



Reservation Request Form

Intended Use

- Special Event (e.g., race, tournament, festival, reunion, etc.)
 Athletic Field* (e.g., sports games and programs)
 Service Project

Park/Field/Location _____

Specific Area Requested _____

Sponsoring Group/League/ Sport/Event: _____

Is Sponsoring Group/League/Sport/Event a non-profit? Yes No Federal I.D./Tax Exempt # _____

Responsible Person _____

Address _____

City _____ State _____ Zip Code _____

Phone Number _____ Alternate Number _____

E-mail Address: _____

Estimated TOTAL Number of participants, spectators and support staff _____

(If 500 or more people, a Salt Lake County Health Department Mass Gathering Permit is required)

Start Date _____ End Date _____ Event Time _____ to _____

(Include setup and take down time)	Sun	Mon	Tue	Wed	Thu	Fri	Sat
Start Time							
End Time							

Group/League/Sport/Event description, including event name (or attach your event's information sheet)

Do you plan to set up booths/tents? Yes No How many? _____ What size? _____

• Indicate locations on map

Tents over 400 square feet (or over 700 square feet if there are no sides), require a permit from South Jordan.

Inflatables are not allowed at Bingham Creek Regional Park

Please describe any other set up plans and include on map:

Are animals participating in the event? Yes No
 If yes, what kind? _____ How many? _____

Do you require day before setup? Yes No

Do you require road closure to vehicular access? Yes No

If yes, which locations? _____

Detail on map.



Checklist

Check all that apply:

Type:

- Open to public
- Walk (non-competitive)
- Will stay on pedestrian walkways and follow pedestrian rules
- Other _____
- Competitive Race
- Bicycles used in event

Activities:

- Food catering
- Music/sound amplification
- Other _____
- Food given away
- PA system for announcements
- Food prepared on site

Security:

- Barricades (*must obtain privately*)
- Monitors (*provided by you for walk/run*)
- Off-duty law enforcement officials

Miscellaneous:

- Electrical requirements
- Need for extra garbage containers
- Portable sanitary units needed
- Animals participating

Additional Permits/Certificates

- i.* Proof of liability insurance, in the amount of \$1,000,000.00, must be provided for each event. The certificate of coverage must include the Bingham Creek Regional Park Authority as the certificate holder and listed as being additionally insured.
- ii.* Mass Gathering Permit: For events with 500 or more people, the Salt Lake County Health Department requires a Mass Gathering Permit. Contact them directly at 385-468-3845 or visit their web site for more information. slco.org/health/special-events
- iii.* Bureau of Food Protection: Contact Salt Lake County Health Department at 385-468-3845. For more information, go to their web page at: slco.org/health/food-protection
- iv.* South Jordan may require additional permit(s)/approval(s). Requestor is responsible for checking on these requirements and for obtaining any additional permit(s)/approval(s).

I agree to abide by the parameters within this request, Bingham Creek Regional Park's rules and regulations, Salt Lake County Parks and Recreation's Patron Standards of Conduct, and all applicable ordinances.

This request is not a guarantee of use. If approved, a signed rental contract is required.

Signature of Responsible Person _____ Date _____



Reservation Review Process

Salt Lake County Parks and Recreation and the Park Authority review all reservation requests when they are received. Annual seasonal requests are renewed in February of the calendar year in which permits will be issued. Permits are available year-round depending on amenity and are required for each season (spring, summer, fall). Permitted athletic field use is for games only.

All reservation requests are reviewed by a committee of subject matter experts with final approval subject to the Park Authority.

The following criteria is considered in granting reservations to outside entities/individuals:

Program Type

- Joint-use contracts, partnerships and memorandum of understanding (MOUs) & other government entities (e.g. Salt Lake County, South Jordan, School Districts)
- Non-profit youth organizations/leagues
- Non-profit adult organizations/leagues
- Commercial youth organizations/leagues
- Commercial adult organizations/leagues
- Individual users

General Criteria

- Availability of field space
- Field condition as determined by the committee or its authorized designee
- Proposed use schedules
- Activity type and impact on the space
- Potential interference with the public ability to use and enjoy the space



Three main steps to request a reservation:

Step 1: Submit reservation request form to Salt Lake County Parks and Recreation: parks@slco.org. For more information, call 385.468.7275.

Step 2: Request is reviewed by respective committee and Park Authority.

Step 3: Once approved, requester must:

- Provide proof of liability insurance
- Obtain a mass gathering permit, if necessary
- Collaborate with Salt Lake County Health Department if food will be provided
- Obtain a special event permit from South Jordan City (if applicable)
- Sign a rental agreement with Salt Lake County Parks and Recreation