City of Rapid City

Special Event Handbook

PARKS & REC
RAPID CITY

January 2020

Rapid City Parks & Recreation Department
515 West Boulevard, Rapid City, SD 57701
www.rcparksandrec.org
(605) 394-4175

Thank you for holding your event in Rapid City. We look forward to working with you to ensure your event is safe and successful.

In accordance with Rapid City Municipal Code Section 12.20, all events intended for public participation in our parks, facilities or public right-of-ways must be properly permitted.

A permit is required to hold special events in Rapid City. Special events are defined as activities involving 25 or more persons, animals or vehicles, or a combination thereof, open to the general public and taking place on public space that involves a temporary and exclusive use of public space. For the purpose of special events, participant is defined as persons participating in the event as well as spectators. Events may include, but not be limited to:

- Amusements or carnivals
- Entertainment
- Music by way of sound amplification
- Dancing
- Dramatic or theatrical productions
- Festivals
- Parades
- Runs, walks, triathlons and bicycle races or rides that will not comply with the normal or usual traffic regulations or controls or are likely to impede, obstruct, impair or interfere with free flow of traffic
- Any activity involving the sale of merchandise, food or alcohol
- Any activity making use of structures not already present on the public space such as stages, booths, canopies, awnings, risers, bleachers, fences, partitions, stands or similar constructions
- Any activity taking place on public space that may require for its successful execution city services to a degree significantly over and above that routinely provided under ordinary circumstances as determined by the special events committee

The goal of the Parks and Recreation Department is to help make the coordination of your event as seamless as possible. Contact us early in your planning process so we can help from the start.

City of Rapid City, South Dakota
Department of Parks & Recreation
515 West Boulevard
Rapid City, SD 57701

Erin Holmes, Special Event Coordinator
605.394.4175
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PARADE / SPECIAL EVENT APPLICATION

A special event application is required for events or activities that are open to the public, held outdoors on public property, a city street, downtown, or in a city park. This application must be received no later than ninety (90) days before the proposed event.

This application will not be processed outside of the stated timetable and/or without the appropriate fees. Incomplete applications will not be accepted and will delay processing, which could affect the availability of your preferred event date and/or location.

Completing the application form will help staff identify the scope of your event and the support services you may need. Please include as much descriptive information as possible in your application with the following considerations:

- **Event application Form**
- **Application must include an attached seperate document with a detailed description of the following items as they pertain to your event:**
  - **Tentative time schedule of events**
  - **Signage**
  - **Parking plan**
  - **Emergency plan**
  - **Medical plan**
  - **Volunteers**
  - **Mitigation of impact**
  - **Safety/Security**
  - **Accessibility**
  - **Vendors**
  - **Portable toilets**
  - **Waste/recycling**
  - **City Services Requested (additional fees may apply)**
- **Site plan of staging/event area**
- **Route maps if applicable**
- **Copy of insurance certificate**
- **Applicable Fees**
- **If within the right-of-way, Traffic Control Plan**
- **If serving alcohol, open container request or license issued by Finance office**
- **If having inflatables, high risk activities and/or portable structures, additional permits may be needed**

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APPLICATION FEES

Special Event Application Fee	$ 50
Park Shelter Reservation	$ 75/time slot
Bandshell Reservation	$100/day
Bandshell Reservation w/ sound system	$150/day
Bandshell Sound System Deposit	$500

Fee must be submitted with the application. Application and shelter fees are nonrefundable. If your event requires resources beyond what is deemed to be reasonable, the City reserves the right to assess additional fees for city resources. The decision to do so is left to the discretion of the department directors or their designees.

Shelter Rental: The City of Rapid City provides exclusive use of five pavilions in the park system. Shelter reservations can be made by calling the Parks and Recreation Office at 605.394.4175 or stopping by the Office at 515 West Boulevard. Some events that utilize reservable space *ONLY* will not be required to have a permit.

EVENTS IN CITY PARKS

The City of Rapid City has over 30 parks, as well as trails and open space, available for a variety of uses that include art and cultural events, community festivals, concerts, farmers markets, races and walks, rallies, community outreach and other large-scale public uses. In addition to the guidelines for all special events contained in this handbook, the following regulations must be followed for events within a City park or open space:

- Parks are open from 5:00 am - 10:00 pm.
- Motorized vehicles of all types including golf carts, gators, ATVs, etc. are strictly prohibited on park property, lawns, turf, restricted roadways, bicycle/pedestrian pathways, creek pathways, turf trail or athletic fields, unless specific written permission is given. All cars must be parked in designated parking areas.
- It is unlawful for any person, other than authorized park personnel, to injure, deface, destroy, sever or remove any park property.
- Spray chalk may be used on grass or dirt surfaces with prior approval. However, no aerosolized spray paint/chalk/surveyor's paint can be used on paved surfaces including trails or streets.
- No staking is allowed in any City park. Water, lead and sand weights are permitted.
- All fires must be contained in designated grills or fireplace areas. Make every effort to see that generators or grills are placed on hard surfaces such as a sidewalk or parking lot.

A site walk-through is also recommended for any special event to be held in a city park. During the walk-through, the Special Events Coordinator and the Park Maintenance Supervisor, or their designees, will answer any questions and provide any necessary keys or access codes. Site walk-throughs should be completed 7-10 days in advance of the event and may be scheduled Monday-Friday, 8:00 am - 2:00 pm.

Due to the dramatic increase in requests for run/walks to raise funds for charitable causes, Special Events will be limited to 2 per day. Three routes have been approved for these activities and use of other areas is discouraged. This will ensure that each event has access to the desired location, will not interfere with other special events, and keep the park space available for public use.

THE PROCESS AT A GLANCE

The process begins when a completed application is submitted to the Parks and Recreation Department. ***Keep in mind that the receipt of your application should in no way be construed as final approval or confirmation of your request***. A representative of the Parks and Recreation Department will contact you upon receiving the application and thereafter will serve as your primary point of contact for the processing of your application. Copies of the application are forwarded and reviewed by all affected City departments and/or public agencies. Throughout the review process you will be notified if additional information, permits, licenses or certificates are required. We ask that you submit the requested information as soon as possible to expedite the City's review process and approval of your application in a timely manner.

1. Submit application form, support documentation (Detailed description, site plan and Certificate of Insurance) and applicable fees no later than 90 days prior to the event.
2. Special Events Coordinator will review the application to confirm if the activity should be designated as a parade/special event.
3. If the application is endorsed, it will be sent to the Special Events Review Committee for review. This process can take up to 2 weeks.
4. Some applicants may be required to attend an event review meeting with the Special Event Committee one to three months prior to the event to finalize the logistics.
5. Upon approval from the Review Committee a physical permit is drafted for final signature and released if all supporting documentation is on file. Final event details need to be submitted to the Parks & Recreation Office a minimum of two weeks prior to the event.
6. Host a successful event!

SPECIAL EVENT REVIEW COMMITTEE

The Special Event Review Committee meets as needed to review applications and event plans. Typically the review is done via computerized documentation. Representatives from various city departments and affected agencies will review applications. Larger citywide events, applicants will be required to attend at least one Special Event Committee meeting, usually in the month prior to the event.

The approval process will assess the considerations spelled out in the Rapid City Municipal Code Section 12.20 for each event. These include:

- Promotes the community as a whole
- Provides positive civic and economic benefit
- Weighs impacts on neighboring business and properties
- Weighs impact on public uses
- Considers frequency of closures
- Considers the event's financial impact
- Evaluates performance regarding previous permit conditions
- Public safety considerations

If the event permit is denied, the applicant has the option to appeal that action to the City Council. Decisions made by the City Council are final.

EVENT SITE PLAN / ROUTE MAP

You are required to submit an event site plan with the initial application. These plans should include, but are not limited to, the following:

- Maps for staging areas for parades/races
- Route maps for parades/races
- Street closures
- Barricade placement
- Parking and shuttle zones
- ADA accessible seating
- Directional traffic arrows
- Traffic control signage
- Fire lanes
- Volunteer stations/staging
- Waste/recycling receptacles & dumpster locations
- Restrooms/portable toilet locations
- Generator locations
- Retail vendors
- Food vendors
- Beverage vendors
- First aid stations
- Amusement rides/inflatables
- Tents (less than 200 square feet)
- Building or tent entrances and exits
- Fireworks fallout zones and launching areas
- Stages
- Emergency plans
- First aid station/ambulance locations

The more information you provide on your site plan the better. Google Maps or Rapid Map are both excellent starting points to successfully create maps of your event plans. Contact the Special Event Coordinator if you have difficulty with this process.

The site plan should be produced in a clear, legible manner and submitted in an 8.5" x 11" or 8.5" x 14" standard format. To supplement the site plan, a detailed narrative and/or time line of the event including a description of activities, schedule of entertainment, or other pertinent information will better assist the City in reviewing the components of your event.

Please provide an updated, detailed site map a minimum of 72 hours in advance of your special event meeting. Also, please provide a list of all vendors who will be attending your event, including their contact information.

INSURANCE

Events are required to have Commercial General Liability Insurance that names as Additional Insured, "The City of Rapid City, its officers, employees and agents" and any other public entities impacted by the event. Additional insurance may be required dependent upon the event size and any high risk activities. Coverage must be maintained for the duration of the event, including set-up and dismantle dates. Event insurance will be primary; any City insurance will be non-contributory.

- $1 million per occurrence
- $1 million general aggregate
- $1 million alcohol liability insurance required, if applicable

TRAFFIC CONTROL PLAN

Events which require street closures, obstruct vehicular or pedestrian traffic in any way or potentially require a police escort to navigate through the streets must submit a Traffic Control Plan.

Event organizers are encouraged to meet with representatives from the City's Police Department prior to submitting an event permit application. Please contact the Special Operations Office at the Police Department as early in your event planning process as possible. Special event staff at the Rapid City Police Department can be reached at 605.394.4133.

Traffic control devices (barricades) and associated costs are the responsibility of the event organizer. The Traffic Control Plan must include the following information, as well as any additional information applicable to your specific event:

- Proposed route to be traveled including the requested starting and termination point. Be sure to clarify the direction of movement of your event, including assembly and staging areas.
- Routing plans for traffic. Illustrate a plan to include roads that you are requesting be closed to vehicular or other traffic during your event.
- Proposed locations for barricades, signs, security, and volunteers. Also include a detailed description of the styles of barricades to be used and the supplier of the barricades. Modification to this portion of your Route and Traffic Control Plan may be required by the Rapid City Police Department.
- Clearly indicate the number of course flaggers that will be used and where they will be stationed to control traffic, if events cross a public street.
- Event organizers must maintain pedestrian access on public sidewalks unless an alternate plan is approved.

NOTE: The City of Rapid City has final discretion over your Route and Traffic Control Plan including, but not limited to, the placement and number of all barricades, signs, security, traffic flaggers and volunteer locations.

PARADES

The standard approved parade route (see attached map) is as follows:

- Begins at 3rd Street/Main Street
- Heads west to 7th Street/Main Street
- Heads South on 7th Street to St. Joseph Street
- Turns East on St. Joseph Street and disperses at 2nd Street

Parade organizers are required to:

- Contact surrounding businesses to secure staging locations depending on the size of the event.
- Organizer is responsible to provide safety personnel to monitor parade route and ensure people are not encroaching too heavily into the roadway.
- Organizer must make arrangements for waste pick-up and disposal of animal waste if they are participating in the parade.

ALCOHOL IN CITY PARKS

City Ordinance 5.12.080 addresses consuming, mixing or possessing alcoholic beverages in public places. An exemption to this ordinance is described in section D and associated stipulations may be granted within this permit process. This will not permit on-sale privileges. A special license approved by the City Council pursuant to SDCL 35-4-124 is required for sales. Additional fees apply. If your event involves the sale or use of alcohol, you must provide a copy of your liquor liability insurance prior to the event taking place.

The following security measures are required for all events that have alcohol in public space:

- A fence/barrier defining the alcohol allowed area from the general public space must be provided.
- Sale and consumption or possession of alcohol is only permitted within the fence surrounding the defined area.
- Entrance/exit of the area shall be monitored at all times by event personnel. The City recommends that event organizers use certified TAM® or SSA® personnel.
- Patrons must show proof of age and be issued a wrist band before they can purchase alcohol.
- Servers must be 21 years of age or older.
- Servers should not consume alcoholic beverages while serving.
- Last call is 30 minutes before the end of the event.
- At the latest, the consumption area must close at the same time as the event, even if the Special Event License shows a different time.

INFLATABLES, HIGH RISK ACTIVITIES & PORTABLE STRUCTURES

If your event will include inflatables, high risk activities such as fireworks, balloon rides, etc., or portable structures including staging, bleachers or elevated platforms, you will be required to describe these items in detail and map their locations on your site plan. Temporary structures (i.e. tents larger than 200 square feet) or signage may require a conditional use permit. You are encouraged to contact the Community Planning & Development Services Office at 605.394.4120 for more information.

Fireworks and/or pyrotechnics will require additional permits from the Fire Marshall at the Rapid City Fire Department.

Please observe the following guidelines for use of inflatable attractions:

- A generator may be required.
- The inflatable structure must be securely anchored at all times. Parks Division staff will do “locates” to ensure staking location will not damage underground utilities.
- Inflatable structures will only be allowed in approved areas defined by Parks and Recreation Department staff.
- Do not use inflatable structure if wind conditions exceed 15 mph.
- Do not locate unit within five feet of any fixed object such as a wall or pole.
- Do not locate inflatable structures next to rides or equipment that use diesel, gasoline or propane fuel.
- Adult supervision of inflatables is required at all times.
- Supervisor should make all users aware of the rules posted on the inflatable.
- Entry into the inflatable devise should be done in an orderly and controlled manner.
- Persons under the influence of intoxicating substances are not permitted in inflatables.
- Keep everyone away from the blower at all times.
- The inflatable shall not be moved from the approved location.

SIGNAGE

Attaching signage to trees, shrubs, picnic shelters, or any other city property is strictly prohibited. All proposed signage must be approved by the Special Event Committee at the event review meeting. In the case of a walk/run event along the bike path, only directional signage will be allowed along the trail. All sponsor or informational signage must remain near the shelter or main staging area of the event.

Trail markings are prohibited except for sidewalk chalk (spray paint, field spray chalk are strictly prohibited). The event organizer is responsible for all cleanup and damages.

PARKING PLAN

When planning your event it is important to consider the impact it will have on parking in the area. In some cases, a parking management plan will be required if the venue cannot accommodate the number of anticipated attendees. If a plan is required, you will need to identify parking lots that will be utilized, develop a shuttle plan, and abide by the ADA accessible parking provisions and/or special parking requests.

If there are any parking meters within your street closure area, they must be tagged for no parking during your event. The event organizer is responsible for coordination.

EMERGENCY PLAN

Every event differs based on the activities involved. The list below identifies common risks that occur at events.

Once you have identified risks we suggest that you establish an emergency plan. Templates for emergency plans are available from the Office of Emergency Management.

- Inclement Weather
- Structure Collapse
- Crowd Control
- Medical Emergencies
- Lost Child
- Accident
- Fire
- Loss of Utilities
- Communications Malfunction
- Lost and Found

In cases where severe weather or other concerns pose a threat to your event, RCPD and/or the Parks and Recreation Dept. will be in touch with the Office of Emergency Management. A threat to public safety is cause for revocation of a permit, so please keep in mind that your event can be canceled upon guidance from RCPD, the OEM and other public safety officials. In the case that a permit is revoked due to an existing threat, your cooperation with City staff will be needed and appreciated to ensure that all your event participants stay safe.

No refunds will be issued for cancellations or inclement weather.

MEDICAL PLAN

Depending on the nature of your event, first aide/medical personnel may be required on site. For assistance contact the Rapid City Fire Department at 605.394.4180.

VOLUNTEERS

The number and quality of volunteers you recruit can make or break your event. Participant safety often hinges on volunteers who know what they are doing. It is critical that you have more than enough trained volunteers or staff recruited to manage your event. If you are organizing events where traffic is controlled on a route (parades, processions, runs, walks, cycling events, etc.) volunteers must wear safety vests or some form of similarly and/or easily identifiable clothing.

MITIGATION OF IMPACT

All events are required to provide notification to affected residential or business properties. The description should clearly define the full impact of your event, including traffic, noise, parking and other disruptions to general park use. Notification of street closures must be illustrated and described and must include set-up and tear down times. The notice must also give detour or alternate route information if normal access is affected. City contact information should also be included in the notice in the case of comments or concerns regarding the event.

Notification to property owners should occur no less than three weeks prior to your event date. Various methods can be used (postcards, e-mail, flyers, etc.) A copy of this communication should be provided to the Parks and Recreation Department with your event application.

SAFETY/SECURITY

The Rapid City Police Department (RCPD) works closely with the Parks and Recreation Department to ensure the safety and security of all events. The Security Plan for your event should include:

- Needs for uniformed officers or other Police personnel
- Locations, route adjustments, traffic planning, staging areas, event parking, traffic flow, etc.
- Police escorts for parade routes or processions
- Other safety concerns

You may be required to hire a private security company for beer gardens. You may also hire private security to protect your event property before, during or after hours.

ACCESSIBILITY

The Americans with Disabilities Act (ADA) requires that all events, workshops, conferences, hearings or any other activities held on City property (including in city facilities, buildings, parks and public rights-of-way) must be accessible to people with disabilities.

VENDORS

Per the South Dakota Department of Revenue, all vendors and concession operators are required to collect sales tax on retail sales and must obtain the appropriate sales tax license from the State of South Dakota. The event organizer is responsible to ensure that all vendors have the required sales tax license. The event organizer is also responsible for assuring that all food vendors (prepackaged from other location, temporary event, or mobile service) have the appropriate Food Service Licensing through the South Dakota Department of Health. For more information contact the Office of Health Protection at 605.773.4945.

PORTABLE TOILETS

All portable toilets must be located on a hard surface and on an accessible path which may include asphalt, concrete, grass or plywood. All portable toilets must be clearly identified on the site map and the location must be approved by an appropriate City employee. **Note: restrooms within the park system have seasonable availability. Event organizer will be responsible for portable toilets outside that window.

The City of Rapid City recommends 2 chemical or portable toilets for every 100 people. 10% of these facilities must be ADA accessible, but if the number required is less than 10, then one must be ADA accessible. This figure is based on the maximum number of attendees at your event during peak time. If clusters of portable toilets are provided at various locations at the event site, at least one unit in each cluster must be ADA accessible.

WASTE/RECYCLING

A waste management plan is required for all events. The plan can be a map or a detailed description, but must include information about where and when waste services will be available. Most major events will be required to contract for trash removal and copies of your contracts should be included with your waste management plan.

The event organizer is responsible for properly disposing of all waste and garbage throughout the event, and immediately upon conclusion of the event the area must be returned to a clean condition. Failure to clean up after your event may require the City to contract for clean-up services. You will be responsible for payment if this occurs and it may cause future event applications to be rejected.

The number of waste receptacles depends on the type of event. Your waste management plan should concentrate services in areas where participants and spectators will stage. Existing park trash cans and dumpsters should not be included in calculating the number of receptacles required for your event. Recycling is not required but is encouraged.

IN CONCLUSION

If any of the parade/special event's participants engage in violations of either South Dakota Codified Law (SDCL) or the Rapid City Municipal Code (RCMC), the participants will be subject to prosecution for such violations. Relevant South Dakota statutes and Rapid City ordinances include, but are not limited to: SDCL 22-10-1, -5, -6, -6.1 regarding riots; SDCL 22-10-9, -11 regarding unlawful assemblies; SDCL 22-18-35 and RCMC 9.08.030 pertaining to disorderly conduct; RCMC 9.08.040 regarding disturbing the peace; RCMC 9.08.050 and 9.08.060 about disorderly and unlawful assemblies; and RCMC 9.12.110 regarding obstructing entry to a public or private place. RCMC 12.12.020 pertaining to public rights-of-way and unlawful obstructions may also apply if the permit does not approve of occupation of the right-of-way.

Notably, a disorderly assembly of persons is prohibited by the Rapid City Municipal Code. The Rapid City Police Department or any law enforcement officer shall have the authority to disperse those persons and to require them to remove themselves from the place of assembly.

Additionally, if a permittee violates any terms or conditions of the permit or violates South Dakota Codified Law or Rapid City Municipal Code, the Rapid City Police Department may revoke the permit and shut down the parade/special event if necessary for public safety. RCMC Chapter 12.20 governs the permitting process for parades and special events.

PARKS & REC
RAPID CITY

Parks and Recreation Department Contact Information

Administration Office	394-5225
Parks Division	394-4175
Recreation Division	394-4168

Recreation Facilities

Roosevelt Ice Arena	394-6161
Sioux Park Tennis Complex	394-6965
Meadowbrook Golf Course	394-4191
Executive Golf Course	394-4124

Municipal Swimming Pools

Roosevelt Swim Center	394-5223
Horace Mann Pool	394-1891
Parkview Pool	394-1892
Sioux Park Pool	394-1894

Register online for all programs at
www.rcparksandrec.org