

## **A Special Event Request is required for:**

- **Public events** (such as a walk/run; sports tournament; bike event; music event; fishing tournament; non-profit fundraiser; etc.) (**Note:** Insurance naming County as additional insured will be required.)
- **Private events** (such as a birthday party; family reunion; wedding; other social gathering; etc.) **that requests use of an athletic field** (**Note:** Insurance naming County as additional insured may be required.)
- **More than 50 people** are anticipated to attend (**Note:** Pavilion and/or community center reservations/rentals do not require a special event requests. To reserve a pavilion click [here](#) or community center click [here](#).)
- **Any event that has a need for athletic field lights** and/or staff assistance for field preparations. (i.e. field striping, dragging, or painting lines)
- **Events that utilize a Greenway.**
- **Use of park areas outside of normal operating hours.** (this is generally discouraged, even for special events, but there may be exceptions)
- **Require additional:**
  - **Parking (more than is provided)**
  - **Waste collection (trash and recycle) than is provided**
  - **Mowing of areas not usually mowed or an extra mowing**

*\*Please note that bounce houses, personal grills, and alcoholic beverages are not allowed at County facilities. Additionally, for-profit events are generally prohibited.*