather updates
- Plans for a back-up public address system for announcements (generator or megaphones)
- Plans for securing cash control areas and fiscal staff and volunteers
- Methods for distributing rain gear, flashlights and radios to staff and volunteers