



Memorandum

To: Town Council
From: Ryan Gubler, Director of Parks and Recreation
Date: February 4, 2026
Re: Revisions to Park Rental Policy

Over the past several months, staff has recognized the need to include a parking provision in our existing park rental policies. This provision will lay out what parking is available to applicants who rent certain facilities. This will provide consistency and order for staff across multiple departments and will help users when planning events or functions at our park spaces.

A draft showing the proposed revisions (highlighted in red, section I) is available for council to view on the following pages. It is the recommendation from staff that the Town Council approve this new version of the park rental policies, including a new provision for parking.



Park Use and Event Policy

This policy outlines standards for the use and rental of the Town park facilities. It also establishes criteria for temporary uses on Town owned facilities.

General Policy

Town park facilities are provided for the use and enjoyment of Town residents, guests, and visitors. The Town desires to keep the park facilities open and available to the public as much as possible. The Town also desires to ensure park uses and users do not negatively impact the general public's access to or enjoyment of park facilities. The specific standards established in this policy are intended to help accomplish this general policy. Additionally, all use of park facilities must comply with the standards contained in Title 7, Chapter 6 of the Town Code.

Rental and Reservation Policy

The field and gazebo area are individual facilities that may be rented for events or gatherings pursuant to the standards set forth in paragraph A below. These park facilities may also be rented to host larger events, festivals, and commercial events in conjunction with the Town's Event and Temporary Uses standards in section 10-22-3 of the Town Code and pursuant to the standards set forth in paragraph B below. Other outdoor facilities such as the tennis/pickleball courts, volleyball pit and River Park are not available to rent and will remain open to the public on a first-come, first-served basis. The George A. Barker River Park may not be occupied in such a way as to preclude other people from using the park with the exception of Town hosted events.

- A. The following standards apply to rentals of park facilities for private events and public/non-profit events with attendance under 100:
 1. A rental fee is required for each facility being rented, which price is to be determined by the classification of the applicant (local vs. non-local) and the nature of the event. Information on rental prices can be found on the following table.

	Local	Non-Local
Public	No Rental Fee	No Rental Fee
Private	<p>\$50.00: 4-hour block \$100.00: 8-hour block \$150.00: All-day block (7:00 am to 10:00 pm)</p>	<p>\$200.00: 4-hour block \$300.00: 8-hour block \$400.00: All-day block (7:00 am to 10:00 pm)</p>
Commercial	<p>\$200.00: 4-hour block \$300.00: 8-hour block \$500.00: All-day block (7:00 am to 10:00 pm)</p>	<p>\$500.00: 4-hour block \$700.00: 8-hour block \$800.00: All-day block (7:00 am to 10:00 pm)</p>

2. A completed rental application and rental fee must be submitted to the Town before a reservation for park facilities can be secured.
3. Reservations are taken on a first-come, first-served basis.
4. Events may have up to 100 people. Events with more than 100 people will require the appropriate event permit required by section 10-22-3 of the Town Code and are subject to the standards in paragraph B below.
5. All temporary structures must be of an appropriate size (10' x 10' or smaller) and must be secured without the use of stakes driven into the ground.
6. Events with vendors (food trucks, etc.) and/or exhibitors will require a Large Outdoor Event Permit as outlined in section 10-22-3 of the Town Code, and are subject to the standards in Paragraph B below.
7. Any event that charges a fee for attendance is categorized as a commercial event.
8. No vehicles may be driven on the field or other non-paved areas at any time, including for set-up and take-down, unless otherwise permitted by the Parks and Recreation Director.
9. All vehicles must be parked in designated parking stalls or on Lion Blvd.
10. No alcohol or any other controlled substance may be consumed in any Town park facilities without appropriate authorization from the Town (see chapter 6, section 7-6-13).
11. The Town may reduce or waive rental rates in instances of partnerships with organizations that provide a direct benefit to the Town. These partnerships are on a case-by-case basis and are subject to approval by the Director of Parks and Recreation.

B. The standards set forth in paragraph A do not apply to festivals or events with more than 100 people. Such events must be permitted through the Town's Events and Temporary Uses procedure. The following standards apply to events permitted through the Temporary Use procedure:

1. A rental fee is required for each facility being rented, which price is to be determined by the classification of the applicant (local vs. non-local) and the nature of the event. Information on rental prices can be found on the table below and are on a per-day basis.

	Local	Non-Local
Public	No Rental Fee	No Rental Fee
Private	<p>\$100.00: 4-hour block \$200.00: 8-hour block \$400: All-day block (7:00 am to 10:00 pm)</p>	<p>\$400.00: 4-hour block \$600.00: 8-hour block \$800.00: All-day block (7:00 am to 10:00 pm)</p>
Commercial	<p>\$200.00: 4-hour block \$400.00: 8-hour block \$600.00: All-day block (7:00 am to 10:00 pm)</p>	<p>\$800.00: 4-hour block \$1,000.00: 8-hour block \$1,200.00: All-day block (7:00 am to 10:00 pm)</p>

2. Reservations are taken on a first-come, first-served basis, determined by the time a complete park rental application and associated fees have been submitted to the Town.
3. A rental application will not be considered complete until the appropriate event permit application and required permit application fee, pursuant to section 10-22-3 of the Town Code, have been submitted to the Community Development Department for review.
4. If the event will require police support for crowd control, traffic control, or general security, additional police coverage charge will be required. The Town fee schedule lists the rates for police coverage.
5. The Town Manager must approve any use of or connections to the Town's electric outlets to serve the event.
6. The event must provide a parking plan that demonstrates sufficient parking will be available for the event participants.
7. The event must provide temporary toilets, if either the nature of the event or the number of participants demands such.
8. A waste management plan must be submitted and approved by the Director of Parks and Recreation.
9. The Town may reduce or waive rental rates in instances of partnerships with organizations that provide a direct benefit to the Town. These partnerships are on a case-by-case basis and are subject to approval by the Director of Parks and Recreation.

C. Event organizers may reserve multiple park facilities. However, only one event requiring rental of park facilities may take place at park facilities at any given time. For example, if an event organizer reserves the gazebo, the field may not be rented or reserved for an unrelated event during the same time as the event at the gazebo.

D. Park facilities that are not rented will remain open and accessible to the community at large on a first- come, first-served basis. Events that reserve a park facility may not monopolize use of or

exclude other users from enjoying other park facilities that have not been rented. Event organizers that want to minimize potential for disturbance from other park users during their event are encouraged to rent multiple park facilities.

E. A damage deposit is required for all rentals of park facilities. The damage deposit is fully refundable one week after the event if no damage to park facilities has been done. All deposit refunds will be issued by check to the original applicant or appropriate organization. The damage deposit is \$150.00 for rentals of the gazebo and for small private parties (under 100 people) at the field. The damage deposit for rentals permitted under section 10-22-3 of the Town Code that use the field or Town Park is \$1,000.00.

F. The River Park is intended to stay open and accessible to the community at large during all regular park hours established by ordinance. The River Park may not be rented or reserved at any time with the exception of Town organized events. The Park is open to non-commercial, private events on a first-come, first-served basis. However, no single event may expressly or constructively exclude any other users or groups from enjoying and using the park facilities. No temporary structures may be erected in conjunction with any use of the River Park. No group or event may utilize park facilities beyond the extent necessary to accommodate the members of the group or event that are physically present to participate in the event.

G. Rentable park facilities may be reserved between the hours of **7:00 am** and **10:00 pm** all days of the week.

H. All rentals must comply with Town noise standards (see chapter 4-3B of Town Code).

I. Designated parking is available for all rentable park facilities. Rentals at the Town field are allotted 22 parking spaces at the rear of the Canyon Community Center (see map). Rentals at the gazebo area are allotted 9 parking spaces adjacent to the playground (see map). Parking in library patron parking is prohibited. All excess parking must pay for parking along Lion Blvd. Special exceptions to this rule may be made at the discretion of the Parks and Recreation Director.



Use Policy

All park users should respect the park facilities by keeping them neat, clean and in good repair. Park users should be courteous to other park users. In addition to regulations found in Title 7, Chapter 6 of the Town Code, all park users (including those who have rented park facilities and those who have not) shall abide by the following policies:

1. Park users shall clean up all trash and debris that their use of the park creates, which failure to do so may result in forfeiture of rental deposit
2. Park users shall leave park facilities in a neat, clean and tidy state, which failure to do so may result in forfeiture of rental deposit
3. Park users shall not make any changes or alterations to any park facilities. This includes changes to electrical outlets, breakers, other electrical devices at park, trees, structures, etc., which failure to do so may result in forfeiture of rental deposit
4. Park users must only use park areas between the hours of 6:00 am and 11:00 pm

Definitions

As used in this policy, these terms shall have the following meanings:

Field: The portion of the Town Park on the northeast side of Black's Canyon Wash which contains a grass open space.

Event, Commercial: An event which involves the collection of money for profit or fundraising, or which charges for goods and services, or to which an admission or entry fee is required for participation.

Event, Private: An event where the host has invited a limited number of participants to attend, and where the general public is excluded.

Event, Public/Non-profit: An event that is free and open to the public for the primary purpose of serving the local community.

Gazebo: The area of the Town Park to the north west of the Canyon Community Center, including the gazebo structure itself, picnic tables, patio area and barbecue. The gazebo does not include the playground, sand volleyball courts, tennis/pickleball courts, or community garden.

Local: Residents of Springdale, Rockville or Zion National Park. Local also includes Springdale property owners, owners of business in Springdale, and employees of business in Springdale (employees must work an average of 20 hours per week/ 1040 hours per year).

River Park: The George A Barker River Park and Marge Bonner Dog Park, including all picnic areas, barbeques, trails, and restroom facilities.

Temporary Structure: Anything that requires location on the ground and is intended to remain in

the park for a limited period not exceeding one week. Examples include: tents, awnings, shade canopies, stages, vendor booths, moveable bleachers, recreation and play structures, etc.

Town Park: The park area surrounding the Canyon Community Center and including the gazebo, picnic areas, tennis/pickleball courts, volleyball courts, playground, field, and other associated areas.