



Lakewood Regional Parks **Special Events Approval Policy and Guidelines**

This document serves as a supplement to the Lakewood Regional Parks Special Events Rules, Policy and Procedure. It is intended to provide a basic set of guidelines for the evaluation and approval/disapproval of the wide variety of special events requested each year.

Lakewood Regional Parks recognizes that special events can be a valid and appropriate use of parks and trails. These guidelines are intended to provide a balance between appropriate special event use, natural resource and facility protection and enhancement, and daily use of park facilities.

A special event is defined as an organized event having more than normal impact on park resources, facilities or visitors. For the purpose of this policy, events will be divided into the following categories:

1. Competitive events: running races, bicycle races, triathlons, etc.
2. Group area reservations: large groups using reservation picnic shelters or the group camping area.
3. Charity/Fund Raising Events: non-competitive events held with the express purpose of raising funds for a recognized non-profit organization.
4. Group events: A group event is defined as an event where more than 50 people are expected to attend, AND the event will not be taking place in a reservation area, or will be using significant area outside of a reservation site. Examples include baptisms, orienteering events and demonstrations.
5. Commercial use: Any non-competitive activity where a fee is charged to participants.
6. Filming/photography permits

Any special event that is planned for a Regional Park must receive prior approval and a Special Event Permit from the Regional Parks Supervisor and/or Special Events Coordinator. The following factors will be considered for each event request received:

1. Number of participants and proposed use area.
2. Possible impacts to park facilities, natural resources or the visiting public.
3. Conflicts with other events or established park uses (horse stables, water ski school, day camps, etc.).
4. Suitability of the event to existing park policies, allowed uses, and applicable laws and regulations.
5. Time of the year. Summer days can be exceptionally busy and events can create a more significant impact to other park users.

Each event category will also be subject to additional considerations as listed below.

1. Competitive events:
 - a. Large competitive events (200 + participants) are much easier to accommodate in the off-season (Sept-May). Large events involving the use of park roads, swim beach or campground on summer weekends will typically not be allowed. Events with expected participation over 500 will likely overwhelm parking and facilities and will need special consideration.
 - b. No more than 2 large weekend events will be allowed per month (exceptions may occur during the off season, Sept-April).
2. Charity Events: Charity events, including organized walks and bike rides, will be evaluated based on conflicts with other events and potential impacts to park resources and other park users. Events expecting more than 500 participants will need special consideration.
3. Group area reservations will be handled under the Picnic and Reservation policies.
4. Group events:
 - a. Baptisms: baptisms will be allowed only at Big Soda Lake in the Marina area to the south east of the boat launch. No more than one baptism will be allowed per day to avoid overcrowding and impacts to other users.
 - b. A group of 50 or more people using a reservation shelter, that will also be using substantial areas of the park outside of the reservation area, will also need a Special Events permit and will be required to pay the applicable fees in addition to the reservation fee.
5. Commercial activities: Proposed commercial activities will be evaluated on an individual basis. No commercial use that competes with an existing park concession operation will be permitted. Typically, no more than one specific concession will be allowed to operate (e.g. only one provider of kayak lessons will be permitted during the summer months).
6. Filming and photography permits will be evaluated based on the potential impacts to park resources and other users. No permits will be issued for filming outside of designated park hours.

Other Guidelines:

- Parks will not be closed for special events.
- Trail-based special events will not be allowed on William Frederick Hayden Park, with the exception of the City of Lakewood Trail Running Series.
- Events requiring the closure of the swim beach, campground, park roads or park concession operations will typically not be approved.
- Events requiring off trail use or intentional damage to natural resources will typically not be approved.
- Events involving activities that fall outside of regular park uses will require extra consideration and may not be approved.

- The Regional Park Supervisor reserves the right to cancel an event permit in the event that weather or other factors have created conditions that will likely result in significant additional damage to park trails or facilities. A “rain date” reschedule may be offered if another date is available, but “rain dates” will not be held in advance.