

1 WHAT IS COMMERCIAL USE OF PARK PROPERTY?

As per the City of Raleigh Ordinance 2015-415, commercial use is defined as *any activity conducted for pecuniary or commercial gain including private lessons, classes, or group activities where the lesson, class, or activity has a fee or other monetary barrier to entry. "Commercial use" also includes any lesson, class, or commercial activities taking place on park system property that is associated with any trade, occupation, profession, business, or franchise. "Commercial use" does not include activities conducted on the City's behalf or in conjunction with the City.* Examples of commercial activity may include but are not limited to boot camps, running clubs, and workout groups.

2 WHY DO I NEED A PERMIT?

City of Raleigh Ordinance 2015-415, Section 9-2023 states that *"Commercial use of any park system property is unlawful without first obtaining a permit from the City authorizing the use or entering into a rental contract or booking agreement with the City authorizing use of a specific facility."*

"A commercial use permit does not grant exclusive use of space. A permit provides the permit holder a license for the activity in the designated areas and is revocable at will. The permit holder and participants must share the designated areas with other users and cannot block public access."

3 WHAT ACTIVITIES ARE AUTHORIZED UNDER A COMMERCIAL USE PERMIT?

City of Raleigh Ordinance 2015-415, Section 9-2023(c) states that activities (1) must be recreational in nature, (2) will not restrict or impede access for the general public, (3) must not conflict with recreational programming offered by the City, (4) will not pose a safety risk to persons or property, and (5) will not create an undue burden on the park system property in use. Examples of authorized activities may include but are not limited to fitness camps and courses, on-leash dog obedience courses and recreational group meetings.

4 WHAT ACTIVITIES ARE NOT AUTHORIZED UNDER A COMMERCIAL USE PERMIT?

Any activities that violate the provisions set forth in Question #3 are not authorized activities under a commercial use permit. Examples of unauthorized activities may include but are not limited to off-leash dog obedience courses, mobile vehicle detailing, swim lessons, tennis lessons, etc.

5 DOES MY PERMIT GIVE ME EXCLUSIVE USE OF THE PARK PROPERTY?

No, it does not. City of Raleigh Ordinance 2015-415, Section 9-2023 states that *"A commercial use permit does not grant exclusive use of space. A permit provides the permit holder a license for the activity in the designated areas and is revocable at will. The permit holder and participants must share the designated areas with other users and cannot block public access."*

6 WHAT IS THE PERMIT COST AND HOW LONG IS IT VALID?

Permits are \$25 and are valid for up to one calendar year.

7 WHEN ARE APPLICATIONS ACCEPTED FOR COMMERCIAL USE PERMITS?

| For Permits from: | Submit Application by: | For Permits from: | Submit Application by: |
|-------------------------|------------------------|-------------------------|------------------------|
| January 1 – December 31 | December 15 | July 1 – December 31 | June 15 |
| April 1 – December 31 | March 15 | October 1 – December 31 | September 15 |

There is no proration of fees for applications submitted for less than a calendar year of permit use.

8 WHAT INFORMATION MUST I PROVIDE WITH MY APPLICATION FOR A PERMIT?

Permit holders must submit a completed application, the \$25 permit application fee and a certificate of insurance (COI).

9 WHAT IS A CERTIFICATE OF INSURANCE (COI) AND WHAT ARE THE REQUIREMENTS?

A Certificate of Insurance is a document that proves that the applicant has Comprehensive General Liability insurance to cover any liability claims, whether personal or damage, which may occur during use of the park property. The City of Raleigh must be named an additional insured on the policy, and the policy must meet the limits specified in the Hold Harmless Agreement of the Commercial Use of Park Property application.

10 WHAT ARE THE CONDITIONS OF RENEWAL OF A COMMERCIAL USE PERMIT?

On a quarterly basis, permit holders must complete and submit the Quarterly Commercial Use of Park Property Report, along with indemnity agreements, participant releases and waivers of liability.

11 WHO DO I CONTACT FOR MORE INFORMATION ON COMMERCIAL USE OF PARK PROPERTY?

Please contact the Parks, Recreation and Cultural Resources office at [919-996-3285](tel:919-996-3285).

