




CITY OF RAPID CITY

DEPARTMENT OF PARKS AND RECREATION
515 WEST BOULEVARD
RAPID CITY, SOUTH DAKOTA 57701

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Parks & Recreation
Director
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To: Mayor Steve Allender and City Council Members

From: Jeff Biegler, Director 
Department of Parks and Recreation

Lon Van Deusen,
Parks & Cemetery
Manager
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Subject: Special Event Process

Date: January 11, 2017

Doug Lowe,
Recreation Manager
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Over the past several years the number of special event requests submitted to the Parks and Recreation Office has increased dramatically. The same is true for event requests submitted to the Police Department. The events range from small 5K fundraiser walks and runs to large City-wide events such as the Hills Alive Celebration. To streamline the process dealing with these permits, staff has developed a Special Event Handbook.

Alex DeSmidt
Landscape Designer
(605) 394-5225

The Handbook contains information on all types of events and the City regulations that may apply. Beginning in 2017, all special event requests will be handled by the Parks and Recreation Department. In addition all reservations for the Bandshell will be processed by Parks and Recreation. This will make it easier for staff to schedule events at this facility and the surrounding park property.

Jeri Taton
Administrative
Assistant
(605) 394-5225

A Special Event Review Committee consisting of City staff from impacted departments will meet as needed to review and approve applications and event plans. The new process does provide an appeal process to the City Council for any applications that may be denied.

Please contact me if you have any questions.