



WASHOE COUNTY

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STAFF REPORT

BOARD MEETING DATE: January 28, 2026

DATE: January 16, 2026
TO: Open Space and Regional Park Commission
FROM: Stephanie D'Arcy, Park Operations Superintendent
Community Services Department, 328-2181, sdarcy@washoecounty.gov
THROUGH: Aaron Smith, Division Director, Operations
Community Services Department, 328-2172, aasmith@washoecounty.gov
SUBJECT: Presentation, discussion, and recommendation to approve the Special Event Policy to be in effect January 28, 2026.

SUMMARY

The Special Event Policy establishes the guidelines and procedures necessary for managing special events held in Washoe County parks and facilities. This policy outlines the responsibilities of applicants and staff, defines what constitutes a special event or special activity, and sets forth the requirements for permitting, documentation, timelines, and compliance. It also clarifies when events require review and approval by the Open Space and Regional Parks Commission. The intent of the policy is to ensure that special events provide public benefit while protecting park resources, maintaining public safety, and preserving access for everyday park users.

BACKGROUND

Washoe County parks host a wide variety of special events each year, ranging from small community gatherings to large regional festivals. These events provide cultural, recreational, and economic benefits to residents and visitors, and supporting them is an important function of the Community Services Department. The existing Special Event Policy exists in draft form outlines the permitting process, defines what constitutes a special event or special activity, and establishes the responsibilities of applicants and Parks staff. This draft policy has been utilized for years with good results. Over time, staff have identified areas where the policy could be clarified or strengthened to better support event organizers, protect park resources, and ensure consistent application of requirements.

The proposed policy addresses several needs, including:

- Clear definitions of event types and thresholds
- Guidance on application timelines and required documentation
- Expectations for site plans, insurance, and coordination with other agencies
- Clarification of when events require Park Commission approval
- Explicit requirements for amplified sound, pre-event meetings, and post-event review

This policy is intended to enhance the enjoyment of the events held in Washoe County parks, support smoother event coordination, and ensure that special events continue to be managed in a way that balances public enjoyment with the protection of County parks and facilities.

PREVIOUS ACTION

None

RECOMMENDATION

Staff recommend that the Open Space and Regional Park Commission move to approve the Special Event Policy to be in effect January 28, 2026.

POSSIBLE MOTION

Should the Commission agree with the recommendation, a possible motion would be: "Move to approve the Special Event Policy to be in effect January 28, 2026."



Special Event Guidelines for Use of Bartley Ranch Regional Park

The following guidelines are to be adhered to upon the issuance of a Special Event permit for a special event or activity to be held at Bartley Ranch Regional Park. These guidelines are in addition to the general Special Event requirements established by Washoe County Regional Parks and Open Space.

1. RESERVED AREA

Permittee shall have exclusive rights to that portion of the park designated as “reserved” on the special event permit. Actual layout of the event area must be prior approved by Parks. It is acknowledged that other portions of the park not designated as “reserved” may remain publicly accessible. Efforts to maintain public access to non-reserved areas may be required.

2. ACCESS AND PARKING

Parking within Bartley Ranch Park for the special event will be restricted to specific areas as designated by Parks. Efforts will be made to restrict parking to the Horse and Event Parking Lot, and to the formal paved parking lots within the park. Parking is not permitted on or along roads within the park.

Events with an anticipated daily attendance of 2,000 or more attendees will be required to submit for approval a formal off-site parking and transportation plan. Said plan will show the location of off-site parking locations and will show how shuttle transportation to and from the special event will be coordinated by the Permittee.

3. EVENT VENUES AND LIMITATIONS

Areas available for reserving a special event are described herein. Limitations on the maximum length of an event, and guidelines for establishing a minimum irrigation recover period between events, are included in this section.

NOTE: Any event with anticipated daily attendance of 2,000 or more attendees must reserve all available Park facilities but access to trails must remain free and open for public use.



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Special Event Guidelines for Use of Bartley Ranch Regional Park

A. Robert Z. Hawkins Amphitheater and Flying B Group Picnic Area

- Any special event or special activity with anticipated daily attendance of 2,000 or more attendees which involve live music and vendors must use this area as the primary staging area.
NOTE: No more than 900 people are permitted in the amphitheater at any time.
- The event cannot exceed three (3) days in duration with one (1) set-up and one (1) takedown day allowed.

B. Western Heritage Interpretive Center, Plaza Pavilion, and Brick House

- Any special event or special activity involving the use of indoor facilities must use this area as the primary staging area.
- The event cannot exceed one (1) day in duration with one (1) set-up and one (1) takedown day allowed.

C. Horse Arena, Practice Arena, and Plaza Pavilion

- Any special event or special activity involving the use of a horse arena must use this area as the primary staging area.
- Overnight boarding is not available.
- The event cannot exceed two (2) days in duration with one (1) set-up and one (1) takedown day allowed.
Note: Event can only take place between 8:00 A.M. and 4:00 P.M. and all trailers must be out of the park by 5:00 P.M.

D. Additional Areas

- Applicants may apply for use of additional areas within Bartley Ranch Regional Park. Requests must be approved by the Director, or his/her designee, and may require additional approval from the Washoe County Open Space and Regional Parks Commission.

E. Additional Limitations

- Only one (1) Special Event or Special Activity may be scheduled at any given time.
- No special events or activities can be scheduled during amphitheater programs due to capacity restrictions.



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Special Event Guidelines for Use of Bartley Ranch Regional Park

- Amplified sound will be limited to the hours allowed by the County and/or neighboring agencies and must not exceed curfew times.
- Illumination of event and parking areas will be limited to sixty (60) minutes prior to event start (before sunrise) and sixty (60) minutes after event end (after sunset), including auxiliary lighting.



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Special Event Guidelines for Use of Bowers Mansion Regional Park

The following guidelines are to be adhered to upon the issuance of a Special Event permit for a special event or activity to be held at Bowers Mansion Regional Park. These guidelines are in addition to the general Special Event requirements established by Washoe County Regional Parks and Open Space.

1. RESERVED AREA

Permittee shall have exclusive rights to that portion of the park designated as “reserved” on the special use permit. Actual layout of the event area must be approved by Parks. It is acknowledged that other portions of the park not designated as “reserved” may remain publicly accessible. Efforts to maintain public access to non-reserved areas may be required.

2. ACCESS AND PARKING

Parking within the park for the special event will be restricted to the formal paved and unpaved parking lots. No parking will be permitted on turf areas, on or along roads. Parking is not permitted on or along roads within the park.

Events with an anticipated daily attendance of 1,000 or more attendees will be required to submit for approval a formal off-site parking and transportation plan. Said plan will show the location of off-site parking sites and will also show how shuttle transportation to and from the event will be coordinated by the Permittee.

3. EVENT VENUES AND LIMITATIONS

Areas available for reserving a special event are described herein. Limitations on the maximum duration of an event, and guidelines for establishing a minimum recovery period between events, are included in this section.

A. Washoe Group Picnic and Turf Area

- Any special event with an anticipated daily attendance of 1,000 attendees or more must use this area as the primary staging area. This area may also be available for smaller Special Events or Special Activities upon request and approved by Parks.
- The event cannot exceed three (3) days in duration, with one (1) set-up and one (1) takedown day allowed.



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Special Event Guidelines for Use of Bowers Mansion Regional Park

B. Comstock Group Picnic and Turf Area

- Any Special Event with an anticipated daily attendance of less than 1,000 attendees not wishing to use the Washoe Group Picnic Area and surrounding turf area, or any Special Activity, may use this area upon request and approval by Parks.
- The event cannot exceed three (3) days in duration, with one (1) set-up and one (1) takedown day allowed.

C. Additional Requirements

- Due to the presence of Black Bears and other wildlife, extra care must be taken to properly dispose of all trash and food waste. Trash must be promptly deposited into the provided dumpsters and locked to prevent access to wildlife. Food, food waste and trash cannot be left unattended or otherwise become accessible to wildlife.
- There must be a minimum seven-day irrigation and turf recovery period between events.

D. Additional Limitations

- Only one (1) Special Event or Special Activity may be scheduled at the same time.
- Amplified sound will be limited to the hours allowed by the County and/or neighboring agencies and must not exceed curfew times.
- Illumination of event and parking areas will be limited to sixty (60) minutes prior to event start (before sunrise) and sixty (60) minutes after event end (after sunset), including auxiliary lighting.



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Special Event Guidelines for Use of Davis Creek Regional Park

The following guidelines are to be adhered to upon the issuance of a Special Event permit for a special event or activity to be held at Davis Creek Regional Park. These guidelines are in addition to the general Special Event requirements established by Washoe County Regional Parks and Open Space.

1. RESERVED AREA

Permittee shall have exclusive rights to that portion of the park designated as “reserved” on the special use permit. Actual layout of the event area must be approved by Parks. It is acknowledged that other portions of the park not designated as “reserved” may remain publicly accessible. Efforts to maintain public access to non-reserved areas may be required.

2. ACCESS AND PARKING

Parking within Davis Creek Regional Park for the special event will be restricted to the formal, paved or unpaved parking lots within the park. Parking is not permitted on or along roads within the park.

Events with an anticipated daily attendance exceeding 250 attendees will be required to submit for approval a formal off-site parking and transportation plan. Said plan will show the location of off-site parking locations and will show how shuttle transportation to and from the special event will be coordinated by the Permittee.

3. EVENT VENUES AND LIMITATIONS

Areas available for reserving a Special Event and limitations on the maximum length of an event are described herein.

A. Lakeview Group Picnic Area

- Any Special Event with an anticipated daily attendance exceeding 100 attendees must use this area as the primary staging area. This area may also be available for smaller Special Events or Special Activities, upon request and approval by Parks.
- The event cannot exceed three (3) days in duration, with one (1) set-up and one (1) takedown day allowed.



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Special Event Guidelines for Use of Davis Creek Regional Park

B. RV Group Camp Area

- Any Special Event under 100 attendees not wishing to use the Lakeview Group Picnic Area, or any Special Activity, may use this area, upon request and approval by Parks.
- The event cannot exceed three (3) days in duration, with one (1) set-up and one (1) takedown day allowed.
- Because access to this area is through the campground, vehicle access may be limited for public safety reasons. Permittee may, at the discretion of Parks, be required to shuttle participants to the RV Group Camp to minimize vehicular traffic through the campground.

C. Additional Areas

- Applicants may apply for use of additional areas within Davis Creek Regional Park. Requests must be approved by the Director, or his/her designee, and may require additional approval from the Washoe County Open Space and Regional Parks Commission.

D. Additional Requirements

- Due to the presence of Black Bears and other wildlife, extra care must be taken to properly dispose of all trash and food waste. Trash must be promptly deposited into the provided dumpsters and locked to prevent access to wildlife. Food, food waste and trash cannot be left unattended or otherwise become accessible to wildlife.

E. Additional Limitations

- Only one (1) Special Event or Special Activity may be scheduled at the same time.
- Amplified sound will be limited to the hours allowed by the County and/or neighboring agencies and must not exceed curfew times.



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Special Event Guidelines for Use of Galena Creek Regional Park

The following guidelines are to be adhered to upon the issuance of a Special Event permit for a special event or activity to be held at Galena Creek Regional Park. These guidelines are in addition to the general Special Event requirements established by Washoe County Regional Parks and Open Space.

1. RESERVED AREA

Permittee shall have exclusive rights to that portion of the park designated as “reserved” on the special event permit. Actual layout of the event area must be prior approved by Parks. It is acknowledged that other portions of the park not designated as “reserved” may remain publicly accessible. Efforts to maintain public access to non-reserved areas may be required.

2. ACCESS AND PARKING

Parking within Galena Creek Park for the special event will be restricted to specific areas as designated by Parks. Efforts will be made to restrict parking to the formal, paved or unpaved parking lots within the park. Parking is not permitted on or along roads within the park. NOTE: Maximum vehicle capacity on the south side of the park is 150.

Events with an anticipated daily attendance of 1,000 or more attendees per day will be required to submit for approval a formal off-site parking and transportation plan. Said plan will show the location of off-site parking locations and will show how shuttle transportation to and from the special event will be coordinated by the Permittee.

3. EVENT VENUES AND LIMITATIONS

Areas available for reserving a special event are described herein. Limitations on the maximum length of an event, and guidelines for establishing a minimum irrigation recover period between events, are included in this section.

NOTE: Any event with anticipated daily attendance of 1,000 or more attendees must reserve the South Side of the Park but still allow public access to trails and Marilyn’s Pond.



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Special Event Guidelines for Use of Galena Creek Regional Park

A. Camp WeChMe Lodge, Fish Hatchery and Manzanita Group Picnic Area

- Any special event or special activity with anticipated daily attendance of 500 or more will use the camp exterior grounds and lodge as the main staging area.
- The event cannot exceed two (2) days in duration with one (1) set-up and one (1) takedown day allowed.
- Requests for overnight use must receive approval by Parks Director or his/her designee.

B. Camp WeChMe Lodge and Fish Hatchery

- Any special event or special activity with anticipated daily attendance of 250 or more will use the camp and fish hatchery as the main staging area.
- The event cannot exceed two (2) days in duration, with one (1) set-up and one (1) takedown day allowed.
- Requests for overnight use must receive approval by Parks Director or his/her designee.

C. Additional Areas

- Applicants may apply for use of additional areas within Galena Creek Regional Park. Requests must be approved by the Director, or his/her designee, and may require additional approvals from the Washoe County Open Space and Regional Parks Commission.

D. Additional Limitations

- Only one (1) Special Event or Special Activity may be scheduled at any given time.



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Special Event Guidelines for Use of Hidden Valley Regional Park

The following guidelines are to be adhered to upon the issuance of a Special Event permit for a special event or activity to be held at Hidden Valley Regional Park. These guidelines are in addition to the general Special Event requirements established by Washoe County Regional Parks and Open Space.

1. RESERVED AREA

Permittee shall have exclusive rights to that portion of the park designated as “reserved” on the special event permit. Actual layout of the event area must be prior approved by Parks. It is acknowledged that other portions of the park not designated as “reserved” may remain publicly accessible. Efforts to maintain public access to non-reserved areas may be required.

2. ACCESS AND PARKING

Parking within Hidden Valley Park for the special event will be restricted to specific areas as designated by Parks. Efforts will be made to restrict parking to the Horse Arena Parking Lot, and to the formal paved or unpaved parking lots within the park. Parking is not permitted on or along roads within the park.

NOTE: The horse arena parking area is limited to 50 vehicles with trailers.

Events with an anticipated daily attendance of 1000 attendees per day will be required to submit for approval a formal off-site parking and transportation plan. Said plan will show the location of off-site parking locations and will show how shuttle transportation to and from the special event will be coordinated by the Permittee.

3. EVENT VENUES AND LIMITATIONS

Areas available for reserving a special event are described herein. Limitations on the maximum length of an event, and guidelines for establishing a minimum irrigation recover period between events, are included in this section.

NOTE: Any event with anticipated daily attendance of 1,000 or more attendees must reserve all available Park facilities but access to trails must remain free and open for public use.



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Special Event Guidelines for Use of Hidden Valley Regional Park

A. Horse Arena

- Any special event or special activity involving the use of a horse arena must use this area as the primary staging area.
- Overnight boarding is not available.
The event cannot exceed two (2) days in duration, with one (1) set-up and one (1) takedown day allowed.

NOTE: Event can only take place between 8:00 A.M. and 4:00 P.M. and all trailers must be out of the park by 5:00 P.M.

B. Vista Group Picnic Area

- Any special event or special activity involving the use of picnic areas must use this area as the primary staging area.
- The event cannot exceed three (3) days in duration, with one (1) set-up and one (1) takedown day allowed.

C. Additional Areas

- Applicants may apply for use of additional areas within Hidden Valley Regional Park. Requests must be approved by the Director, or his/her designee, and may require additional approvals from the Washoe County Open Space and Regional Parks Commission.

D. Additional Limitations

- Only one (1) Special Event or Special Activity may be scheduled at any given time



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Special Event Guidelines for Use of Lazy 5 Regional Park

The following guidelines are to be adhered to upon the issuance of a Special Event permit for a special event or activity to be held at Lazy 5 Regional Park. These guidelines are in addition to the general Special Event requirements established by Washoe County Regional Parks and Open Space.

1. RESERVED AREA

Permittee shall have exclusive rights to that portion of the park designated as “reserved” on the special event permit. Actual layout of the event area must be prior approved by Parks. It is acknowledged that other portions of the park not designated as “reserved” may remain publicly accessible. Efforts to maintain public access to non-reserved areas may be required.

2. ACCESS AND PARKING

Parking within Lazy 5 for the special event will be restricted to specific areas as designated by Parks. Efforts will be made to restrict parking to the formal, paved and/or natural surface parking lots within the park. Parking is not permitted on or along roads within the park.

Events with an anticipated daily attendance of 2,000 or more attendees will be required to submit for approval a formal off-site parking and transportation plan. Said plan will show the location of off-site parking locations and will show how shuttle transportation to and from the special event will be coordinated by the Permittee.

3. EVENT VENUES AND LIMITATIONS

Lazy 5 Regional Park is a highly used facility for organized sports. As such, the standard for turf care and maintenance exceeds that of non-sport related fields. When reviewing the Special Events or Special Activities at Lazy 5 Regional Park, Parks will consider the potential damage to the turf areas including events that limit the ability to water. Parks may require Permittee, as part of the permit conditions, mitigation measures to decrease turf damage before, during, and after an event. Additionally, Parks may give priority to sport-related events over non-sport related events as deemed appropriate.

Areas available for reserving a special event are described herein. Limitations on the maximum length of an event, and guidelines for establishing a minimum irrigation recovery period between events, are included in this section.



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Special Event Guidelines for Use of Lazy 5 Regional Park

NOTE: Any event with anticipated daily attendance of 2,000 or more attendees must reserve all available Park facilities but access to trails must remain free and open for public use.

A. Sugarloaf Pavilion and East Turf Area (Soccer Fields)

- Any Special Event with an anticipated daily attendance exceeding 1,000 attendees must use this area as the primary staging area. This area may also be available for smaller Special Events or Special Activities, upon request and approval by Parks.
- Any event limiting the ability to irrigate the turf is limited to three (3) days (including set-up and takedown).
- There must be a seven-day minimum irrigation period between events (including takedown of first event and setup of second event).
- Permitted Sports Play may limit scheduling of Special Events.
- Athletic Tournaments, Ceremonies, and other events not included in Athletic League Field Use Permit are considered Special Events and must comply with all guidelines herein.

B. Sunrise/Sunset Pavilion and Main Turf Area (south and east of pavilions)

- Any Special Event or Special Activity with a daily attendance of less than 1,000 attendees not wishing to use the Sugarloaf Pavilion and East Turf Area may use this area, upon request and approval by Parks.
- Any event limiting the ability to irrigate the turf is limited to three (3) days, including set-up and takedown.
- There must be a seven-day minimum irrigation period between events (including takedown of first event and setup of second event).
- Events with an anticipated daily attendance of 300 or more attendees must also reserve the Cottonwood Room during the event hours.



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Special Event Guidelines for Use of Lazy 5 Regional Park

C. Additional Areas

- Applicants may apply for use of additional areas within Lazy 5 Regional Park. Requests must be approved by the Director, or his/her designee, and may require additional approvals from the Washoe County Open Space and Regional Parks Commission.

D. Additional Limitations and Requirements

- Only one (1) Special Event or Special Activity may be scheduled at Lazy 5 Regional Park at one time.
- Athletic Tournaments, Ceremonies, and other events not included in Athletic League Field Use permits are considered Special Events and must comply with all guidelines herein.
- Amplified sound will be limited to the hours allowed by the County and/or neighboring agencies and must not exceed curfew times.
- Illumination of event and parking areas will be limited to sixty (60) minutes prior to event start (before sunrise) and sixty (60) minutes after event end (after sunset), including auxiliary lighting.



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Special Event Guidelines for Use of North Valleys Regional Park

The following guidelines are to be adhered to upon the issuance of a Special Event permit for a special event or activity to be held at North Valleys Regional Park. These guidelines are in addition to the general Special Event requirements established by Washoe County Regional Parks and Open Space.

1. RESERVED AREA

Permittee shall have exclusive rights to the portion of the park designated as “reserved” on the special event permit. The layout of the event area must be approved by Parks staff prior to event. It is acknowledged that other portions of the park not designated as “reserved” may remain publicly accessible. Efforts to maintain public access to non-reserved areas may be required.

4. ACCESS AND PARKING

Parking within North Valleys Regional Park for the special event will be restricted to the formal, paved and/or natural surface parking lots within the park. No parking will be allowed on or along park roads, or within the baseball complex for non-athletic events.

Events with an anticipated daily attendance of 1,000 or more attendees will be required to submit for approval a formal parking and transportation plan. Said plan will show the location of on-site and off-site parking locations and will show how shuttle transportation to and from the special event will be coordinated by the Permittee.

5. EVENT VENUES AND LIMITATIONS

North Valleys Regional Park is a highly used facility for organized sports. As such, the standard for turf care and maintenance exceeds that of non-sport related fields. When reviewing the Special Events or Special Activities at North Valleys Regional Park, Parks will consider the potential damage to the turf areas, including events that limit the ability to water. Parks may require Permittee, as part of the permit conditions, mitigation measures to decrease turf damage before, during, and after an event. Additionally, Parks may give priority to sport-related events over non-sport related events as deemed appropriate.



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Special Event Guidelines for Use of North Valleys Regional Park

Areas available for reserving a special event are described below. Limitations on the maximum length of an event, and guidelines for establishing a minimum irrigation recovery period between events, are included in this section.

A. Multi-Use Fields

- Any Special Event with an anticipated daily attendance of 1,000 or more attendees must use this area as the primary staging area. This area may also be available for smaller Special Events or Special Activities, upon request and approval by Parks.
- Any event limiting the ability to irrigate the turf is limited to three (3) days (including set-up and takedown).
- There must be a minimum of seven-day irrigation and turf recovery period between events.

B. Youth Baseball Complex, Regulation Baseball Fields and/or Sierra Pavilion

- Any Special Event under 1,000 attendees not wishing to use the Multi-Use Fields, or any Special Activity, may use this area upon request and approval by Parks.
- Any event limiting the ability to irrigate the turf is limited to three (3) days (including set-up and takedown).
- There must be a minimum seven-day irrigation and turf recovery period between events.

C. Additional Areas

- Applicants may apply for use of additional areas within North Valleys Regional Park. Requests must be approved by the Director, or his/her designee, and may require additional approvals from the Washoe County Open Space and Regional Parks Commission.

D. Additional Limitations and Requirements

- Only one (1) Special Event or Special Activity may be scheduled at the same time, unless there is adequate on-site parking for the events.
- Athletic Tournaments, Ceremonies, and other events not included in Athletic League Field Use permits are considered Special Events and must comply with all guidelines herein.
- Amplified sound will be limited to the hours allowed by the County and/or neighboring agencies and must not exceed curfew times.



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Special Event Guidelines for Use of Rancho San Rafael Regional Park

The following guidelines are to be adhered to upon the issuance of a Special Event permit for a special event or activity to be held at Lazy 5 Regional Park. These guidelines are in addition to the general Special Event requirements established by Washoe County Regional Parks and Open Space.

1. RESERVED AREA

Permittee shall have exclusive rights to the portion of the park designated as “reserved” on the special event permit. The layout of the event area must be approved by Parks staff prior to event. It is acknowledged that other portions of the park not designated as “reserved” may remain publicly accessible. Efforts to maintain public access to non-reserved areas may be required.

2. ACCESS AND PARKING

Parking within Rancho San Rafael for the special event will be restricted to specific areas as designated by Parks. Efforts will be made to restrict parking to the formal, paved parking lots within the park, the unpaved event/overflow lot near the west entrance of the park, and the Pagoda Event Turf Area. Parking is not permitted on or along roads within the park.

Events with an anticipated daily attendance of 2,000 or more attendees will be required to submit for approval a formal off-site parking and transportation plan. Said plan will show the location of off-site parking locations and will show how shuttle transportation to and from the special event will be coordinated by the Permittee.

Parking within the Sierra Street pasture will be permitted on a limited basis only and will require approval from the Washoe County Open Space and Regional Parks Commission.

3. EVENT VENUES AND LIMITATIONS

Areas available for reserving a special event are described herein. Limitations on the maximum length of an event, and guidelines for establishing a minimum irrigation recovery period between events, are included in this section.



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Special Event Guidelines for Use of Rancho San Rafael Regional Park

Large Special Events which occur during park hours 8:00 AM – Closing (time varies by season) may be required to reserve additional areas depending on their layout and impact on availability of parking and access.

A. Multi-Use Pasture

- Any Special Event with an anticipated daily attendance exceeding 5,000 attendees must use this area as the primary staging area. This area may also be available for smaller Special Events or Special Activities, upon request and approval by Parks.
- Events cannot exceed seven (7) days in duration (including setup and takedown).
- There must be a seven-day minimum irrigation period between events.
- There must be a five-day period for drying out the flood-irrigated pasture prior to commencement of the event.
- Limit of two (2) Special Events per calendar year. Events must take place after the hay harvest and not grossly interrupt the normal flood-irrigation of the pastures or impact any aspect of pasture operations as stated in the pasture lease agreement.

B. Pagoda Event Turf Area

- Any Special Event with an anticipated daily attendance of 5,000 or less, not wishing to use the Multi-Use Pasture, or any Special Activity, may use this area, upon request and approval by Parks.
- Event cannot be more than seven (7) days in duration (including setup and takedown).
- There must be a seven-day minimum irrigation period between events.

C. Main Turf Area (between Pagoda and Peavine Pavilions)

- Available for any Special Activity not wishing to use the Main Pasture or East Turf Area.
- Special Activity cannot exceed one (1) day in duration, with one (1) setup and one (1) takedown day allowed.
- There must be a seven-day minimum irrigation period between events.



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Special Event Guidelines for Use of Rancho San Rafael Regional Park

- Main Turf Area may be used for on-ground spectator seating by events using the Multi-Use Pasture or Pagoda Event Turf Area. No large structures, bleachers, staking or heavy vehicles permitted on the turf.

D. Nevada Farms and Families Area, including Brahma and Leghorn Pavilions and Event Turf Area.

- Available for a Special Activity or a Special Event of 2,500 or less attendees desiring a more private setting.
- Events which exceed one (1) day in duration, with one (1) set-up and one (1) takedown day allowed, must be approved by the Washoe County Open Space and Regional Parks Commission.
- There must be a seven-day minimum irrigation period between events.
- Special Events with amplified sound may be required to reserve additional nearby reserve-able Arboretum Gardens during event hours.

E. Additional Areas

- Applicants may apply for use of additional areas within Rancho San Rafael Regional Park. Requests must be approved by the Director, or his/her designee, and may require additional approvals from the Washoe County Open Space and Regional Parks Commission.

F. Additional Limitations

- Only one (1) Special Event or Special Activity may be scheduled at any one time, unless one (event or activity) occurs within the Nevada Farms and Families Area.
- Amplified sound will be limited to the hours allowed by the County and/or neighboring agencies and must not exceed curfew times.
- Illumination of event and parking areas will be limited to sixty (60) minutes prior to event start (before sunrise) and sixty (60) minutes after event end (after sunset), including auxiliary lighting.



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Special Event Guidelines for Use of Regional Archery Facility

The following guidelines are to be adhered to upon the issuance of a Special Event permit for a special event or activity to be held at the Regional Archery Facility. These guidelines are in addition to the general Special Event requirements established by Washoe County Regional Parks and Open Space.

1. RESERVED AREA

Permittee shall have exclusive rights to the portion of the park designated as “reserved” on the special event permit. The layout of the event area must be approved by Parks staff prior to event. It is acknowledged that other portions of the park not designated as “reserved” may remain publicly accessible. Efforts to maintain public access to non-reserved areas may be required.

2. ACCESS AND PARKING

Parking within the Regional Archery Facility for the special event will be restricted to specific areas as designated by Parks. Efforts will be made to restrict parking to the formal, paved parking and designated unpaved lots within the facility. Parking is not permitted on or along roads within the park.

Events with an anticipated daily attendance of more than 200 attendees will be required to submit for approval a formal off-site parking and transportation plan. Said plan will show the location of off-site parking locations and will show how shuttle transportation to and from the special event will be coordinated by the Permittee.

3. EVENT VENUES AND LIMITATIONS

The specific type of Special Event or Activity that is planned will determine the available venue.

A. Additional Limitations

- Any event held within the Regional Archery Facility must be held in association with the holder of the Lease Agreement for the facility.
- Special Event cannot exceed three (3) days in duration, with one (1) day for set-up and takedown allowed.
- Only one (1) Special Event or Activity may be scheduled at any one time.



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Special Event Guidelines for Use of South Valleys Regional Park

The following requirements are to be adhered to upon the issuance of a special event permit for a special event to be held at South Valleys Regional Park. These requirements are in addition to the general Special Event policy established by Washoe County Regional Parks and Open Space.

2. RESERVED AREA

Permittee shall have exclusive rights to the portion of the park designated as “reserved” on the special event permit. The layout of the event area must be approved by Parks staff prior to event. It is acknowledged that other portions of the park not designated as “reserved” may remain publicly accessible. Efforts to maintain public access to non-reserved areas may be required.

6. ACCESS AND PARKING

Parking within South Valleys Regional Park for the special event will be restricted to the formal, paved and unpaved parking lots within the park. No parking will be allowed on or along park roads, or in the library parking lot on any day that the library is open.

Events with an anticipated daily attendance of 1,000 or more attendees will be required to submit for approval a formal parking and transportation plan. Said plan will show the location of on-site and off-site parking locations and will show how shuttle transportation to and from the special event will be coordinated by the Permittee.

7. EVENT VENUES AND LIMITATIONS

South Valleys Regional Park is a highly used facility for organized sports. As such, the standard for turf care and maintenance exceeds that of non-sport related fields. When reviewing the Special Events or Special Activities at South Valleys Regional Park, Parks will consider the potential damage to the turf areas including events that limit the ability to water. Parks may require Permittee, as part of the permit conditions, mitigation measures to decrease turf damage before, during, and after an event. Additionally, Parks may give priority to sport-related events over non-sport related events as deemed appropriate.

Areas available for reserving a special event are described below. Limitations on the maximum length of an event, and guidelines for establishing a minimum irrigation recovery period between events, are included in this section.



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Special Event Guidelines for Use of South Valleys Regional Park

A. Multi-Use Fields

- Any Special Event with an anticipated daily attendance of 1,000 or more attendees must use this area as the primary staging area. This area may also be available for smaller Special Events or Special Activities, upon request and approval by Parks.
- Any event limiting the ability to irrigate the turf is limited to three (3) days, including set-up and takedown.
- There must be a minimum of seven-day irrigation and turf recovery period between events.

B. Youth Baseball Complex

- Any Special Event under 1,000 attendees not wishing to use the Multi-Use Fields, or any Special Activity, may use this area upon request and approval by Parks.
- Any event limiting the ability to irrigate the turf is limited to three (3) days, including set-up and takedown.
- There must be a minimum seven-day irrigation and turf recovery period between events.

C. Additional Areas

- Applicants may apply for use of additional areas within South Valleys Regional Park. Requests must be approved by the Director, or his/her designee, and may require additional approvals from the Washoe County Open Space and Regional Parks Commission.

D. Additional Limitations and Requirements

- Only one (1) Special Event or Special Activity may be scheduled at the same time, unless there is adequate on-site parking for the events.
- Athletic Tournaments, Ceremonies, and other events not included in Athletic League Field Use permits are considered Special Events and must comply with all guidelines herein.



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Special Event Guidelines for Use of Sun Valley Regional Park

The following guidelines are to be adhered to upon the issuance of a Special Event permit for a special event or activity to be held at the Sun Valley Regional Park. These guidelines are in addition to the general Special Event requirements established by Washoe County Regional Parks and Open Space.

1. RESERVED AREA

Permittee shall have exclusive rights to the portion of the park designated as “reserved” on the special event permit. The layout of the event area must be approved by Parks staff prior to event. It is acknowledged that other portions of the park not designated as “reserved” may remain publicly accessible. Efforts to maintain public access to non-reserved areas may be required.

2. ACCESS AND PARKING

Parking within Sun Valley Regional Park for the event will be restricted to specific areas as designated by Parks. Efforts will be made to restrict parking to the formal, paved parking and designated unpaved lots within the facility.

Events with an anticipated daily attendance of 150 or more attendees will be required to submit for approval a formal off-site parking and transportation plan. Said plan will show the location of off-site parking locations and will show how shuttle transportation to and from the special event will be coordinated by the Permittee.

3. EVENT VENUES AND LIMITATIONS

The specific type of Special Event or Activity planned will determine the available venue.

A. **Disc Golf Course**

- Any event held within the Disc Golf Course must be held in association with the holder of the Agreement for the facility.

B. **Additional Areas**

- Applicants may apply for use of additional areas within Sun Valley Regional Park. Requests must be approved by the Director, or his/her designee, and may require additional approvals from the Washoe County Open Space and Regional Parks Commission.

C. **Additional Limitations**



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Special Event Guidelines for Use of Sun Valley Regional Park

- Special Event cannot exceed three (3) days in duration, with one (1) day for set-up and takedown allowed.
- Only one (1) Special Event or Activity may be scheduled to any one time.



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**Washoe County Community Services Department
Regional Parks and Open Space**

Policies and Procedures

Title/Topic: Special Events	Number: 3.5.2
Author: Park Operations Staff	Effective Date: 9/1/2009
	Revision Date: 1/28/2026
Reviewed by: DA <input type="checkbox"/> ; HR <input type="checkbox"/> ; Risk Mgt. <input type="checkbox"/>	Number of pages: 4
Commission Approval:	Attachments: 3

I PURPOSE

The purpose of this policy is to establish the guidelines and procedures necessary for Washoe County and special event promoters to achieve shared goals while protecting public park resources. This policy ensures that special events held within county parks maximize public benefit and preserve the interests of Washoe County residents.

II PERSONS AFFECTED

This policy applies to all Department employees involved in facility reservations, and to all patrons reserving Department facilities.

III POLICY

Special Event Policy Statement

Each year, numerous groups and organizations request special uses of Washoe County Park facilities. These requests range from small gatherings to large events such as charitable fundraisers, festivals, private celebrations, and company picnics. Each event is unique and may require varying levels of support from the Community Services Department and, at times, other County or local agencies.

The County recognizes the cultural, social, and economic benefits that result from well-managed special events. These events enhance quality of life, stimulate tourism and economic activity, promote public recreation, and support charitable organizations, the arts, and other community endeavors. Providing Park facilities for special events is a longstanding and appropriate function of the Community Services Department. While acknowledging these benefits, the County also has a responsibility to balance special event needs with the protection of public property, the preservation of park resources, public health and safety, and compliance with State and County laws.

Events Requiring a Special Event Permit

Any event meeting the definition of a “Special Event” (see Section IV) requires a Special Event Permit.

Exclusions

Any event meeting the definition “Special Activity” may be excluded from certain provisions of this policy, (e.g. application process). This does not, however, exclude the need for insurance and/or any licenses or permits which may be required by the County or other agencies. Any exemption must be approved by the Parks Superintendent.

Fees

All fees for Special Events will be established in accordance with the Fees and Charges Policy and the fees established at the time of the event.

Revocation

Park staff may revoke the Special Event Permit if the Permittee fails to comply with any terms of the agreement or any additional requirements governing the event.

Other Permits, Licenses, and/or Requirements

Approval of a Special Event Permit from Washoe County Parks does not eliminate the Permittee’s responsibility for securing any other required permits, licenses, or insurance required by other County Departments or agencies, or permission to access adjacent public and/or private lands. The Permittee must provide all required documentation to Parks thirty (30) days prior to the event or sixty (60) days if approval by the Park Commission is required.

IV PROCEDURES**Definitions:****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).
 - Examples may include but are not limited to: festivals, athletic events, music concerts, car shows and cultural performances.
- **Always requires a Special Event Permit.**

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.
- *Examples: charity walks, small races, company picnics and mountain bike races.*
- **Does not require a Special Event Permit**, but still requires insurance and any other applicable licenses.

Permittee

An individual or organization issued a Special Event or Activity Permit

Applicant

An individual or organization applying for a Special Event or Activity Permit

County

Washoe County

Parks

Washoe County Community Services Department, Regional Parks and Open Space Division

Director

Director, Washoe County Community Services Department

Applicant's Responsibility

The Applicant is responsible for applying for the Special Event/Activity Permit; for providing the necessary licenses, permits and insurance; for furnishing additional information that may be required by Parks, other County departments, or other agencies; to abide by all of the terms and conditions established by the County; and to pay the required deposit and fee by said date.

Large special events require a contract drafted by the County to be approved by the Park Commission. It is the Applicant's responsibility to have the contract reviewed by its parties (including legal) and to return a signed contract to Parks no later than sixty (60) days prior to the event. This allows Parks sufficient time to place the contract on the Park Commission agenda.

Request for Special Event/Activity Application

The Applicant shall contact Parks to provide a description of the event, requested dates, requested facilities, and a brief scope of services. Parks shall send the Applicant a Special Event/Activity Permit Application to be completed and returned to Parks within ten days. The application may be submitted no earlier than eighteen (18) months in advance and no later than ninety (90) days in advance of the requested Special Event. The Applicant must submit a detailed site plan showing the arrangement of all facilities, placement of trash containers, portable restrooms, parking and plans for ingress and egress.

Previously held Special Events or Activities in good standing will receive priority for approval, provided the date(s) requested are the same as, or do not conflict with, those of the previous year's event.

Parks Responsibility for Processing and Issuing Special Event Permit

Parks will be responsible for a timely review within sixty (60) days upon submission, evaluation and approval/rejection of the application. Event dates requested by the Applicant will be held in reserve during the review process. Parks may release any dates held in reserve if a permit cannot be issued within sixty (60) days.

As part of the review process, Parks will determine the feasibility and compatibility of an event with the requested area(s), date(s) and time(s). Parks may provide recommendations to help the Applicant meet approval requirements. If the Applicant has met all the conditions required of Parks and other County/local agencies and has received the approval of the Park Commission where required, the Director or his/her designee will issue the permit.

Notification

Parks will notify the Applicant of approval or disapproval in writing. If denied, the correspondence will state the reason(s) why. If approved, the Permittee will receive confirmation of fees, any required security deposit (or bonding), and any further requirements through a signed agreement.

Appeal Procedure

The Applicant has the right to submit a written appeal to the Director of Community Services Department within sixty (60) days of the original denial of a Special Event Permit.

Additional Requirements

The Applicant must submit a detailed site plan showing the arrangement of all facilities, placement of trash containers, portable restrooms, parking and plans for ingress and egress.

Special Events requiring amplified sound of any type must obtain prior approval. Approved amplified sound, the sound amplification device or sound equipment shall not exceed 75 decibels at the boundaries of the permitted area. Permittee must: notify all neighboring properties of the event at least thirty (30) days prior; monitor and report sound levels to Parks as requested.

A pre-event meeting between the Permittee and Parks must take place at least thirty (30) days prior to the event to confirm all conditions have been met. A post-event meeting may occur following the conclusion of the event to review the event and address any challenges experienced by either party.

VI ATTACHMENTS**I. Special Event Park Guidelines**

Bartley Ranch Regional Park
Bowers Mansion Regional Park
Davis Creek Regional Park
Galena Creek Regional Park
Hidden Valley Regional Park
Lazy 5 Regional Park
North Valleys Regional Park

Rancho San Rafael Regional Park
Regional Archery Facility
South Valleys Regional Park
Sun Valley Regional Park

II. Special Event Questionnaire**III. Reservations Terms and Conditions**



Washoe County COMMUNITY SERVICES DEPARTMENT

Terms and Conditions Applicable to All Facilities (Reservations/Facilities include buildings, gardens, picnic pavilions, special activity/events, all group and individual campsites, water park reservations, pool reservations, horse arenas, and shooting facility range reservations).

- All reservations are on a first-come-first-serve basis.
- Reservations are accepted a maximum of 12 months in advance. We recommend you reserve your preferred date and facility as early as possible. We will make every effort to accommodate your needs (particularly memorial services); however, reservations requested less than 30 day (buildings) and 2 weeks (pavilions) prior to your event will require prior approval by our Operations staff.
- All fees are due at the time of reservation. No dates will be held. Only a paid reservation will reserve your date and facility.
- When payment is made to reserve a facility, the reserving party agrees to all Terms and Conditions of the reservation, including, but not limited to the Cancellation Policy.
- Payments are accepted by cash, check, and money order, credit or debit card.
- Reservations and changes to existing reservations are accepted via phone, email or in person.
- All cancellations must be received in writing. Please see our Cancellation Policy below.
- No person under 18 years of age may enter into a reservation for any Washoe County Regional Park facility.
- Alcohol is not permitted at any reservable facility unless allowed through a permit.
- Hours of the reservation will not be extended on the day of the event. Groups will not be granted access to the facility before their scheduled check-in time, nor allowed to stay past their scheduled check-out time.
- All fees that are based on an hourly charge beginning when the first individual from the reserving group enters the facility being reserved. This includes any type of event setup by any individuals associated with the reserving group. The rental period concludes when the last individual leaves after group use and/or cleanup.
- Reservation times include setup, take down and cleanup.
- Fees for facilities will be listed in the Fee Schedule approved by the Open Space and Regional Park Commission (Park Commission) and are subject to change as the Park Commission approves new fee schedules.

Cancellation Policy

- All reservations must be cancelled in writing, which can be submitted in-person or by email to reserveparks@washoecounty.us.
- Reservations may be cancelled by the Department before the event for failure to meet conditions and terms of the use permit.
- A reservation may be cancelled before, or terminated during the event for any of the following reasons:
 - Information provided for the permit differs greatly from the actual event.
 - Member of the group is in violation of local, state, or federal laws or ordinances.
 - Department or Washoe County Policy is violated.
 - Imminent danger to staff and/or guests.
 - Authorities order an evacuation of the facility.
 - Hazardous weather conditions.
- If a written cancellation request is received 90 calendar days or more in advance, the rental fee and if applicable cleaning/security deposit, less a \$35.00 cancellation fee, will be refunded.
- If a written cancellation request is received 30-89 calendar days prior to the scheduled event, 50% of the rental fee or a \$35.00 cancellation fee, whichever is greater, will be retained and the balance of



Washoe County COMMUNITY SERVICES DEPARTMENT

the rental fee plus any cleaning/security deposit will be refunded.

- If a written cancellation request is received less than 30 calendar days prior to the scheduled event, 100% of the rental fee will be retained and any cleaning/security deposit will be refunded.

- ❖ Reservations/Facilities include buildings, gardens, picnic pavilions, special activity/events, all group and individual campsites, water park reservations, pool reservations, horse arenas, and shooting facility range reservations.

Insurance Requirements

Most events and reservable facilities will require liability insurance ranging from \$300,000 to \$1,000,000, depending on the type, hours, location, and function of your event. You will be advised by our customer service representative at the time you make your reservation of the amount required.

If your event requires insurance, you will need to provide a Certificate of Insurance naming Washoe County as Additional Insured no later than 30 days prior to the event. For reservations made less than 30 days prior to the event, insurance certificates must be received and accepted by the reservation office within 48 hours of the time the reservation was made and prior to the start time of the event. You are responsible for making sure your insurance certificate is received by the deadline. The certificate can be obtained through a homeowner's policy for private events or for company events through the company's insurance carrier. Contact the Parks Administration office for details on purchasing the certificate through Washoe County.

The insurance is important, failure to provide insurance by the deadline will result in the cancellation of your reservation.

Facility After Hours Fee-Building Reservations

If you have reserved a building and your event goes past 5:00 p.m., 4:00 p.m. for the May Museum, an additional \$30.00/hr will be added to the hourly rate.

Please note, use of the Robert Z. Hawkins Amphitheater requires a minimum of two (2) security guards. Washoe County Parks will determine the required number based on your event.

Cleaning/Security Deposit

All reservable facilities require a refundable cleaning/security deposit. Deposits range from \$200 to \$550 for most facilities. Special events and larger facilities require a larger deposit. All cleaning/security deposits are due at the time the reservation is made.

Refunding your deposit: If the facility has been left in satisfactory condition, your cleaning/security deposit refund will be issued within 6 weeks after the date of the event. The deposit will be paid to the individual who paid the deposit in the form it was paid. If your deposit was paid by credit card your refund will be made to the same credit card account. Closing that account may jeopardize your ability to receive your refund. Deposits or portions thereof may be retained by the Department to cover any additional expenses incurred by the Department associated with the reservation. If you, your entity, group or organization and your invitees or guests access the facility before the scheduled check-in specified or do not vacate the premises at the time specified on your use permit, the entire cleaning/security deposit will be forfeited. If damages to the facility are in excess of the cleaning/security deposit, the user will be billed in addition to forfeiting the deposit.



Washoe County COMMUNITY SERVICES DEPARTMENT

Hold Harmless Waiver

Hold harmless waiver language will be a part of your use permit. This is the language that will be in your use permit:

The provisions of this agreement apply to myself, my entity, group or organization and our invitees or guests. I agree to abide by all applicable rules and regulations relating to the property. Failure to do so may result in revocation of permission to use the facilities and an order to vacate the premises.

I agree to reimburse Washoe County for any damage done to its property by myself or any other person associated with myself or my group. I also agree to save and hold Washoe County and its officers, agents, servants and employees harmless from any claim by any person resulting from my use of the facilities including, without limitation, any claims for damages resulting from death or injury to any person or damage to any property arising out of my activities at the facilities except those directly and proximately resulting from the intentional or negligent acts of County employees acting within the scope of their official duties.

I agree to give Washoe County prompt and timely notice of any claims made or suit instituted which may directly or indirectly affect Washoe County or its officers, agents, servants and employees.

I agree to reimburse Washoe County for any expenses incurred in responding to or defending any claims or suits, including the reasonable value of any services rendered or time spent by County officers or employees in responding to or defending such claims or suits.

I also agree to obtain and maintain a policy of General Liability Insurance (Occurrence form) in an amount to be determined or as may be required by the County's Risk Manager. Said policy shall be endorsed to include the County as an insured with respect to liability arising out of my activities pursuant to this Agreement. Proof of coverage shall be provided in the form of a Certificate of Insurance and shall provide for thirty (30) days' notice of cancellation to Washoe County. Washoe County's acceptance of such insurance certificate shall not relieve me of liability nor shall the amount of insurance limit my responsibility.

If I fail to secure such insurance, Washoe County may, at its option, secure such insurance and I will be responsible to reimburse Washoe County for the expenses incurred.

SPECIAL TERMS AND CONDITIONS

Building Use – Note: Some buildings may have additional requirements/conditions of use. For additional information, go to www.washoecountyparks.us/parks/rentals_and_permits/index.php.

Cleaning Requirements You are responsible for setting up and taking down all tables and chairs. The tables and chairs and all kitchen counters should be wiped own at the end of your event. Please remove and dispose of any decorations sweep up any debris wipe up any spills on the floor and place all trash in the containers provided and leave them in the building. It is necessary that you bring the appropriate cleaning supplies with you. All or part of your cleaning/security deposit will be withheld if the above requirements are not met.



Washoe County COMMUNITY SERVICES DEPARTMENT

Decorations No decorations may be tacked, stapled, taped or tied to any fixture or wall inside or outside the building. Standing or table decorations are recommended. Confetti, rice, birdseed, loose flower petals, or glitter is NOT allowed either inside or outside of the building. Hanging decorations must have prior approval. Open flames of any kind are prohibited including but not limited to candles (including floating candles), tiki torches, or other open flame articles.

Washoe County Regional Parks and Open Space prohibits use of balloons outside in the park. Balloons may be used inside the building as decorations and must be anchored and removed at the end of the event.

Smoking All Washoe County buildings are non-smoking facilities. Ashtrays are available outside of the building for your convenience.

Music Bands and amplified music are only allowed inside the building. Should the music be too loud, the parks staff will regulate the volume to an acceptable level. Doors to the outdoors must remain closed.

Animals No animals, except service animals, are allowed in any garden.

Picnic Pavilion Use – Note: Some pavilions may have additional requirements/conditions of use. For additional information, go to www.washoecountyparks.us/parks/rentals_and_permits/index.php.

Cleaning Requirements Please leave picnic areas as clean as you found them. All trash and litter should be put in trash receptacles. If grills need to be emptied of ashes during your event, please contact park staff. Never use trash receptacles for this purpose.

Decorations & Games Dunk tanks, slip n slides, piñatas, confetti/glitter, water balloons and water games are not allowed.

Bounce House Only one (1) portable amusement structure such as bounce house and climbing wall is allowed in reservable picnic pavilions except at Galena Creek and Davis Creek Regional Parks. Portable amusement structures must be secured by sand bags - staking is prohibited.

Vehicles are not allowed on the turf areas. Parking is on a first come, first served basis. The group picnic area rental fee does not guarantee parking spaces.

Garden Use – Note: Some gardens may have additional requirements/conditions of use. For additional information, go to www.washoecountyparks.us/parks/rentals_and_permits/index.php.

Chairs The Department may provide chairs at no charge for the Burke, Plaza and Honeys gardens. There are a maximum of 100 chairs available per garden. You are responsible for chair set up and take down. Rental chairs from an outside source may be brought in for use at the Lear garden only and must be removed by the reservation end time.

Decorations No decorations may be tacked, stapled, taped, or tied to any fixture or plant within the garden.

No lit candles (including floating candles), tiki torches, or other open flame articles are allowed. Confetti, glitter, rice and birdseed are not allowed in the gardens. Rose petals are allowed, if cleaned up after the ceremony.

Food and beverage No food and beverages are allowed in the gardens.

Electrical power Can be provided upon request in all gardens except Evans Creek Bridge and Columbus Gazebo.

Amplified Sound (Music) Amplified sound/music such as radios, iPods, microphones etc. is not allowed in the gardens.

Animals No animals, except service animals, are allowed in any garden.



Washoe County COMMUNITY SERVICES DEPARTMENT

Galena Creek Regional Park (Fish Hatchery, Camp We-Ch-Me)

Marilyn's Pond is a nonreservable area and **cannot** be used for private events. Failure to comply will result in loss of entire cleaning/security deposit.

Robert Z. Hawkins Amphitheater– Note: For additional requirements/conditions of use, go to www.washoecountyparks.us/parks/specialty_facilities/hawkins_amphitheater.php.

- A minimum of (2) guards are required during the entire performance or activity. Washoe County will determine the required number based on your event.
- Ushers and ticket takers must be stationed at all access points of the theater.
- You must provide 3-4 people to assist with parking on performance day.
- You must schedule a walk through with the Theater Manager or District Manager 2 weeks prior to your event to go over details of your event.
- If your event is open to the public, we also ask that you supply copies of any advertising or promotional materials at least two weeks in advance of the event.
- Sound and lighting: A sound & lighting technician will be required. Your group may not operate the system. Fees for sound & lighting are in addition to rental fees. The technician will provide an estimate. Please contact Star Sound Audio at (775) 331-1010.

Regional Shooting Facility– Note: For additional requirements/conditions of use, go to www.washoecountyparks.us/parks/specialty_facilities/regional_shooting_facility.php.

- All individuals are responsible for knowing range rules.
- Hearing protection is required.
- Uncased firearms can only be brought on the line during live fire, and only with actions open and muzzles pointed down range.
- All Class III firearms must be checked in with proper paperwork and inspected by the Range Master prior to firing.
- Only load firearms with muzzles pointing downrange.
- Do not handle uncased firearms during target breaks.
- Shoot only at designated targets.
- Anyone not going forward during target break must stay behind yellow safety line until command is given.
- Groups must leave the reserved area in the same condition you them in and police your brass from shooting area
- Restrooms must be left in the same condition your group found them in.
- Violation of these and other safety rules may result in loss of range privileges.
- Cancellations by group due to weather must be approved by Washoe County's Range Master to receive credit. Also see Cancellation Policy.



Washoe County Community Services Department

Regional Parks and Open Space

Special Event Questionnaire

DATE:

NAME OF GROUP:

INDIVIDUAL IN CHARGE:

ADDRESS:

CONTACT PERSON:

PHONE:

EMAIL ADDRESS:

ALT. CONTACT PERSON:

PHONE:

EMAIL ADDRESS:

PARK REQUESTED:

TYPE OF EVENT:

AREA(S) WITHIN THE PARK REQUESTED:

NOTE: EVENTS SUCH AS RUNS, WALKS, RIDES ETC. MUST PROVIDE A COURSE MAP

HOURS OF REQUESTED EVENT: (PARKS OPEN AT 8:00 AM DAILY. EARLIER ENTRY REQUIRES PRIOR APPROVAL)

EVENT DATE(S):	EVENT HOURS: FROM:	To:
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EVENT SETUP DATE(S):	SETUP HOURS: FROM:	To:
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EVENT TAKEDOWN DATE(S):	TAKEDOWN HOURS: FROM:	To:
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EVENT/ACTIVITY NAME:

PRIMARY PURPOSE OF YOUR EVENT/ACTIVITY:

ACTIVITIES PLANNED DURING THE EVENT: MUST BE SPECIFIC AND INCLUDE ALL PLANNED ACTIVITIES DURING THE EVENT (ALL WATER ACTIVITIES ARE NOT PERMITTED). **ACTIVITIES NOT LISTED WILL NOT BE PERMITTED DURING THE EVENT:**

NUMBER AND TYPE OF PORTABLE STRUCTURES (BOUNCE HOUSE, ROCK CLIMBING WALL, ETC. NO STRUCTURES WITH WATER FEATURES ARE PERMITTED):

TOTAL ANTICIPATED PEOPLE AT EVENT EACH DAY. INCLUDE STAFF, VOLUNTEERS, PARTICIPANTS, SPECTATORS (ADULTS & CHILDREN), VENDORS, CATERERS:

TOTAL VEHICLES ANTICIPATED:

WILL ADMISSION FEES BE CHARGED FOR YOUR EVENT? Yes No AMOUNT \$



Washoe County Community Services Department

Regional Parks and Open Space

Special Event Questionnaire

WILL FOOD OR ALCOHOL BE SERVED OR PRESENT AT YOUR EVENT? YES NO

WILL FOOD BE? CATERED FOOD TRUCK OTHER

WILL ALCOHOL BE? CATERED FOOD TRUCK OTHER

WILL FOOD BE SERVED/SOLD TO THE PUBLIC? YES NO

****IF YES, CONTACT WASHOE COUNTY HEALTH DISTRICT, ENVIRONMENTAL HEALTH SERVICES AT (775) 328-2434 AND WASHOE COUNTY BUSINESS LICENSE AT (775) 328-3733 FOR NECESSARY PERMITS. COPIES OF PERMITS MUST BE PROVIDED TO PARKS RESERVATIONS PRIOR TO THE EVENT**

WILL VENDORS BE PRESENT DURING THE EVENT? YES NO

TYPE OF VENDORS: FOOD MERCHANDISE ALCOHOL OTHER:

****CONTACT WASHOE COUNTY BUSINESS LICENSE (775) 328-3733 FOR NECESSARY PERMITS. COPIES OF PERMITS MUST BE PROVIDED TO PARKS RESERVATIONS PRIOR TO THE EVENT. GROUP IS ALSO RESPONSIBLE TO ENSURE VENDORS HAVE THE PROPER LICENSES, CERTIFICATES, AND PERMITS TO OPERATE IN WASHOE COUNTY.**

WILL YOU BE HAVING ANY TENTS OVER 400 SQUARE FEET IN SIZE? YES NO

IF YES: NUMBER OF TENTS: _____ SQUARE FEET OF TENT(S): _____

WILL AMPLIFIED SOUND EQUIPMENT BE USED? YES NO (PRIOR APPROVAL IS REQUIRED)

IF YES, WHAT TYPE: RADIO/BOOMBOX/PHONE MICROPHONE OTHER:

WILL YOUR EVENT BE ADVERTISED TO THE PUBLIC? YES NO

IF YES, BY WHAT MEANS?

SPECIAL REQUESTS NOT LISTED ON THIS QUESTIONNAIRE:

Additional Information/Requirements:

- Some events may require medical support or emergency response planning. For requirements contact Truckee Meadows Fire Protection District EMS Division at (775) 326-6000.
- A Certificate of Liability Insurance naming Washoe County as an additional insured in the amount of \$1,000,000 will be required and Due 30 Days Prior to the Event.
- Cleanup Crews, Parking Crews, Portable Restrooms, Handwash Stations, Dumpster, Additional Trash Receptacles and Liners May Be Required.
- If a reservable facility, other than requested, must be blocked from reservations to accommodate this event, the rental fee will be included in the amount due for your event.

I hereby submit my request to conduct the above Event/activity.

- I have read the Terms and Conditions and Cancellation Policy on the Washoe County Parks website. https://www.washoecounty.us/parks/rentals_and_permits/reservable_facilities/index.php
- I understand that fees and deposits are due upon approval of this event.
- Submitting this form does not indicate approval. In most cases an in-person meeting with the appropriate staff member is required to review event details, logistics, scheduling and other needs.
- The event is confirmed only by the issuance of a Washoe County Parks Permit.
- To the best of my knowledge, the answers to the above questions are true and accurate. Any falsification of the above information is cause for cancellation of my request/reservation.
- Any change in the information provided must be reported to Washoe County Parks immediately. Failure to do so may result in cancellation of my request/reservation.

SIGNATURE (REQUIRED)

DATE