



## Meridian Parks and Recreation Event Planners Handbook

Meridian Parks and Recreation • 33 E. Broadway Ave. • Meridian, ID 83642 • Phone: 888-3579 • Fax: 898-5501  
[recreation@meridiancity.org](mailto:recreation@meridiancity.org) • [www.meridiancity.org/parks\\_rec](http://www.meridiancity.org/parks_rec) • [www.facebook.com/meridianparksandrecreation](http://www.facebook.com/meridianparksandrecreation)

### **Introduction**

Thank you for your interest in hosting an event in a Meridian City park! Well-run community events play a large role in making the City of Meridian a premier place to live, work and raise a family. This handbook has been developed to guide event organizers in planning and hosting an event in a Meridian park. Meridian City Code provisions regarding special events do apply.

For your reference, the Meridian City Code is available online by visiting the City of Meridian website at [www.meridiancity.org](http://www.meridiancity.org) and clicking on “City Code” under the “City Government” tab at the top of the page. Special Events are addressed in Meridian City Code section 3-4-3.

Meridian Parks and Recreation Department staff will assist you in any way they can through the permitting process and answer questions as quickly as possible to help ensure your event is a success. If you do have questions regarding anything in this handbook or would like to start talking about your event, please contact us!

Sincerely,

Colin Moss  
Recreation Coordinator  
Meridian Parks and Recreation  
33 E. Broadway Ave.  
Meridian, ID 83642  
Phone: 888-3579  
Fax: 898-501  
E-Mail: [cmoss@meridiancity.org](mailto:cmoss@meridiancity.org)  
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## 1. **Special Event Approval Process**

### Step 1: Reserve Your Venue

Contact Meridian Parks and Recreation to tentatively reserve facility while waiting for approval for your event.

Recreation Coordinator – Special Events

Phone: 888-3579

Fax: 898-5501

E-Mail: [cmoss@meridiancity.org](mailto:cmoss@meridiancity.org)

### Step 2: Submit Your Permit Application(s)

#### **Temporary Use Permit**

Submit a completed Temporary Use Permit application and all required application materials to the City of Meridian Clerk's Office at least thirty (30) days before the event start date. Required application materials include:

- Completed Temporary Use Permit application.
- Event site plan.
- Proof of liability insurance policy (\$500,000 minimum) with the City of Meridian named as additionally insured.
- List of all event vendors and concessionaires.
- Central District Health Department written approval and/or permits if food or drink will be sold or given away.
- Schedule of events.
- \$150 application fee or proof of 501(c)(3) status.  
*Note: permit application fees are separate from park reservation fees.*

#### **Large-Scale Special Events**

An event is considered large-scale when:

- 5,000 or more people will attend.

OR three (3) or more of the following factors apply:

- 2,000 or more people will attend.
- Extra duty police officers will be required to adequately protect public safety.
- Alcohol will be served or sold.
- Structural or electrical permits will be required.



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Large-scale events have the following additional or different requirements as part of the Temporary Use Permit application process:

- The completed Temporary Use Permit application with all required application materials must be submitted at least 60 days before the event start date.
- The event organizer must contact the City Clerk's Office to schedule a pre-application meeting which must take place at least 14 days before the application deadline.
- Proof of liability insurance policy (\$1,000,000 minimum) will be required with the City of Meridian named as additionally insured.
- The event organizer must enter into a Special Event Agreement with the City of Meridian.

### **Citizen's Use Permit**

If public rights-of-way such as sidewalks or roads will be used for the event in addition to a park, a Citizen's Use Permit will also be required. Citizen's Use Permit applications are due to the City Clerk's Office at least 21 days before the event start date. Required application materials include:

- Completed Citizen's Use Permit application.
- Event route map.
- Proof of liability insurance policy with the Ada County Highway District named as additionally insured.
- \$50 application fee or proof of 501(c)(3) status.  
*Note:* permit application fees are separate from park reservation fees.

### **City of Meridian Clerk's Office**

**33 E. Broadway Ave.**

**Phone: 888-3579**

**Fax: 888-4218**

#### Step 3: Finalize Details and Host Your Event

Pay park reservation fees for your event to Meridian Parks and Recreation, work with staff to meet all your permit's conditions of approval and host a great event!



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## 2. Parks Available for Special Events

A. Regional Parks	Settlers Park 3245 N. Meridian Rd.	51 acres
	Julius M. Kleiner Memorial Park 1900 N. Records Ave.	60 acres
B. Community Parks	Storey Park 205 E. Franklin Rd.	15 acres
	Bear Creek Park 2400 S. Stoddard Rd.	19 acres
	Tully Park 2500 N. Linder Rd.	19 acres
	Heroes Park 3064 W. Malta Dr.	30 acres
C. Special Use Parks	Generations Plaza 804 N. Main St.	0.3 acres

Other sites may be available by special request and approval.

## 3. Admission Charges for Events

Event organizers may set up a perimeter for their event, and may establish designated entrance and exit points, but may not charge admission for anyone to enter a public park or other facility. Further, no fee can be charged to park in a City-owned parking lot.

## 4. Alcohol Sales and Consumption

### A. Events Featuring Alcohol Sales

- Each business selling alcohol must apply for and be approved for a Liquor Catering Permit through the City of Meridian Clerk’s Office.
- If alcohol is being sold at an event, there must be a fenced perimeter around the area in which alcohol is being sold and consumed. The fenced area may include the entire event area (so that those who have purchased alcohol can take it elsewhere within the event), or it may also consist of a beer garden with the rest of the event area being unfenced.
- Event patrons who may lawfully purchase alcohol during an event must be identified with a nontransferable wrist band on the right wrist. The event organizer is responsible for ensuring that age is confirmed by picture



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identification prior to wrist banding. It is the event organizer's responsibility to have enough wrist bands. If the wrist bands run out, no new event patrons may be served alcohol.

*Exception:* Wristbands are not required if the fenced alcohol area is strictly enforced as a 21 and over only area.

- No alcohol sold within the fenced alcohol area may leave and no outside alcohol may be brought into the fenced alcohol area. Every entrance/exit point must be staffed to enforce this policy. At each exit point from the alcohol area, a sign must be posted with notice of "No alcohol beyond this point."
  - All staff or volunteers serving alcohol must have completed a server training program. See Attachment B for approved server training program information.
  - "All you can drink" tickets or coupons are not permitted unless written approval is given by Meridian Parks and Recreation.
- B. Events Allowing Patrons to Bring Their Own Alcohol
- The event organizer must apply for and be approved for a Park Alcoholic Beverage Permit through the Meridian Parks and Recreation Department.
  - The event area does not need to be fenced, but signs must be posted prominently around the event perimeter with notice of "No alcohol beyond this point" or "No open containers beyond this point."
- C. Alcohol sales and consumption shall be from sunrise until sunset only. Alcohol may not be consumed during times when the park is closed, even when overnight RV parking has been approved.
- D. Glass beverage containers are prohibited in all Meridian parks.
- E. Alcohol sales and consumption regulations may be modified depending on the size, scope, location and/or time of the event.
- F. Any alcohol violations that take place during the event including illegal consumption, possession of alcohol by any minor, taking alcohol to other areas of the park besides those designated for alcohol, or any other violation of sections A-D above will result in the immediate suspension of any Park Alcoholic Beverage Permit and/or Liquor Catering Permit approved for the event.

### 5. Americans With Disabilities Act (ADA)

ADA legislation directs the City of Meridian to provide equal access for people with disabilities. Event organizers must make every effort to follow ADA guidelines and provide and maintain access for people with disabilities. This includes maintaining access for sidewalks and curb cuts, and maintaining designated parking spaces for people with disabilities. If the event calls for additional parking, then appropriate parking for people with disabilities must be provided. ADA compliant restrooms must be made available (see Restrooms).



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## 6. Amplified Sound

An approved Temporary Use Permit allows for the use of amplified sound such as bands, DJs, radio, etc. All amplified sound, though, must abide by the following amplified sound regulations:

- The level of the amplified sound may not exceed sixty-two (62) decibels measured at the perimeter of the park.
- Amplified sound is allowed daily with sound checks to begin no earlier than 9:30am and the amplified sound event beginning no earlier than 10:00am.
- Amplified sound may not continue later than 9:00pm or sunset, whichever is earlier.

## 7. Cancellation and Refund Policy

A \$5.00 processing fee is charged on all reservation cancellations. A refund will not be issued when the cancellation is made less than ten (10) calendar days before the event. If weather conditions force the cancellation of an event, a refund will be processed to the payers account with Meridian Parks and Recreation. That money will then be available to use at a later date or the following year. Cash refunds are not given when the cancellation is made less than ten (10) days before the event, regardless of the reason for cancellation.

## 8. Fees

Meridian City Clerk permit fees are due with the permit application at least thirty (30) days before the event. These fees are eligible to be waived with a proof of 501(c)(3) status. Please note that the organization’s name must be the same on the proof of 501(c)(3) status, permit application, and insurance policy.

Description	Per	Fee
Temporary Use Permit	Per Event	\$150
Citizens Use Permit (only needed when the event includes public right of ways such as roads and/or sidewalks)	Per Event	\$50

All Meridian Parks and Recreation fees must be paid prior to the event. Fees are listed below. Picnic shelter time blocks are: 9:00 a.m. to 2:00 p.m. and 4:00 p.m. to 9:00 p.m.



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Description	Per	Fee (tax not included)
<b><u>Picnic Shelters</u></b>		
Settlers Park Shelter #1 (Capacity 200) Settlers Park Shelter #2 (Capacity 100) Settlers Park Shelter #3 (Capacity 50) Storey Park Blue Shelters (Capacity 200) Storey Park Green Shelter (Capacity 200) Bear Creek Park Shelter (Capacity 100) Heroes Park Shelter (Capacity 300)	Per Time Block	\$30.00 up to 50 people \$15.00 each additional 50 people
Tully Park Shelter (Capacity 300)	Per Time Block	\$60.00 up to 150 people \$15.00 each additional 50 people
Julius M. Kleiner Memorial Park Shelter A1 (Capacity 400) Julius M. Kleiner Memorial Park Shelter B1 (Capacity 500)	Per Time Block	\$100.00 up to 200 people \$50.00 each additional 100 people
Julius M. Kleiner Memorial Park Shelter A2, A3 and A4 (Capacity 100 each)	Per Time Block	\$50.00 up to 50 people \$75.00 up to 100 people
<b><u>Softball/Baseball Fields</u></b>		
Settlers Park Bear Creek Park Storey Park Tully Park	Per Hour Per Day	\$10.00 \$75.00
<b><u>Multi-Use Grass Fields</u></b>		
Settlers Park (Five Fields Available) Heroes Park (Five Fields Available) Bear Creek Park (One Field Available) Tully Park (One Field Available)	Per Hour Per Day	\$10.00 \$75.00
<b><u>Basketball Courts</u></b>		
Heroes Park (Three Courts Available)	Per Hour Per Day	\$10.00 \$75.00
<b><u>Picnic Shelter Grills</u></b>		
Julius M. Kleiner Memorial Park Shelter A1 & B1	Half Day Full Day	\$50.00 \$75.00



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<b><u>Bandshells</u></b>		
Julius M. Kleiner Memorial Park Bandshell (1-500 people)	Per Day	\$300
Julius M. Kleiner Memorial Park Bandshell (500+ people. Temporary Use Permit required)		\$500
<b><u>Park Packages</u></b>		
<b>Settlers Park East Half #1</b> (Includes Shelter #1 and Multi-Use Fields A-E. Required for events over 1,000 people.)		\$300.00
<b>Settlers Park East Half #1-3</b> (Includes Shelters #1, #2 and #3 and Multi-Use Fields A-E. Required for events over 1,500)		\$400.00
<b>Heroes Park</b> (Includes Shelter and all grass fields)		\$300.00
<b>Storey Park</b> (Includes Blue Shelter and grass area)		\$200.00
<b>Julius M. Kleiner Memorial Park A1</b> (Includes Shelter A1 and adjacent grass area. Up to 1,000 people.)	Per Day	\$500.00
<b>Julius M. Kleiner Memorial Park A1-A2</b> (Includes Shelter A1, A2 and adjacent grass area. 1,000-2,000 people.)		\$750.00
<b>Julius M. Kleiner Memorial Park West Half</b> (Includes Shelter A1, A2, A3, bandshell, and adjacent grass area. 2,000-3,000 people.)		1,000.00
<b>Julius M. Kleiner Memorial Park Full Park</b> (Includes Shelter A1, A2, A3, A4, B-1, bandshell, and grass area. 3,000+ people.)		1,500.00
Park Alcoholic Beverage/Liquor Catering Permit	Per Day Per Vendor	\$20.00
Baseball/Softball Field Prep	Per Field Per Occurrence	\$12.50
<b><u>Field Lights</u></b>		
Storey Park Herald Cox Softball Field Lights	Per Hour	\$15.00
Heritage Middle School Ballfield Lights		\$15.00
Storey Park Mo Brooks Baseball Field Lights		\$25.00
<b><u>Meridian Parks and Recreation On-Site Staff</u></b>		
For events over 750 people, the event organizer will be required to pay for 1 parks staff to be dedicated to the event for trash collection, restroom cleaning, etc. For larger events, the number of parks staff required will be determined case-by-case based on the size and scope of the event.	Per Hour Per Staff	\$20.00



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Event organizer will also be responsible for reimbursing the Meridian Parks and Recreation Department for any cleanup beyond routine maintenance, loss or damage to City property resulting from the event.

### 9. **Field/Layout Marking**

With prior consent by the Meridian Parks and Recreation Department, the event organizer may be permitted to paint on the grass to identify the location for vendors, stages, athletic fields, etc. Permission may be withheld or conditioned depending on the event location, time of year and field condition. The painting cannot take place more than three days prior to the event. The type and color of paint must be approved by the Meridian Parks and Recreation Department. Painting on any surface besides grass is prohibited.

### 10. **Insurance**

All event organizers are required to maintain an event insurance policy containing:

- The City of Meridian named as additionally insured,
- A minimum of \$500,000 per person bodily injury,
- A minimum of \$500,000 per occurrence bodily injury,
- A minimum of \$500,000 per occurrence property damage.
- These minimum increase for large-scale events. (See page 3)

Proof of insurance coverage must be submitted with the Temporary Use Permit at least thirty (30) days before the event (60 days for large-scale events). The name on the insurance policy must match the name of the Temporary Use Permit applicant. If applying to have the Temporary Use Permit fee waived, the organization name on the insurance policy must also match the organization name on the proof of 501(c)(3) status.

### 11. **Overnight RV Camping**

Staying overnight in a park will be allowed only by written order of the Department Director. Overnight stays will be permitted only in recreational vehicles or campers in the parking lot. Tent camping is not permitted. Approval will only be given in conjunction with an approved Temporary Use Permit. The following conditions will apply when approval has been given to stay in the park overnight:

- Staying overnight will be limited to individuals who have a need to stay on-site throughout the night for the successful operation of the event.
- No other vehicles besides the RVs or campers approved for overnight parking will be allowed to stay in the park overnight.
- City of Meridian quiet hours are from 11:00 p.m. to 6:00 a.m., as established by Meridian City Code section 6-3-6.
- Alcohol consumption is prohibited during overnight hours, even in association with events that have alcohol permits. Any and all alcohol consumption must cease at the end of the event for the day or at sunset, whichever is earlier.



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- The location within the park where overnight camping will take place must be approved by the Meridian Parks and Recreation Department.

### 12. **Park Hours**

All City of Meridian parks are open from dawn until dusk which is defined as thirty (30) minutes before sunrise until thirty (30) minutes after sunset. Events may not operate outside these times unless written permission is given by the Meridian Parks and Recreation Department.

### 13. **Park Scheduling**

Meridian Parks and Recreation is a public agency and, therefore, exclusive use of a park facility cannot be granted. Public access to non-reservable park amenities such as playgrounds must be maintained at all times. An event organizer may choose to restrict public access to an event, but may only restrict access to reserved facilities, such as picnic shelters. Meridian Parks and Recreation also cannot grant any kind of “buffer time” around an event in which similar events are not allowed to be scheduled.

Annual events are given first priority in the event scheduling process and can be tentatively scheduled up to two years in advance. All other events can be tentatively scheduled up to one year prior to the event start date.

The event organizer should notify Meridian Parks and Recreation as soon as possible if a tentatively scheduled event needs to be cancelled. A tentative park reservation will be automatically cancelled if a complete Temporary Use Permit application is not submitted to the Meridian City Clerks Department the required 30 days before the event start date (60 days for large-scale events).

### 14. **Parking & Security**

Parking is limited to designated areas and is available on a first come, first served basis. All roadways and parking lot drive aisles are fire lanes and cannot be blocked. Depending on the size and scope of the event, the event organizers may be required to submit written traffic control, security, off-site parking and/or shuttle service plans at least thirty (30) days prior to the event start date (60 days for large-scale events).

Through the Temporary Use Permit approval process, the event organizer will be notified if the Meridian Police Department will require a police presence at their event. If an on-site police presence has not been required, but is still desired, on-duty officers can be requested through the Meridian Police Department. Contact Lt. Scott Colaianni at 888-6678 or [scolaianni@meridiancity.org](mailto:scolaianni@meridiancity.org) for availability and information regarding this service.



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### 15. Restrooms

One restroom for each gender is required for every two hundred (200) people attending an event. If there are not enough on-site restrooms to accommodate the size of the event, the Central District Health Department requires that portable restrooms and hand washing stations be provided and removed at the expense of the event organizer so this standard is met.

If additional restrooms are needed, at least one ADA restroom must be included in each group. All portable restrooms must be placed on hard surfaces and be accessible from the roadway. Portable restroom supply and service companies may drive on pavement only. Location(s) of portable restroom must be approved by Meridian Parks and Recreation. These units should be serviced as needed. All portable restrooms must be removed from the park at the end of the event.

### 16. Signage

Special events taking place within the City of Meridian are restricted by code to a maximum of two hundred (200) signs no larger than six (6) square feet each and a maximum of twelve (12) signs no larger than thirty-two (32) square feet each. These maximums include on-site and off-site signs. Event organizers must get property owner permission to erect any off-site signs. No off-site signs may be erected at other Meridian park sites. On-site signs are limited to the day of the event and may only be located in the event area with the one exception detailed in the following paragraph. On-site signs may not be erected in other areas of the park unless approved by Meridian Parks and Recreation.

An event organizer may be authorized to erect one on-site sign, up to thirty-two (32) square feet in size, no more than five (5) days prior to the event start day. The location of the sign must be approved by Meridian Parks and Recreation.

### 17. Site Plan and Schedule of Event Activities

An event site plan must be submitted with the Temporary Use Permit at least thirty (30) days before the event (60 days for large-scale events). The site plan must include:

- Event name, date and location
- Proposed location of temporary structures including tents, fencing, stages, etc.
- Proposed locations of goods, vendors, and displays
- Proposed locations of first aid stations, portable restrooms, and hand washing stations
- Proposed locations of temporary signs
- Proposed location of generators
- Any other major service needed or activity planned



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Park maps are available upon request or can be downloaded from the Meridian Parks and Recreation website at [www.meridiancity.org/parks\\_rec](http://www.meridiancity.org/parks_rec) on the “Current Parks” page. Meridian Parks and Recreation reserves the right to adjust the proposed event layout based on weather, turf conditions, maintenance or public safety issues.

A schedule of event activities must also be submitted with the Temporary Use Permit at least thirty (30) days before the event (60 days for large-scale events). The schedule must include:

- Set up and take down times
- Event start and end times
- List of the times for all event activities

### **18. Smoke-Free Parks**

All Meridian parks are smoke-free zones with the exception of the parking lots. The event organizer will be expected to help uphold this policy by notifying event patrons as necessary.

### **19. Sponsors**

All event sponsors must be listed on the Temporary Use Permit application, which is due 30 days before the event start date (60 days for large-scale events). The event organizer may not invite any business or organization to sponsor their event that violates Meridian Parks and Recreation’s “Sponsorship of Privately-Organized Events in City Parks” Policy. Please see Attachment A on page 15 to view the complete policy.

### **20. Tents, Stages, Fencing and Other Temporary Structures**

The size and location of all tents, stages, fencing and other temporary structures are required to be provided with the event site plan.

Each event’s proposed site plan will be reviewed by the Meridian Fire Department and the Meridian Building Department for compliance with Fire and Building Codes. Several factors including tent side-walls, size and location of tents, and others will go into the conditions of approval or basis for denial of one or more tent(s) or other temporary structure(s).

As a general rule, an individual tent or group of tents put together may not exceed two-thousand (2,000) square feet. Every two-thousand (2,000) square foot or less tent or group of tents must have a minimum clearance distance of twelve (12) feet from other tents or temporary structures. Example: If an event is using multiple 10’ x 10’ (100 square foot) tents, twenty (20) of those tents may be placed side-by-side or in a group at which point there must be a twelve (12) foot break before the next group of twenty (20) tents. As this is a general rule, though, tents smaller or larger than two-thousand (2,000)



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[recreation@meridiancity.org](mailto:recreation@meridiancity.org) • [www.meridiancity.org/parks\\_rec](http://www.meridiancity.org/parks_rec) • [www.facebook.com/meridianparksandrecreation](http://www.facebook.com/meridianparksandrecreation)

square feet may be approved, may be subject to additional conditions of approval, or may be denied on a case-by-case basis.

To avoid damage to turf and underground utility lines, Meridian Parks and Recreation prefers all temporary structures to be secured with water barrels or sandbags instead of stakes. If stakes must be used, the location of such stakes must be approved by the Meridian Parks and Recreation Department. Stakes less than eight inches (8") long do not need approval.

### **21. Trash Receptacles and Dumpsters**

Depending on the size and scope of the event, additional trash cans and/or dumpsters may be required beyond what the Meridian Parks and Recreation Department can provide. In that case, the event organizer will be responsible to contact the City's waste collection franchisee and arrange for sufficient trash receptacles and/or dumpsters to be available at the event and pay any associated fees for that service.

Currently, Settlers Park, Heroes Park and Julius M. Kleiner Memorial Park are the only City parks that have permanent recycling containers. For events taking place at other parks, the use of temporary recycling containers is encouraged.

### **22. Trees**

No person in any City park shall damage, cut, carve, transplant, or remove any tree or plant or injure the bark, or pick the flowers or seeds, of any tree or plant. Trees also may not be used to hang any kind of sign using rope, wire, staples, tacks, glue, or anything else that could potentially be of harm to the tree.

### **23. Utilities and Generators**

Electricity and water utilities are available for event use at no additional charge. Meridian Parks and Recreation staff will notify the event organizer of where these utilities are available, but will not be able to provide extension cords, hoses, etc to access them. If additional power is needed for an event beyond what is available at the park, it will be the event organizer's responsibility to provide generators.

All generators must be UL-approved and may not be operated between 11:00 p.m. and 6:00 a.m. per City of Meridian noise ordinance. Generators must be located a minimum of twenty feet (20') from all tents or structures. Fuel must be kept in an approved safety container and kept in a secure area away from the generator. Generators must be shut off before being refueled.



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### 24. Vehicle Restrictions

Any unapproved vehicles left in the park after sunset will be towed at the owner's expense.

Due to possible turf and sprinkler head damage, vehicles are restricted to paved roads or parking areas unless when specific vehicles are approved to drive on the turf. In such cases, Meridian Parks and Recreation will work with the event organizer to delineate approved entrance and exit routes, which specific vehicles will be allowed to drive on the turf, and which specific vehicles/trailers may remain on the turf for the duration of the event.

### 25. Vendors and Concessionaires

Event organizers may engage food, craft and other service and product vendors as part of their special event. A list of all event vendors must be submitted with the Temporary Use Permit at least thirty (30) days before the event start date (60 days for large-scale events). All vendor vehicles and trailers are subject to the same restrictions as other vehicles as detailed in the "Vehicle Restrictions" section. For any vendor selling or giving away food or drink, the following conditions will apply:

- Each vendor who is selling or giving away food and/or drink must be listed in the permit application to the Central District Health Department. A copy of the Central District Health Department's written approval and/or permit must be included with the event organizer's Temporary Use Permit.
- If vendor is operating an enclosed concessions vehicle or trailer, they must have completed a fire inspection prior to the event. Contact the Meridian Fire Department at 888-1234 to schedule an inspection.
- Glass beverage containers are prohibited in all Meridian parks.
- Vendors must carry out used water, grease, and charcoal.
- Cooking equipment must be located a minimum of ten feet (10') from any tent or combustible material.
- If any vendor wishes to sell, demonstrate, or use any type of firearm rifle or pistol including air powered; any type of archery bow including but not limited to long bows, compound bows, and crossbows; or any type of edged weapon including but not limited to knives, machetes, and swords, the event organizer must submit an attachment with the Temporary Use Permit that includes the vendor name, the type of weapon that will be sold, demonstrated, or used, and an operational plan for the successful, safe execution of the proposed sales, demonstration or use.



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## 26. Relevant Contact Information

Here are some helpful contact numbers to get your event questions answered:

Agency	Phone Number	Fax Number
<b>Meridian Parks and Recreation</b> 33 E. Broadway Ave.	888-3579	898-5501
<b>Meridian City Clerk’s Office</b> 33 E. Broadway Ave.	888-4433	888-4218
<b>Meridian Fire Department</b> 33 E. Broadway Ave.	888-1234	895-0390
<b>Meridian Police Department</b> 1401 E. Watertower Ave.	888-6678	846-7366
<b>Meridian Building Department</b> 33 E. Broadway Ave.	887-2211	887-1297
<b>Ada County Highway District</b> 3775 Adams St. – Boise	387-6140	345-7650
<b>Central District Health Department</b> Environmental Health 707 N. Armstrong Pl. – Boise	327-7499	327-8553
<b>Republic Services</b> 2130 W. Franklin Rd.	345-1265	375-9591

Attachment A



**Meridian Parks and Recreation Department  
ADMINISTRATIVE POLICY**

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**SUBJECT:** SPONSORSHIP OF PRIVATELY-ORGANIZED EVENTS IN CITY PARKS

**PURPOSE:** To provide a written policy describing acceptable sponsors for events and activities that are sponsored by private parties and that are held in City Parks and facilities.

- POLICY:**
- A. All sponsors of events held in City Parks and facilities shall adhere in every respect to all applicable federal, state and local laws, regulations and City policies.
  - B. Any sponsor which promotes or endorses any of the following content may not sponsor any event or activity held in a City Park or facility:
    - 1. Content that is deemed in violation of this policy or any other applicable City policy;
    - 2. Profane, obscene, indecent, violent, or pornographic content and/or language;
    - 3. Content that promotes, fosters or perpetuates discrimination on the basis of race, creed, color, age, religion, gender, sexual orientation, or national origin;
    - 4. Defamatory or personal attacks;
    - 5. Threats to any person or organization;
    - 6. Content that promotes, fosters or perpetuates conduct in violation of any federal, state or local law;

7. Content that encourages or incites illegal activity;
  8. Information that may tend to compromise the safety or security of the public or public systems;
  9. Content that violates a known legal ownership interest, such as a copyright, of any party; or
  10. Any content that contains or perpetuates a message that the Director of the Parks & Recreation Department deems to be inappropriate and not in the best interest of the City of Meridian.
- C. If the City becomes aware that any engaged or potential sponsor of an event or activity held in a City Park or facility promotes or endorses such content, the City may deny or revoke any permit, reservation, or other permission allowing the event or activity to be held in such Park or facility; disallow the event or activity within that or other City Parks or facilities; and/or restrict or remove any content that is deemed in violation of this policy or any applicable law.

**AUTHORITY:** The Director or his designee will monitor event/activity sponsors to ensure adherence to this policy and consistency with the interest and goals of the City of Meridian.

Attachment B



**Meridian Police Department  
ADMINISTRATIVE POLICY**

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**SUBJECT:** APPROVED SERVER TRAINING PROGRAMS

**PURPOSE:** To enumerate Approved Server Training Programs, the completion of which shall qualify a Server for certification pursuant to the requirements of Title 3, Chapter 7, Meridian City Code.

**POLICY:** These server training programs are found by the Chief of Police to meet the requirements of Meridian City Code section 3-7-2(B) and are therefore deemed to be Approved Server Training Programs for the purposes of Title 3, Chapter 7, Meridian City Code:

**1. ServSafe Alcohol Responsible Alcohol Service Training program**

National Restaurant Association Educational Foundation  
175 West Jackson Boulevard, Suite 1500  
Chicago, Illinois 60604-2702  
(800) 765-2122  
<http://www.servsafe.com>

**2. TIPS (Training for Intervention Procedures)**

Health Communications, Inc.  
1101 Wilson Boulevard, Suite 1700  
Arlington, Virginia 22209  
(800) 438-8477  
<http://www.gettips.com>

**3. Learn2Serve Alcohol Seller and Server Certification**

360training.com, Inc.  
13801 N. Mo-Pac, Suite 100  
Austin, Texas 78727  
888-360-8764  
<http://www.learn2serve.com>

**4. Gem State Justice Alcohol Certification & Education (ACE)**

208 Louisa Street  
Boise, ID 83712  
208-949-6679  
<http://www.gemstatejustice.com>