

PARK USE PERMIT 2026 APPLICATION CHECK LIST

Your application will not be accepted until all items on the checklist are submitted as a package.
For seasonal scheduling, requests should be submitted by:
Spring 3/1, Summer 5/1, Fall 8/1, and Winter 12/1.

- ☐ A complete **Park Use Permit** Agreement
- ☐ Deposit Fee of \$ 100.00.
Deposit Fee of \$ 400.00 required in using a tent or canopy.
- ☐ Required Fee;
- ☐ \$71.25 per day for groups 100 or less in addition to other applicable fees.
- ☐ \$119.00 per day for groups 101 - 500 in addition to other applicable fees.
- ☐ \$238.00 per day for groups 501 – 1000 in addition to other applicable fees.
- ☐ Fee increases incrementally \$119 for each 500 people added to group size.
- ☐ Two checks must be submitted, one for deposit and the other for fee.
(The deposit check will be returned to you if all conditions of the agreement are met.)
- ☐ Visa, Discover or MasterCard can be used for both fees and deposit. Deposit will be credited back to credit card after the event.

For questions or to return your form, please email:

parksreservations@ci.missoula.mt.us

Thanks for your cooperation!

2026 PARK USE PERMIT AGREEMENT

Missoula Parks and Recreation, 600 Cregg Lane, Missoula MT 59801 (406) 552-6657 or 721-PARK Fax (406) 552-6275

In consideration of the covenants herein expressed, the City of Missoula Parks and Recreation Department hereinafter called the "City", does hereby grant permission to organization/individual below hereinafter called "Permit Holder":

Name of Organization _____ Organization Representative _____

Address: _____

City: _____ State _____ Zip _____

Phone: _____ E-Mail Address: _____

2nd Contact Person: _____ Phone: _____

Event Name: _____

Expected # of Participants: _____

Name of Park: _____

Specified Area in Park: _____

Use Date: From _____ To _____. Time of Use: From _____ To _____

Special Requirements: _____

CHECK LIST: (Please send separate checks for Fee & Deposit)

- ☐ \$71.25 fee – group less than 100 people
- ☐ \$119.00 fee – groups 101- 500 people
- ☐ \$238.00 fee – groups 501 - 1000 people
- ☐ Fee Increases in increments of \$119.00 for each additional 500 people in the event.

- ☐ Copy of Park Use Permit Agreement Terms and Conditions to Permit Holder
- ☐ Alcohol being served by caterer with cabaret license, provide copy of permit/license
- ☐ Answer all Questions on the next page!

The Park Use Permit constitutes the entire agreement between the parties hereto.

Missoula Parks and Recreation Approval BY: _____

The parties have hereunto executed this document _____, 2026.

The PERMIT HOLDER has received and Agrees to the Special Use Permit Terms and Conditions.

Organization Representative Signature: _____

Name (Printed): _____ Title: _____

☐ Please list **ALL** equipment you will be using – tent, canopy, toys, generators, etc.

NO MOTORIZED VEHICLES WILL BE ALLOWED TO OPERATE IN PARKS, or on trails per City of Missoula Ordinance Section 3, 12.40.020 Parks, Trails, Conservation Lands – operation and parking of motorized vehicles. For events wishing to access parks by motor vehicle can submit a Vehicle Permit for Park/Conservation Lands Access Application for consideration and park access authorization.

TENTS OR CANOPIES can only be erected in designated sites in community parks (Fort Missoula, McCormick, Playfair, (Bonner is the exception). Prior to release of the deposit after the event, irrigation lines near the canopy and/or tent sites will be inspected for damage within 5 working days.

DRONES: Pilot must follow all applicable FAA regulations, and the flight must not interfere with the safety and security of park patrons and events. Drone use in Community Parks only: Fort Missoula Regional Park, McCormick, Silver, and certain areas in Playfair Park.

- UAV must weigh less than 55 lbs.
- Operator must have FAA remote pilot certificate with a small UAS rating
- Visual line-of-sight only with UAV
- Fly over any person not directly involved in the operation of the drone is prohibited.
- Can only be flown during the daylight hours.

IRRIGATION LINES AND DESIGNATED SITES ARE NOT CLEARLY MARKED, PERMIT HOLDERS ERECTING CANOPIES OR TENTS DO SO AT THEIR OWN RISK AND WILL BE HELD LIABLE FOR DAMAGES. STAKING OF TENTS, CANOPIES, ETC. IS NOT PERMITTED. WEIGHTS MAY BE USED IF APPROVED BY DEVELOPED PARKS AND TRAILS ASSOCIATE DIRECTOR OR THEIR DESIGNEE.

Please attach any additionally required permits to your Park Use Permit:

ITEM	PERMIT REQUIRED
<input type="checkbox"/> Inviting the Public/ Charging Admission?	Parks & Recreation Special Use Permit
<input type="checkbox"/> Selling Concessions/ Items of any kind	Parks & Recreation Concessions Permit
<input type="checkbox"/> Will there be Alcohol at event?	Parks & Recreation Alcohol Permit
<input type="checkbox"/> Are you planning to amplify sound?	Parks & Recreation Amplification Permit only available in community parks: (Playfair, Fort Missoula, McCormick, Bonner)
<input type="checkbox"/> If portable toilet rental is needed it is the responsibility of the event organizer	
<input type="checkbox"/> Adequate trash receptacles for number of participants.	

Please note:

- Permit Holder must remove all trash from the facility to prevent forfeiture of the deposit.
- Electrical access is available at Silver Shelter, Silver Pavilion, Fort Missoula Regional Park Shelters, Bonner Park, Bonner Band Shell, 44 Ranch Shelter, Lafray Shelter, MRL Park Shelter, Pineview Shelter, and Rose Memorial Park.
- There is no water access available at any park, except drinking fountains.
- If Permit Holder is renting the Bonner Bandshell, they must pick the key up 24 hours in advance, or on Friday if a weekend rental.

- **Permit Holders using the TRAILS may NOT use SPRAY PAINT or SPRAY CHALK** on park grounds or facilities for runs or any other event purposes. **Use of spray paint or spray chalk will result in the loss of deposit.** If deposit will not cover the direct cost of removal of paint or chalk the organization or individual Permit Holder will be invoiced for the actual cost of clean-up.
- **IF CONCERNS ARISE AFTER REGULAR BUSINESS HOURS CALL (406) 552-6229 AND SPEAK WITH THE MANAGER ON CALL.**
- **Bounce House Requirement:** It has been determined by the Montana Municipal Interlocal Authority (MMIA) that there is considerable risk associated with inflatable structures including bounce houses. Any group wishing to use these structures will be required to complete an INFLATABLE STRUCTURES – USER AGREEMENT. In addition, User will agree to contract with only those vendors who have completed an INFLATABLE STRUCTURES – VENDOR AGREEMENT with the City of Missoula Parks and Recreation, which includes required insurance per MMIA recommendations.

Park Use Permit Agreement Terms and Conditions:

Organization/Organization Representative referred to as PERMIT HOLDER in Terms & Conditions.

1. Missoula Parks and Recreation will not issue an assurance of a Park Use Permit without required documentation.
2. The PERMIT HOLDER hereby indemnifies and holds the City of Missoula harmless of and free from any and all loss, damage or injury to any person or persons, whomsoever, or property, arising from any cause or for any reason whatsoever in or about the described facilities; and the PERMIT HOLDER further agrees to waive all claims against the City on account of any loss, damage or injury from whatever cause which may occur to it and its property in the use and occupancy of said described premises, the giving of this waiver being one of the considerations upon which this Special Use Permit is granted.
3. The Parks and Recreation Department will provide guidelines for user's special needs on a case-by-case basis. Electricity is available at Bonner band shell for 2 hours per day. Users must provide all their own equipment. The Parks and Recreation Department is not responsible for losses due to electrical failures or weather conditions beyond our control.
4. The PERMIT HOLDER shall not assign or transfer this Park Use Permit or sublet any portion thereof without the written consent of the City of Missoula.
5. The PERMIT HOLDER, either as an individual or on behalf of a group or organization, hereby agrees that this permit shall not be used in any manner that would discriminate against any person or persons on the basis of race, ancestry, color, physical or mental disability, religion, national origin, sex, age, marital or familial status, creed, ex-offender status, physical condition, political belief, public assistance status or sexual orientation, gender identity or expression.
6. Alcohol cannot be sold or distributed to the general public under the terms of this agreement.
7. An individual or organization who allows alcohol to be consumed by participants may be held responsible for death, personal injuries, medical bills, and any damages that may occur as a result of allowing alcohol consumption at their event.
8. The PERMIT HOLDER is responsible for picking up all garbage generated from the event and when specified on your permit to remove excess from site. Events at Fort Missoula Regional Park, Playfair Park, McCormick Park are required to comply with City ZERO-by Fifty policy to recycle aluminum and plastic

bottles. Plan must be submitted as part of the Permit packet.

9. The PERMIT HOLDER will be responsible for any and all damages that occur to Parks and Recreation facilities due to PERMIT HOLDER negligence or willful action.
10. The Missoula Parks and Rec. Dept. shall have the right to terminate Park Use Permits if it is determined the PERMIT HOLDER is not acting in the best interest of the general public or the City of Missoula.
11. The PERMIT HOLDER shall pay a damage/security deposit of \$100 or \$400 if using a tent or canopy at the time the agreement is signed. This deposit fee will be released after the event if all requirements of the agreement are met. Prior to release of a deposit for groups choosing to erect a tent or canopy, the MP&R will not release the damage deposit until irrigation lines near the canopy and/or tent sites have been inspected for damage. Inspection time will normally be within 5 working days.
NOTE: Irrigation lines and designated sites are not clearly marked, users erecting canopies or tents do so at their own risk and will be held liable for all damages.
12. *No refunds will be issued for Park Use Permits.*
12. Deposit Checks not picked up by November 1 will be destroyed.
13. The Parks and Recreation Department reserves the right to allow more than one Park Use Permit at a facility, park, or on conservation lands.
14. PERMIT HOLDER agrees that the City of Missoula and/or its designated representatives may enter the facilities or area as described herein at all reasonable times to make inspection in conformity with this Park Use Permit Agreement.
15. PERMIT HOLDER agrees to abide by FAA regulations regarding the prohibition of drones for recreational operations in Class B airspace around most major airports without specific air traffic permission and coordination. This pertains to most city parks including Fort Missoula Regional Park.