

Failure to follow these guidelines or any other applicable City regulation or condition of approval may result in revocation of the event permit at any time. Additionally, the applicant may be held financially responsible for trail damages and damage to trail amenities, including but not limited to signs, restrooms, trailheads, benches, and parking facilities.

General Guidelines

Special Event ‘Trail’ Use Permit on Park City Trails System

1. **Location.** ‘Trails’ shall include pathways or backcountry trails specifically referenced in Exhibit A. (Exhibit A)
 1. **Allowable Limits.** In addition to the regulatory criteria in Title 4, Chapter 8 of the Municipal Code and compliance with any applicable deed restrictions, the City reserves the right to deny or amend any event based on maintaining public access to the trails system and the impact of any event on the system or the public, due to number of events, nature of the event, proposed location and/or trail conditions.
2. **Trail Event Defined.** Activities may be classified as a ‘Trail’ event if their duration is one (1) hour or more, is publicly advertised, has a set course located on the City trails system, has an estimated participation of 30 people or more or a fee is charged for participation.
3. **Trail Use Fees and Deposits.** All Park City Special Events require a permit application fee. An additional trail use fee is required for the use of the trails regulated by PCMC. (Exhibit A)
 - 1) Trail Event Deposits may be considered once an application is considered complete and approval has been provided by the City.
 - 2) Trail Event Fees may be collected prior or post event.

NOTE: Public trails *will not* be closed for events unless a safety concern is present. Production and placement of cautionary signage and public notification may be required of the event promoter.

4. **Permit Deadlines.** Applications may not be made more than one (1) calendar year prior to the application’s event date. Special Events that propose to use the Park City trail system must submit a ‘complete’ application, not less than ninety (90) days prior to the event date. All applicable information required by

the PCMC Special Events application, as well as, information pertinent to a ‘Trail’ event, must be included for an application to be considered ‘complete’.

- a. **Approval.** The Economic Development Manager or their designee must approve all proposed ‘Trail’ events that use the Park City trail system. Applicants may appeal a negative approval to the Economic Development Manager and if applicable to City Council. If there is a special circumstance that arises with respect to dates, number of allotted events on any given trail, fees charged by City or an exception to trails approved for event use as part of the special events policy and permit, a request may be submitted to the Special Events Staff for consideration.
 - b. **Review Process.** The City may make the following prioritized considerations prior to approval of a ‘trail’ event:
 - i. Is the event applicant located within Summit County and supports a community service? (local non-profit)
 - ii. Is an event of similar nature already approved within the event calendar?
 - iii. Does the event provide an opportunity to showcase Park City as a ‘World Class Destination’ and promote visitor nights?
 - c. **Safety and Emergency Medical Plan.** A safety and emergency medical plan may be submitted as part of any trail event application. All necessary permits must be obtained from the appropriate emergency service providers. At the recommendation of the Park City Fire District, the City may mandate that EMS personnel and an ambulance be on site at the time of the event. This will be determined by the nature and size of the activity.
5. **Right to Deny.** Applications that fail to meet the above requirements may not be processed. The City reserves the right to turn down an application based on past performance of an event including but not limited to failure to follow the rules and regulations pertaining to the policies set forth in the special events application.
6. **Letters of Permission.** The applicant must obtain a Letter of Permission from each property owner impacted by the event before an event may be approved. Larger landowners within or adjacent to Park City include but are not limited to:
- Deer Valley Resort
 - Park City Mountain Resort
 - Deer Crest
 - Talisker Corporation

7. Notification of an event

Notification of an event may be required to be posted at trailheads and other important intersections or public outreach opportunities, as determined by the Economic Development Manager or their designee, two (2) weeks prior to an event. All other reasonable attempts to notify the public of a trail event are encouraged. Notification plan will be subject to City approval.

8. Special Event ‘Debrief’ meeting. All trail events may be asked to participate in a post event ‘debrief’ meeting with City Staff. All meetings shall be scheduled prior to the event taking place and may be scheduled no later than five (5) days after the event date. Applicants who fail to participate in the ‘debrief’ may forfeit their trail event deposit. Applicants may be required to provide a full synopsis of the event including number of participants, event demographics, marketing and all invoices associated with items required by the City as part of the event application (i.e. temporary restrooms, EMS support).

9. Multi-Jurisdictional Event. Events that propose to use multiple entities will be required to submit applications within each jurisdiction and receive approvals from each entity prior to holding an event. If an event proposes to use the Park City and Snyderville Basin Special Recreation District Trails, fees and deposit may be split between the two entities based on the percentage of use in each jurisdiction.

10. Cancellations. In the event of extreme weather, trail conditions, health, safety or welfare concerns or other scheduling conflict due to unforeseen circumstances, the City reserves the right to cancel an event at any time.

Regulations

- a. Hours of Use. Trails are open for use only during daylight hours, unless otherwise approved by City officials.
- b. Supervision. All persons associated with the event shall be supervised by the promoter or designee, at all times.
- c. Conduct. No person shall engage in fighting, threatening or indecent conduct or use of any abusive, threatening, profane or indecent language while using City trails and amenities. Anyone violating this regulation will be asked to leave the property immediately.
- d. Trail modifications and course markings. Any physical modifications to the trail(s) must first be approved by the Trails Coordinator. Event promoters

must submit type and application of any course markings as part of the application process. **Permanent course markings are prohibited.**

- e. Damage and Clean up. The applicant shall require that all persons it is responsible for (participants, volunteers, spectators, and others) use the trails in a safe and responsible manner. The applicant shall be liable for any damage resulting to the trails, including signs, restrooms, benches and other improvements adjacent to the trails by either the applicant or the persons it is responsible for. All trash shall be collected, packed out, and disposed of properly immediately following the event. All course markings and event notification signs must be removed within 48 hours of the completion of the event. If any markings are not removed to the satisfaction of the Trails Coordinator, the event promoter will be charged \$30/hr fee, minimum eight hour timeframe, to remove the markings. These charges will be taken from the application deposit.
- f. Sponsorship. The applicant shall not represent or imply that the City in any way sponsors, supports, or endorses the activity for which the trails are to be used without the express written consent of Park City Municipal Corporation.
- g. Pets. Dogs must be leashed and under the control of the owner at all times.
- h. Noise. The permit does not grant permission to amplify sound or music Noise is regulated within the Park City Land Management Code, Section 6, Chapter 3.
- i. Lost and Found. The City is not responsible for personal property that is lost or stolen.

Terms and Conditions

1. Applicant shall be solely responsible for loss or damage to property or injury or death of any person or persons arising out of, or connected in any way with the use of City trails.
2. Applicant accepts the condition of the trails prior to and for the duration of the event and hereby agrees to indemnify and hold harmless Park City Municipal Corporation, its directors, officers, agents, employees and representatives from and against any and all claims, damage, loss, expense, injury or death and from all causes of action or causes of suit arising out of or connected directly or indirectly with the use of the facilities by the applicant.
3. Applicant shall reimburse the City for all damages to the facilities and/or property resulting from such use other than ordinary wear and depreciation.
4. Applicant agrees to conform to all rules and regulations of the City regarding this permit application.
5. Applicant shall provide adequate supervision and shall be responsible for improper conduct of the volunteers, employees and participants during the event.

6. Applicant agrees that the use of the facilities and this permit shall be revocable by Park City Municipal Corporation at any time.

I agree to the terms as set forth above

Signature _____

Date _____

Exhibit B

Special Event Trail Use Fees and Deposits

(All trail use fees and deposits must be paid in full two (2) weeks prior to an event being sanctioned. Event dates and venues may be secured once an application is considered complete)

Fees and Deposits associated with special events that propose to use the Park City Trail System are documented below. Trail use fees cover the general maintenance of trails per the wear and tear associated with an event type. Fees are based on the applicant's organizational identification (for profit or not for profit), whether they are based within Summit County or outside Summit County, a percentage of the general trail maintenance cost per mile (\$150), number of participants and nature of the event. Any event that does not fit directly into the fee and deposit schedule below shall be governed by the City.

Use (%) X (general trail maintenance per mile (\$150) X number of participants = Trail Use Fee

Events may be subject to other fees (barricades, police, etc.) if determined by the Special Events Department.

Deposits shall cover any damage or issues outside of the general wear and tear of the trail system. This would include, but not limited to, damage to facilities or infrastructure, removal of course markings, as well as, cleaning or trash removal. The PCMC Trails Coordinator reserves the right to decide if any item/issue is outside of the 'general trail' maintenance standards. If needed, trail repair and clean up will be completed to the satisfaction of the Trails Coordinator. The event promoter will be charged \$35/hr fee, minimum eight hour timeframe for these services. These charges may be taken from the applications deposit if collected. Deposits, if collected, shall be refunded to promoter during the 'Event Debrief Meeting' if no issues arise, or within 30 days of the event date.

Applicants may request City Council to waive any fees associated with an event; however, deposits are non negotiable. City Council reserves the right to deny or grant any waiver requests, for any reasons they deem appropriate.

Event Participation ‘Caps’

Event participation numbers may be ‘capped’ at the following unless approval from City Council is provided.

Running/Snowshoeing	500
Biking	350
Triathlon	350
Cross Country Skiing	350
OTHER	TBD

If Council approves additional participation above a capped quota of participants, add \$2/participant in addition to fees provided below.

Trail Use Fee and Deposit Schedule

ACTIVITY	NUMBERS	LOCAL NON-PROFIT	OUT OF AREA NON-PROFIT	LOCAL PROFIT	OUT OF AREA PROFIT	DEPOSIT
Mountain Biking	30-350	1% x \$150 x number of participants	2% x \$150 x number of participants	1.5% x \$150 x number of participants	3% x \$150 x number of participants	TBD
Cross Country Skiing*	30-350	.5% x \$150 x number of participants	1% x \$150 x number of participants	1% x \$150 x number of participants	1.5% x \$150 x number of participants	TBD
Triathlon*	30-350	1.5% x \$150 x number of participants	2.5% x \$150 x number of participants	2% x \$150 x number of participants	3.5% x \$150 x number of participants	TBD
Running/Walking/Snowshoe*	30-500	.5% x \$150 x number of participants	1% x \$150 x number of participants	1% x \$150 x number of participants	1.5% x \$150 x number of participants	TBD
Other (Events that may propose significant impacts to the system)	TBD	TBD	TBD	TBD	TBD	TBD

*All winter events that propose to use the winter trails system may be subject to a grooming fees of \$30/hr. This fee may include pre-event preparation of the trails and post event maintenance of the trails.

Exhibit A

