

Mission Trails Regional Park Event Application / Permit Process

For events where anticipated attendance is 50 or more people.

Approved by MTRP CAC and Task Force November 2009

1. Apply for Event Application with Senior Park Ranger
2. Complete necessary paperwork and submit to Senior Park Ranger.
3. Provide an alternate date for event in case it is delayed due to rain within 48 hours of the scheduled date.
4. Senior Park Ranger reviews event and forwards to CAC for review and recommendation with a copy of the application.
5. Make presentation regarding event proposal to the Mission Trails Regional Park Citizens' Advisory Committee (MTRP CAC). Written information is recommended in addition to a short verbal presentation – maximum of 5 minutes. *MTRP CAC meetings are normally held the first Tuesday of January, March, May, July, September and November.*
6. At the conclusion of your presentation the MTRP CAC will make a recommendation regarding permit approval to the Senior Park Ranger using the following criteria:
 - a. Overall appropriateness of the event with respect to the park
 - b. Overall benefit to the park
 - c. Conformance to park policies
 - d. Impacts to environment
 - e. Impacts to park staffing levels
 - f. Impacts to parking
 - g. Impacts to other park users
 - h. Impacts to adjacent neighbors
 - i. Plans for event setup and cleanup
 - j. Sound levels
 - k. Road closures
 - l. Prior experiences with a specific group or event including number of requests per year
 - m. Other events planned in the same time period. If more than one qualified request is submitted for the same weekend, priority will be given to the group that has not had an event in the park within the past 12 months and has the earlier application submittal date.
7. If event is approved, submit a check or money order for the required fees – made payable to the City Treasurer. In addition, submit a refundable cleaning and/or security deposit in the form of a check or money order in the required amount.
8. If a donation is offered, submit check or money order for donation amount to MTRP Foundation.

Information to be covered in presenting **Event Application / Permit** proposals to the Mission Trails Regional Park Citizens' Advisory Committee for an event planned in Mission Trails Regional Park.

Presentations will be limited to 5 minutes.

1. Name and description of event
2. Name of sponsoring organization. Is it a tax exempt non-profit?
3. Mission Statement of the sponsoring organization
4. Purpose of the event
5. When will the event be held
 - a. Date/s and event time
 - b. Alternate date/s in case of rain within 48 hours of the date the event is scheduled.
 - c. Total time park will be used including
 - i. set-up and break-down/cleanup of staging area
 - ii. placement and removal of any markers along trails used during the event
 - iii. cleanup of any debris left along trails used during the event
6. Location within Mission Trails Regional Park
 - a. Provide map/s showing location, site plan (including location of additional porta potties) and trails to be used.
 - b. Will there be any parking lot closures?
 - c. Will there be any park road closures?
7. Will fees be charged? If yes, amount of fee.
8. Estimated attendance
 - a. Number of participants
 - b. Number of spectators
 - c. Number of sponsoring organization staff and volunteers
9. Parking plan for sponsoring organization staff, volunteers and participants
10. Event setup and cleanup plan including removal of any markers used along the trails.
11. Event staffing plan
12. Noise impacts
 - a. Use of amplification system
 - b. Use of generators
 - c. Other potential noise impacts
13. How will the event be publicized?
14. How will the regular park users be informed of your upcoming event?
15. Will you be partnering with
 - a. City of San Diego Park and Recreation Department?
 - b. Mission Trails Regional Park Foundation?
16. Will you be applying for an Alcohol Permit?
17. Will you be making a monetary donation to Mission Trails Regional Park Foundation? If yes, how much and when?
18. Describe unique features of your event not covered above.