



# City of East Grand Rapids, Michigan

## PARKS & RECREATION DEPARTMENT

### Special Event Permit Guidelines

(Walking Events, Running Events and Events Using East Grand Rapids Streets / Sidewalks)

1. The attached Special Event Permit form must be completed in full and **submitted at least 60 days before the event.**
2. Walking events will not exceed **1,000 participants.**
3. Running events will not exceed **4,500 participants.**
4. All events requiring road closures must alert residents along the route or race course at least one week in advance of the event. The information can be conveyed by going door to door, mailer, postcard, flier etc... The information should include name of event, contact person, date, start and end time, location, course map and a short description of the event. A copy of the information must be submitted to the Parks & Recreation Department for our records.
5. Running and other competitive events **MUST** have medical personnel onsite during the event.
6. Special Event Permit forms will be accepted for first time events no earlier than 10 months before the date of the event. Returning events may submit Special Event Permit forms one year in advance as long as the event is in the same month.
7. The City will allow two Special Event Permits per month.
8. The City will allow eight events per year requiring road closures. Examples: Running and bike races.
9. Event may not start before 7:00 AM (set up for event can start earlier).
10. Weekend walking and running events should conclude by 12:00 PM. All participants must be off the roads and/or sidewalks unless otherwise stated on the Special Event Permit.
11. City and school properties (school grounds, parks, streets, sidewalks, etc...) shall be returned to their original condition and open for public use within 90 minutes of the conclusion of the event on weekends unless given provisions which will be designated on your permit when approved.
12. Special Event Permit forms must be completed and submitted with the permit fee before your date will be secured.
13. There will be no alcoholic beverages present or consumed while using City or School property.
14. Copy of appropriate insurance coverage must be submitted no later than 10 days before the event. If a copy of the appropriate insurance is not filed with our department as requested your Special Event Permit may be revoked.
15. The sponsor of the event shall receive a written confirmation once the Special Event Permit has been approved or denied by the Parks and Recreation Commission.
16. Events requiring additional assistance from City personnel will be charged for the services utilized (Public Safety, City Services or Parks and Recreation).
17. The sponsoring organization must inform the Parks and Recreation Department of their set up procedures and layout of the event. No tent stakes will be allowed on park or school property unless given specific permission by City staff and stated on your permit. The sponsoring organization will be responsible for damages and repairs to any facilities.

#### MUNICIPAL OFFICES

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