

# City of Bellaire

## Parks, Recreation, & Facilities

### **5K/FUN-RUN POLICY**

**To facilitate the smooth operation of 5K's and other races in the City of Bellaire, the following rules and procedures have been established:**

- **Permit Requirements**
  - A Special Event Permit and a Parade Permit are required to host an event. Permit applications can be found on the City of Bellaire's website at [www.bellairetx.gov](http://www.bellairetx.gov).
  - Permits will only be approved for non-profit organizations that have followed and met all requirements determined by the City of Bellaire.
  - Permits will not be issued less than 30 days from the scheduled event date.
- **Race Requirements**
  - Events must not be held within eight weeks of another race.
  - All races must use the approved City of Bellaire 5K route.
  - Events shall have no more than 2,000 participants registered, including participants who register on the day of the event.
  - Event organizers must provide a detailed security plan approved by the Bellaire Police Department.
  - Event organizers will be responsible for providing barricades, security, EMS, and any other requirements deemed necessary by the City of Bellaire at the organizer's expense.
  - The City of Bellaire has final authority over event restroom requirements and may require that the renter has a minimum number of restrooms for the duration of the event. Event organizers will be responsible for providing an adequate number of bathrooms, determined by the City of Bellaire's Restroom Policy for Events, at the organizer's expense.

#### **City of Bellaire Restroom Policy for Events**

<b>People Attending</b>	<b>1 hr.</b>	<b>2 hrs.</b>	<b>3 hrs.</b>	<b>4 hrs.</b>	<b>5 hrs.</b>	<b>6 hrs.</b>	<b>7 hrs.</b>	<b>8 hrs.</b>	<b>9 hrs.</b>	<b>10 hrs.</b>
1-50	1	1	1	1	2	2	2	2	2	2
50-100	2	2	2	2	2	3	3	3	3	3
100-250	3	3	3	3	4	4	4	6	6	6
250-500	4	4	4	4	6	6	8	8	8	8
500-2000	4	5	6	7	7	8	8	8	9	9

*Minimum of 1 restroom must be an ADA restroom.*

- **Reservation Requirements**
  - The Great Lawn must be reserved in conjunction with any 5K or fun-run. Rental fees are available on the City of Bellaire website at [www.bellairetx.gov](http://www.bellairetx.gov).
  - Renter must be at least 21 years of age.

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- Reservation times must be inclusive of equipment drop-off, pick-up, set-up, and clean-up. Storage of supplies or deliveries to the site outside of reservation times is not permitted. If the permit holder is setting up, hosting, or cleaning their rental before or after the reservation time, the permit holder will be charged a full-hour rental rate for the space.
- Renters must abide by the City Code of Ordinances. A violation of any City codes or ordinances will result in the cancellation and void of all rental agreements and/or permits.
- Programs and services conducted or approved by the City of Bellaire have priority.
- Please see full rental policies, which are available on the City of Bellaire website at [www.bellairetx.gov](http://www.bellairetx.gov).
- **Public Notification**
  - All events will require a public notification plan. Plan may include, but is not limited to:
    - Notifying affected Bellaire businesses and residents of event and street closures at least two weeks in advance of the event
    - Sending an approved letter on official letterhead with a map of the event route to every business and Resident within a two-block radius of the street closure.
    - Fulfilling any additional requirements deemed necessary in the City's Event Communication Plan or by the Community Relations Administrator.
- **Amplified Sound/Noise**
  - The City of Bellaire [Ordinance No. 23-062](#) prohibits excessive noise during specified hours.
- **Cancelation:**
  - The City of Bellaire may cancel or modify a rental agreement or move a rental, in whole or in part, if the premises are required for official use or if there has been a change in the condition of the premises or weather-related circumstances that would make them unsafe for use.
  - Upon notification of cancellation or modification to the renter, the City will refund fees paid but has no further responsibility to the renter for any damage or losses resulting from said cancellation.
  - The renter, upon written notice to the Bellaire Parks and Recreation Department, may cancel this rental agreement seven business days ahead of the scheduled time for a full refund.
- **City May Refuse**
  - The City reserves the right to refuse the use of any part of its community buildings, rooms, or facilities to any person, group, club, organization, or entity for any of the following reasons:
    - The agreement (including any required attachments and submissions) is not fully completed and executed within 28 days prior to the event.

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- The applicant has not tendered the required fee or deposit with the application or has not tendered any other required agreements or certificate of insurance.
- The agreement contains a material falsehood or misrepresentation.
- The applicant or the person on whose behalf the agreement is sought has, on prior occasions, damaged municipal property and has not paid in full for such damage or has other outstanding and unpaid debts to the City.
- The applicant has demonstrated a history of unwillingness or inability to follow City policies and/or ordinances.
- The use or activity intended by the applicant would conflict with previously planned programs organized and conducted by the City and previously scheduled for the same time and place.
- The proposed use or activity is prohibited by or inconsistent with the classifications and uses of the buildings or parts thereof designated.
- The use or activity intended by the applicant would present an unreasonable danger to the health or safety of the applicant or other users of the building, the City, or the public.
- The applicant has not complied or cannot comply with applicable licensure requirements, ordinances, or regulations of the City concerning the sale or offering for sale of any goods or services, and/or the use or activity intended by the applicant is prohibited by law, by this Code or other ordinances.
- If the applicant has any outstanding debts owed to the City of Bellaire, all debts will need to be resolved prior to the final payment for the requested rental.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name: \_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_