



In
Saint Paul

DEPARTMENT OF PARKS AND RECREATION

PARK PERMITS: 651-632-5111

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Effective January 4, 2016

THANK YOU FOR CHOOSING SAINT PAUL FOR YOUR WALK/RUN EVENT

NEW FOR 2016 – Walk/Run Participant Fee

1 – 500 \$0.50 per participant / 501 + \$1.00 per participant

Parks and Recreation staff will collect a final roster on the day of the event

Listed below is some information to help you plan:

- Permits are required for all organized walks/runs held on parkland.
- A permit fee schedule is available on our web site or upon request.
- Permit fee must be paid at the time the permit is issued.
- Permits are available to the public the first business day in January for the current calendar year.
NOTE: *Prior to the first business day in January when the public can reserve events, the Department reserves the right to book locations for special events and large public events.*
- A City of Saint Paul Police Department permit is required if a walk/run is held where the route is not completely within park boundaries, crosses or uses streets, or has more than 5,000 (estimated) participants.
NOTE: The Police permit is a separate permit and fee. Permits can be obtained by calling 651-266-5485.
- If the Department of Parks and Recreation determines that a walk/run is a special event or athletic competition the *special event guidelines and rate structure* will be used as determined by Parks staff.
- Tents/canopies and their locations must be reported to and approved by Parks and Recreation staff at least 7 business days prior to event. There is a site fee for all tents/canopies. Tents or canopies for walk/runs around Como Lake must not be placed near the Como Lakeside Pavilion. You will receive a map of the specific locations you may use when your permit is issued.
- Only one walk/run will be scheduled for a particular location and time.
- Use of amplified sound must follow the City Ordinances (Sec. 293.02). Permit holder must ensure they are able to monitor decibels of amplified sound and comply with the City Ordinances. NOTE: For more information on Noise Ordinances refer to our web site at www.stpaul.gov. Saint Paul Parks and Recreation Rules and Regulations: Chapter 3, Section 1: General Conduct, item c: The high volume use of loudspeakers, car stereos, boom boxes, compact disc players or other loud or amplified sound system is not allowed in and around parks, buildings or ball fields without appropriate permit or written permission from the Department Director.
- Exclusive use of the paths cannot be granted. The public always maintains access and use.
- It is the responsibility of the permit holder to ensure participants are informed and instructed to follow park rules and signage. Bike paths cannot be used by walk/run participants and vice versa. Permit holder is responsible for posting signage around course to clearly indicate this.
- Painting or marking the paths in anyway is not allowed. Use freestanding signs that can and will be removed immediately after your walk/run.
- Permit holder is responsible for all trash. We do not provide additional trash barrels, bags or pick-up.
- Liability insurance is required with the City of Saint Paul listed as an additional insured. A copy of this insurance policy, including event name, date and location must be submitted to the permit office no later than 15 business days prior to the event. Failure to do so could result in cancellation of your permit.
- Only water is allowed to be distributed at a walk/run unless you have received a food license from the State of Minnesota – Public Health (contact 651-201-4500 to obtain a license). A copy of the food license with a complete list of what you will be distributing must be sent to the permit office at least 15 business days prior to your event.
- All parking within the park system is on a first come, first served basis and cannot be reserved.

Thank you for your cooperation!