



---

**COMMUNITY  
SERVICES DEPARTMENT**

---

# Regional Parks and Open Space Special Events Policy

SPECIAL  
EVENT/ACTIVITY

# Policy Overview



COMMUNITY  
SERVICES DEPARTMENT





# Special Events and Activities in Parks

- Washoe County receives requests for park use ranging from small gatherings to large events (e.g., fundraisers, festivals, company picnics).
- The County values the cultural, social, and economic benefits of well-managed events, which improve quality of life, boost tourism, support recreation, and aid community causes.
- Providing park facilities for such events is an appropriate and long-standing role of the Community Services Department.



# Special Events and Activities in Parks

- The County must balance these benefits with responsibilities to protect public property, preserve park resources, ensure health and safety, and comply with laws.
- For many years, the County has operated permitting for special events large and small under an internal “draft” policy. Events meeting certain criteria were required to enter into an agreement for approval by the Park Commission.
- The increase in interest for Special Events in County Parks has necessitated a review of the process and creation of an official policy.



# Purpose of the Policy

- Set clear guidelines and procedures for Washoe County and event promoters to:
  - Achieve shared goals for hosting special events in county parks.
  - Protect public park resources.
  - Ensure events provide maximum public benefit while safeguarding the interests of Washoe County residents.





# What is considered a Special Event?

- Any gathering that:
  - **Expects 2,000 or more attendees, OR**
  - **Requires exclusive use of significant park areas, OR**
  - **Involves substantial impact on park resources or staff, OR**
  - **Includes activities that trigger additional permits (e.g., amplified sound, alcohol sales).**
- **Always require a Special Event Permit.**





# What is considered a Special Event?

- Examples of special events may include but are not limited to:
  - Athletic events
  - Music concerts
  - Festivals
  - Car shows
  - Cultural performances.





# What is considered a Special Event?

- Special events often involve other County and local governmental agencies
  - Community Services Department
  - Northern Nevada Public Health
  - State and local business license divisions
  - Nevada Department of Taxation
  - Local public safety agencies





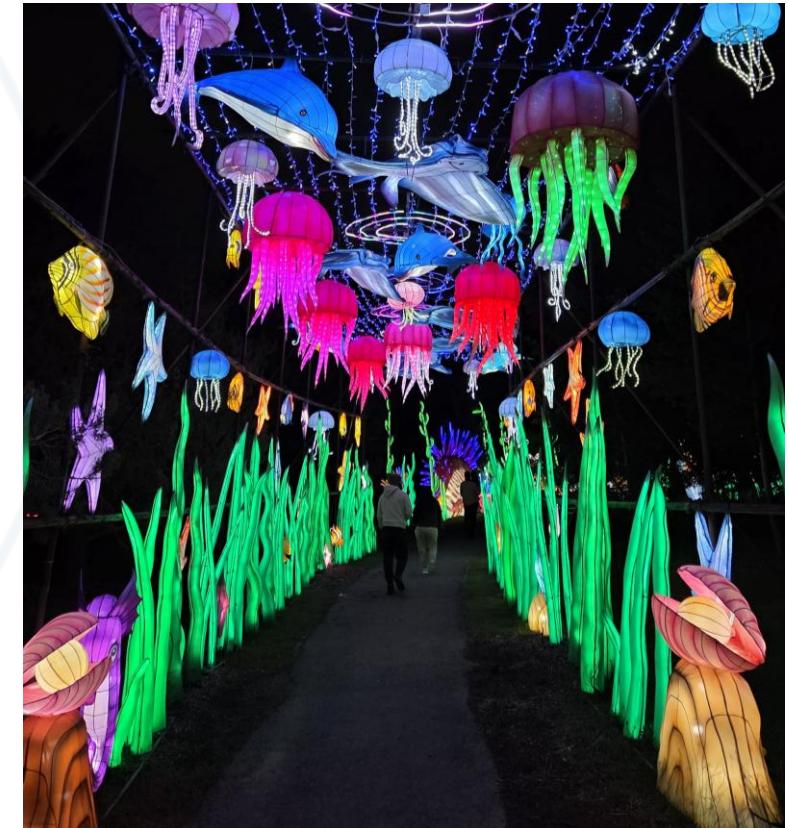
# What is considered a Special Activity?

- A gathering that:
  - **Expects fewer than 2,000 attendees, AND**
  - Occurs during normal park hours, AND
  - Does **not** require exclusive use of major park areas or significant staff support.
- **Does not require a Special Event Permit** but still requires insurance and any other applicable licenses.
- **Does not require Park Commission approval.**
- Examples: company picnics, charity walks, small 5k races and mountain bike events.



# Special Event Application Process

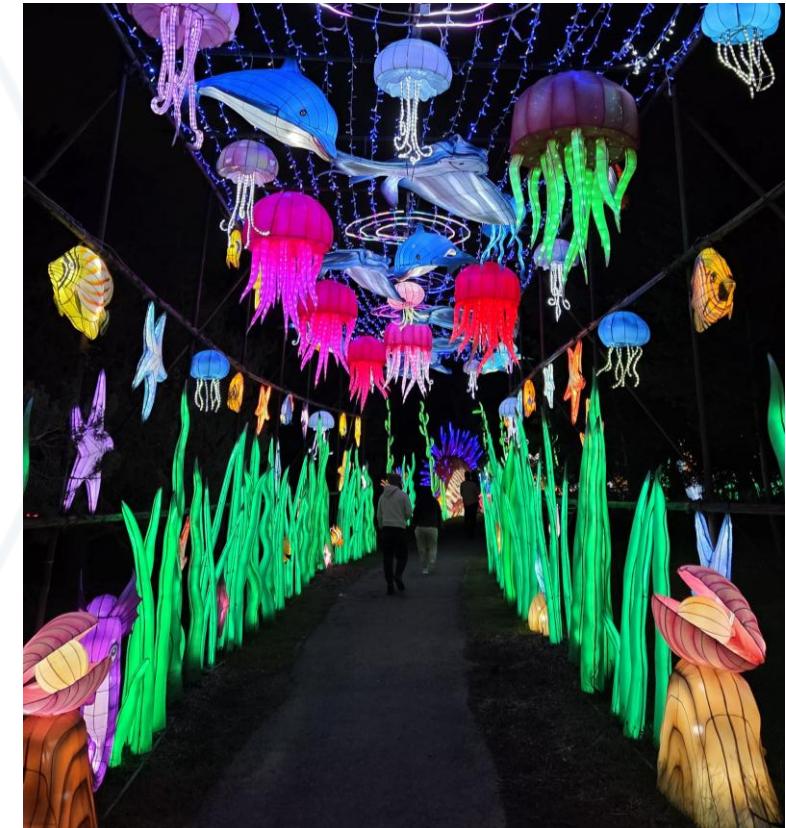
- **Special Event Questionnaire**
  - Once requested, Applicant must provide event description, requested dates, facilities, and scope of services within 10 days.
  - Applications accepted 18 months to 90 days before the event.
  - Returning events in good standing get priority for dates that match or do not conflict with previous year.





# Special Event Application Process

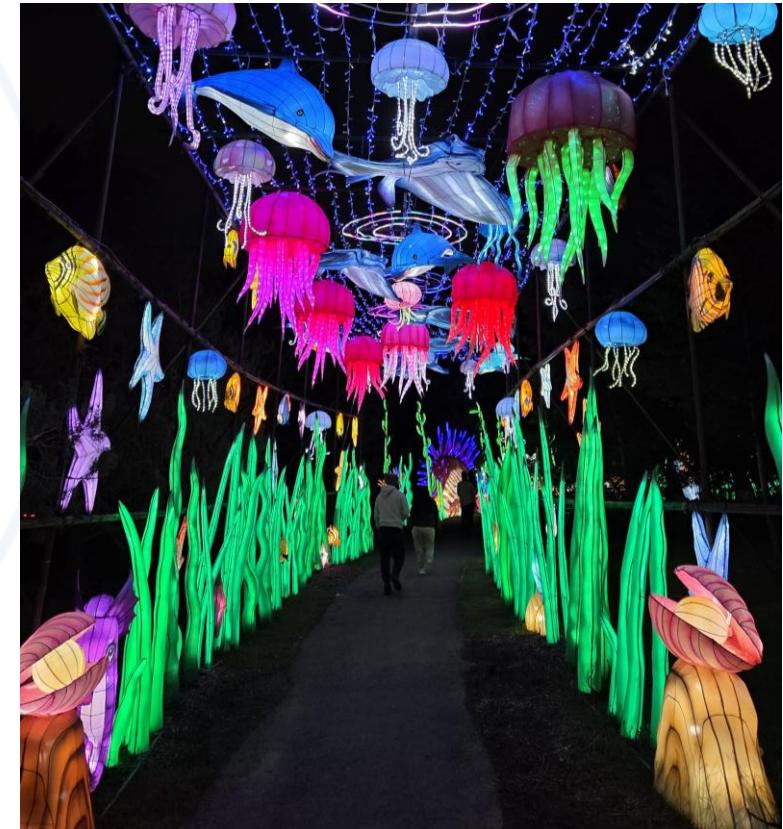
- **Applicant's Responsibility**
  - Apply for the Special Event/Activity Permit.
  - Provide all required licenses, permits, and insurance.
  - Submit any additional information requested by Parks or other agencies.
  - Comply with all County terms and conditions.
  - Pay required deposit and fees by the specified date.





# Special Event Application Process

- **Site Plan Required**
  - Must include layout of facilities, trash containers, restrooms, parking, and ingress/egress.
- **Large events**
  - County drafts a contract requiring Park Commission approval.
  - Applicant must review (including legal) and return signed contract at least 60 days before the event to allow time for Park Commission agenda placement.





# Special Event Application Process

- **Parks' Responsibility**

- Review, evaluate, and approve or reject applications within 60 days of submission.
- Hold requested event dates in reserve during review; may release if permit cannot be issued within 60 days.
- Assess event feasibility and compatibility with requested areas, dates, and times.





# Special Event Application Process

- **Parks' Responsibility**

- Provide recommendations to help applicants meet approval requirements.
- Issue permit once all conditions are met and Park Commission approval (if required) is obtained, authorized by the Director or designee.





# Additional Requirements

- **Amplified Sound**
  - Must be limited at 75db
  - Neighbors surrounding the area must be notified at least 30 days before event.
  - Sound levels must be monitored and reported as required.
- **Pre-event meeting**
- **Post-event meeting**



# Thank you



---

COMMUNITY  
SERVICES DEPARTMENT