



**CITY OF UNIVERSITY CITY  
DEPARTMENT OF PARKS, RECREATION & FORESTRY**

**PARKS SPECIAL EVENT PROCEDURES**

- I.** Applicant shall contact the Parks, Recreation and Forestry Department – Recreation Division to receive application packet or download information from City website at [www.icitymo.org](http://www.icitymo.org).
- II.** Completed Application, 501C3 documentation, and a non-refundable application fee (\$100.00) is submitted to Parks, Recreation and Forestry Department – Recreation Division a minimum of three (3) months prior to desired event/use date.
- III.** A tentative review by the Deputy Director of Recreation, Parks Maintenance Supervisor and Director of Parks, Recreation and Forestry will be conducted within ten (10) business days of receipt of Application.
- IV.** Once all necessary information has been successfully gained by the Parks, Recreation and Forestry Department, application and accompanying documentation will be forwarded to all necessary departments for their review and consideration. If approval is gained, the application and accompanying documentation will be forwarded to the City Manager for tentative approval.
- V.** Once tentative approval has been given, the organizers shall complete all plans and meet with department staff to plan the event and reserve the park areas needed to support the event.
- VI.** One (1) month prior to the tentatively scheduled event, the organizer shall submit all required materials, permits, and fees to the Deputy Director of Recreation.
- VII.** Staff will review the materials, permits and fees and make a recommendation within five (5) business days to the City Manager on whether a special event permit should be approved or denied.
- VIII.** Final approval of a permit will not be issued until all materials, permits and fees have been successfully submitted and approved by the City Manager.