VALDEZ PARKS & RECREATION EVENT SPONSORSHIP INFORMATION FORM

Thank you in advance, for your willingness to host a new or recurring recreational event for the benefit of all. **When requesting City-sponsorship of your event, please consider whether your event aligns with our Parks & Recreation Mission Statement below:**

Parks and Recreation is an essential service that enhances the quality of life for the community of Valdez, its citizens, and visitors by promoting good personal health; providing opportunities to interact within families, work groups, and neighborhoods; serving as a stimulus for tourism; and fostering community pride.

In order for us to move forward and assist with ensuring your event is both safe and successful, the following criteria & timelines must be met for the event to occur on City property:

1. **No later than (NLT) 21 days prior to the scheduled event**, the coordinator(s) shall submit a written plan outlining:

    a. Full description of event, including;
        1. Specific location of the event
        2. Date/time it starts/ends
        3. Any anticipated fee structure (must be in alignment with established P&R fees)
        4. Marketing plan of event, draft flyers, print and radio ads.
    b. Who benefits from the event
    c. Complete a Facility Use Request Form available at the P&R Office located in the Civic Center or on our web site at: www.ci.valdez.ak.us/parks. Some facilities (e.g. Ski Hill) may not be included on the standard facility list and should be coordinated through our office.

2. Once approved as a Parks & Recreation (P&R)-sponsored activity, all advertising – including, but not limited to: print, radio and all other forms of media – shall be the primary responsibility of the event originator and shall include the City P&R Logo and website/Facebook Page reference.

If requesting the use of P&R facilities or P&R-maintained property without P&R sponsorship (outside of normal facility rental agreements), the following information is required:

A. **No later than (NLT) 30 days prior to the scheduled event**, the coordinator(s) shall submit a written plan outlining:

    a. Specific location of the event
    b. Date/time it starts/ends
    c. Any associated fees to the public
    d. Event/ Course outline
    e. Marketing plan
    f. First aid stations and/or emergency plan
    g. Any planned modifications to City property (if applicable)
    h. Statement agreeing to cover the costs associated with any work by City employees, if needed to facilitate your event – either before, during or after the event

B. **NLT 14 days prior to the scheduled event**, the coordinator(s) shall submit:

a. Certificate of Insurance reflecting a liability limit of at least $1,000,000 and naming the City as "Additional Insured"
b. Complete list of volunteers (including names and contact numbers) in sufficient numbers to ensure safety throughout the entire course/event
c. If this event will interfere with other user groups (i.e. x-country skiers using trail system), P&R will advertise a temporary closure in the local paper and the coordinator(s) will be responsible for the advertising expense

C. **On the day of the event**, a P&R representative may stop by to ensure the event is being coordinated per the approved event plan indicated above – including sufficient number of volunteers. Any significant changes to the event plan that is/are deemed to pose a potential threat/hazard to the public shall be resolved prior to the start of the event. COV reserves the right to cancel events on their property if potential threats/hazards to the public are not resolved prior to the start of the event.

Private Business or For-Profit Use:

- Organizations, groups or individual business users - other than those established as a non-profit 501(c)(3) – are prohibited from using P&R facilities (including ski trails/ski hill), equipment or assets for private business or profit. Those individuals seeking to use P&R facilities for private business or profit must fill out the appropriate Facility Use Request and comply with the requirements outlined in the non-City sponsored event criteria section of this form. Activities such as paid ski lessons, or other activities that require a participation fee not associated with a sponsored P&R activity – but that occur on P&R-maintained property - must obtain their own Certificate of Insurance – above and beyond the City's liability insurance policy.

Non-Profit 501(c)(3) Use:

- Recognized non-profit organizations wishing to hold group lessons or courses (i.e. PWSCC Ski Lessons, etc.) must complete a Facility Use Request Form and comply with the requirements outlined in the City-sponsored event criteria section of this form.

Please keep in mind that these are required measures to ensure the safety of the public. Once you have your event "mapped out," let us know when you are available to get together and we will be happy to coordinate a meeting to go over these requirements and provide you (as the event coordinator) with as much information as possible to ensure a successful event.

In the end, we truly wish we could support every request we receive – but unfortunately we have a finite number of resources to draw from and as a result, are limited in the number of non-scheduled activities and/or events we are able to support without prior knowledge. Therefore, requests will be considered in the order in which we receive your event package.

Again, thank you for your interest in providing our community with another venue from which to choose, as we enjoy all that Valdez has to offer.

Take care and be safe out there.