



Parks & Grounds Operations
TEL 801 852 6606
1417 S 350 E
PROVO, UT 84606
Monday – Thursday, 7AM-6PM

After-hours park attendant
Evenings & Weekends Only
801 368 1641

Special Park and Trail Use Conditions

Cooperation in observing the following rules and regulations will help the event to be conducted successfully within Provo City parks and trails. All events must comply with all [Provo Municipal Codes](#) and to observe all park rules and regulations posted at the park. [Provo Municipal Codes](#) of particular interest to events include, but are not limited to:

- Chapter 9.19.** *Park Use Regulations*
- Chapter 6.20.** *Public Assemblies and Special Events*
- Chapter 6.32.** *Mobile Food Businesses*
- Chapter 9.06.** *Public Disturbances*

Large Groups (200+), Weddings, Receptions, or Unusual Requests

If group attendance exceeds pavilion capacity, additional park pavilions must be rented. Large groups (200+), all weddings and receptions, or groups with unusual requests are subject to a **\$200 Special Parks Use Fee** and may need to complete a Special Parks Use Application or a Provo Events and Services Application based upon requested services. Events with **300+ attendees** must rent portable restroom facilities at their own cost. All events are required to remove all trash generated from their event. Please provide sufficient trash containers and/or garbage bags and remove all trash after the event.

General Park Use

Event organizers are responsible for any damages caused by event activities. City parks have many amenities, including playgrounds, courts, trails and open spaces which **may not be reserved** and are available on a first come first serve basis to all. **Unauthorized vehicles** are not allowed on grass areas at any time. Do not freeze ice cream on the grass or dump anything on the turf except water. Restrooms are open for use from **May 1 – September 31** each year. Events scheduled outside this period and any event with 300+ attendees must rent portable restroom facilities at their own cost.

Athletic Fields

Athletic fields are used by Parks and Recreation programs. Some athletic fields and courts can be rented by contacting Shawn Whitaker at swhitaker@provo.org or by calling (801 852 6628).

Gate Keys

To access a **locked gate**, a key can be checked out from the Parks office during business hours with a \$45 deposit and must be returned the following business day. Parks employees will not respond to unlock a gate.

Pavilion Use

Park pavilions are used by multiple groups daily during the peak season. Leave pavilions in the same, or better condition than when you arrived. **Tables** must remain anchored to the floor. Remove table covers, tape, oil or grease from tables, grills and floors. Insulate tables from heat or freeze damage when preparing meals. Vacate the area when your reservation time is up. Lights and power shut off automatically at park curfew time (**11:00PM**)

Power/Electricity

Pavilions with **electricity** are limited to a 15 amps total capacity (this can power a radio or slow cooker). If a circuit overloads, reduce the load and push the GFI reset. Repeated tripping of the circuit breaker will cause the power to go out permanently. **Power will not be reset for groups that overload electrical circuits.** It's recommended to bring in your own source of power.

Water Taps

Water taps are available within select parks only. The event organizer must ensure water taps are available in the park requested. Water taps that are available in parks are only unlocked upon request, prior to the event date. Parks employees will not respond to unlock water taps.

Illegal Activities

Alcoholic beverages, including beer, coolers or liquor are prohibited in all Provo City parks. Tampering with the sprinkler systems, fountains, water taps, circuit breakers, lights or restroom fixtures is considered vandalism. Please call **9-1-1** if you witness damage, vandalism or illegal activity.

Open Fires and BBQ Grills

All parks observe fire restrictions set by the Provo Fire Marshal and are posted at each park. The event organizer must verify and adhere to fire restrictions. Open fires are only allowed in **designated** fire pits installed by Parks & Grounds and only when not prohibited. Provo Fire & Rescue can be reached at (801 852 6321) for further information on fire restrictions and the type of wood permitted to be burned. Refunds will not be given because of fire restrictions. Extinguish all hot coals and briquettes, never place hot coals in the garbage receptacles.

Staking Items into the Ground

Caution must be used in setting inflatable toys or pounding stakes into the ground because the stakes can cause damage to underground electrical or irrigation lines. If you plan to strike stakes in to the ground, pre-approval is required by Parks Operations at least **seven days prior** to your event. Please provide a detailed map to the Parks office of the park and where you plan to stake into the ground.

Bounce Houses and Inflatable Toys

Only bounce houses and inflatable toys with **liability insurance coverage** are permitted and only with pavilion reservations; those who haven't provided an insurance certificate will not be permitted to use their inflatable toys. Insurance can be obtained with the rental agency or at Provo City through the T.U.L.I.P. insurance program by contacting Andrea Wright at awright@provo.org or by calling (801 852 6518). Insurance certificates can be sent to the Parks & Grounds office by emailing to parksfrontoffice@provo.org or fax (801 852 7605). The following information should be included on the insurance certificate; park name and pavilion number, date and time, event name, contact name and phone number. Also, include a map indicating the placement of toy(s) within the park. Proof of insurance coverage should be given to the Parks & Grounds office at least **seven days** prior to the event

Bounce Houses, slip and slides, large water features and inflatable toys which require a water hose are prohibited from all city parks. Water guns and water balloons are allowed, pick-up your litter after your event. Provide your own power source as the electrical service at our parks will not support the electrical draw of an inflatable toy or bounce house. **Two or more** bounce houses/inflatable toys require a \$200 Parks Use Fee; **four or more** may require Special Parks Use Application.

Trail Use

Event organizers may not limit public access to trails during their event. Any races that starts, ends or has an aid station in Provo City or on a Provo Trail will need to complete an Events and Services Application, no exceptions. All trail events are required to pay a trail use fee as outlined in Provo's Consolidated Fee Schedule. The event organizer must reserve a pavilion at the staging area park facility at the regular rental rate in addition to the trail use fee standard and the \$200 Parks Use Fee.

The Provo River Parkway Trail is designed as a recreational usage corridor in which citizens in our community will use to walk, jog, run, leisurely ride a bike, and in-line skate. It was not designed or is it now intended to be used for races. It shall be against policy to use the Provo River Parkways Trail for bicycle races. Running races will be allowed by permission only, and in compliance with stipulations set forth by the special request approval coordinator within the Department.

Trail Use Federal Requirements require the Provo River Parkway Trail must remain for use by the general public on a not-for-profit basis, and that adequate enforcement regulations and support will be provided to maintain accessibility. Only smaller scale race events such as 3k, 5k, 10k and fun runs are permitted on the Provo River Parkway Trail with the exception of County sponsored running events. Please call Utah County Parks at (801) 851-8640 for additional information about events on the Provo River Parkway Trail within Provo Canyon.

To Modify or Cancel a Pavilion

A **seven day** notice is required for all pavilion reservations, cancellations and modifications with no exceptions. A **\$10** processing fee is applied to all cancellations and modifications. Weather related cancellations will be given a 50% refund depending on severity of weather (i.e. snow, heavy rain, hurricane force winds, etc.) and only after the date has taken place.