



• SPECIAL EVENTS SECTION •

EVENT PLANNING GUIDE

Recreation and Parks Special Events • PO Box 90775 • Henrico VA 23273-0775

804-501-7275 • rec-events@henrico.us • henrico.us/rec

• SPECIAL EVENTS SECTION •

Thank you for your interest in holding an event in Henrico County! We look forward to working with you to ensure that your event is safe and successful.

A permit is required to hold outdoor events such as festivals, runs, walks, or parades on park property. Information and applications in this packet pertain to the most common types of events. Events may be held during regular park hours. Parks are open daily from dawn to dusk year-round.

Recreation and Parks employs a full-time staff of professional event management specialists to guide you through the event planning process. Because every event is unique, it is important that you consult with the Special Events Section as soon as your plan starts developing. Large and/or new events need more time to plan than smaller, seasoned events.

The goal of the Special Events Section is to help make the coordination of your park event in Henrico County as easy as possible. Contact us early in your planning process so we can guide you from the start!

Recreation and Parks
Special Events

PO Box 90775
Henrico VA 23273-0775

804-501-7275
rec-events@henrico.us

All the documents in this guide can be found online at henrico.us/rec.

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SPECIAL EVENTS SECTION STAFF

Recreation and Parks employs a full-time staff of professional event management specialists to guide you through the process of planning your event. For general inquiries, e-mail rec-events@henrico.us or call 804-501-7275.

Heather Grubb, Special Events Section Manager

gru022@henrico.us

804-652-1422

Ben Fairbanks, Event Management Specialist

fai010@henrico.us

804-501-7489

APPLICATION CHECKLIST

Please use the checklist below and the next section to determine your due date for each item.

TASK	DEADLINE	DUE DATE
Submit application: <ul style="list-style-type: none">• Minor Park Event• Major Park Event	<ul style="list-style-type: none">• 30 days in advance• 90 days in advance	
Submit supporting documentation: <ul style="list-style-type: none">• Certificate of Insurance• Equipment Use Agreement	<ul style="list-style-type: none">• 30 days in advance	
Application Review Meeting: <ul style="list-style-type: none">• Minor Park Event• Major Park Event	<ul style="list-style-type: none">• not required• 80 days in advance	
Site Walk-Through	<ul style="list-style-type: none">• 14 days in advance	
After-Action Meeting	<ul style="list-style-type: none">• no more than 21 days after event	

SCOPE OF EVENTS & REQUIREMENTS

Recreation and Parks has over 55 developed parks, 28 miles of trails, and a variety of other open spaces you can reserve during regular park hours for events like community/cultural festivals, concerts, farmers markets, and races/walks. Parks are open daily from dawn to dusk year-round.

An approved permit is required to hold events on park property. Your organization and all event staff, volunteers, and attendees must abide by all rules and regulations as set forth by Henrico County in Chapter 14, §14-31 through §14-52 of the [County Code](#).

The permit application is available online at henrico.us/rec. The application requires supporting documentation such as insurance information, event plans, and more. The earlier you submit your application, the better. Applications may be submitted up to one year prior to your planned event.

Please review the information below to determine the specific requirements for your event. For assistance, please contact the Special Events Section.

Minor Park Event (if any *one* of the following criteria is met):

- Event attendance will not exceed 100 people.
- Tents no larger than 10'x10' will be used.
- No invitations will be issued to the general public.

Requirements:

- 30 days in advance: submit application and supporting documentation
- 14 days in advance: Site Walk-Through
- Post-event: After-Action Meeting

Major Park Event (if any *one* of the following criteria is met):

- The event is intended for attendance by the general public.
- The event will include vending/concessionaire/commercial activities.
- The event requires exclusive use of the site.
- The event will impact public usage of the site.
- Event attendance will exceed 100 people.
- The event includes at least one of the following:
 - Inflatable attractions (bounce houses)
 - Entertainment/Electricity/Sound system
 - Minor equipment (tents, canopies, stages, barricades, etc.)

Requirements:

- 90 days in advance: submit application
- At least 80 days in advance: Application Review Meeting (ARM) with the Special Events Section
- 30 days in advance: submit supporting documentation
- 14 days in advance: Site Walk-Through
- Post-event: After-Action Meeting

Site Walk-Through: A walk-through is required for any event to be held on park property. During the walk-through, you can confirm the details of your event layout. The Special Events Section will answer questions and advise on/assist with event layout decisions.

Site walk-throughs should be completed at least 14 days in advance.

Application Review Meeting (ARM): An Application Review Meeting is mandatory for all Major Park Events and must be held at least 80 days prior to the event. The purpose of the ARM is to review the comprehensiveness of your application, including dates, timelines, and plans.

RESPONSIBILITIES & ITEMS TO NOTE

Event Organizer/Permit Holder is responsible for planning and managing all aspects of the event, including control and supervision of event participants.

Event Organizer/Permit Holder will be given parking capacities for the event location prior to the event. Event Organizer/Permit Holder agrees to manage parking to ensure that vehicle numbers stay below location capacities.

Failure to abide by Henrico County Code, rules, regulations, policies, or guidelines may result in immediate event cancellation and/or financial penalties.

The County reserves the right to cancel any event due to inclement weather after considering participant safety and potential damage to facilities or if there is a concern for public safety.

In the event of lightning, Event Organizer/Permit Holder shall cease event activity until there has been no additional lightning for thirty (30) minutes.

Force Majeure – Neither party shall be liable for any delays or failures in performance if circumstances beyond their control arise, making event inadvisable, impracticable, illegal, or impossible.

INSURANCE REQUIREMENTS

Liability insurance is required for all park events. Additional insurance may be required, depending on the organization and type of activities planned, as described below.

- Commercial General Liability Coverage: \$1,000,000 combined single limit, \$2,000,000 general aggregate, to include products and completed operations, bodily injury, property damage, and contractual liability. The policy shall be endorsed to name the County of Henrico and Henrico County Public Schools (only applicable if using facilities on school property), as an additional insured.
- Umbrella/Excess Liability Coverage: \$1,000,000 per occurrence and in the aggregate. Such coverage shall provide substantially the same coverage as the underlying commercial general liability coverage, including adding the County of Henrico and Henrico County Public Schools (only applicable if using facilities on school property), as an additional insured.

- Workers Compensation Coverage as required by Title 65.2 of the Code of Virginia. Coverage shall be written with statutory VA limits and include Employers Liability coverage with limits of \$100,000 each accident, \$100,000 each disease-each employee, and \$500,000 policy limit.

All insurance policies shall include a waiver of subrogation in favor of the County of Henrico. Certificates of insurance must cover the dates requested. Coverage must be maintained for the duration of the event, including set up and dismantle dates. All certificates of insurance must be received by the County at least thirty (30) days prior to the event.

The Event Organizer/Permit Holder shall require that any vendors selling items provide a certificate of liability insurance naming Henrico County and Henrico County Public Schools (only applicable if using facilities on school property) as additional insured for no less than \$1,000,000 Commercial General Liability coverage including Products and Completed Operations coverage.

Event Organizer/Permit Holder is responsible for ensuring that all vendors have appropriate business licenses and/or permits for Henrico County as required by the Henrico County Commissioner of the Revenue's office. County reserves the right to review above-mentioned documents.

The address for the certificate holder should read:

County of Henrico
PO Box 90775
Henrico VA 23273-0775

EQUIPMENT

Recreation and Parks has various equipment that may be borrowed based on availability. The request to use equipment needs to be made in writing at least thirty days prior to the event and sent to rec-events@henrico.us.

The request should include equipment type and quantity, date, time, and location of event. Depending on the type of equipment used, the Agreement for Borrowed Equipment form must be filled out, notarized, and returned 30 days prior to your event.

All contractors who provide equipment that the County does not supply must be approved in writing and in advance by the Director of Recreation and Parks or his designee.

STAFF & VOLUNTEERS

The number and quality of staff/volunteers you recruit is essential to the success of your event. It's critical that you have more than enough trained staff/volunteers to manage your event. Staff/volunteers should be stationed properly to help control and direct both vehicular and pedestrian traffic, helping vendors and attendees get to their destinations safely.

EVENT SITE PLANS

You are required to submit a Site Plan for Major Park Events. At a minimum, this plan should include the locations of the following:

- maps of staging areas for parades/races/walks
- route maps for parades/races/walks
- proposed street closures
- parking
- directional traffic arrows (to show flow)
- trash cans/recycle bins
- restrooms/portable toilets
- generators
- retail vendors
- food/beverage vendors
- medical aid stations
- amusement rides/inflatables
- tents (identify any over 900 sq. ft.)
- stages (identify any with canopies over 900 sq. ft.)

The more information you provide on your Site Plan, the better. The Special Events Section can provide blank maps of the park for your convenience.

The Site Plan should be produced in a clear, legible manner and submitted (digitally or via hardcopy) in an 8.5"x11" standard format. A detailed event narrative and/or timeline including a description of activities, a schedule of entertainment, and other pertinent information should accompany your Site Plan.

PUBLIC SAFETY & EMERGENCIES

[Henrico County Division of Fire \(HCDF\)](#): Based on the adopted fire code, the HCDF will assess fire and safety issues regarding buildings, tents, food/beverage vendors, and the physical safety of all those involved in the event. Some events will require a separate permit (plan review, inspection, and fees) from the HCDF.

The HCDF has final authority to determine event medical service requirements.

[Henrico County Police Division \(HCPD\)](#): The HCPD works closely with the Special Events Section to ensure the safety and security of all events. Some events, meeting certain criteria, will require a separate permit (plan review, inspection, and fees) from the HCPD.

The HCPD will determine the minimum number of police officers to adequately staff your event and has the final authority to determine your event security requirements. At the discretion of the Director, if it is determined that police officers are required, the Event Organizer/Permit Holder may be billed for the cost of HCPD coverage during the event.

Emergency Response Plan: An Emergency Response Plan is required for all Major Park Events in order to identify and mitigate possible risks to event attendees/staff/volunteers and must be included with your application. Examples of emergencies include, but are not limited to, severe weather, fire, active hostile attack, and/or medical emergency. The HCPD, HCDF, and Special Events Section can help you gain a better understanding of these risks.

Four key areas should be addressed when drafting your Emergency Response Plan:

- Weather forecasting, tracking, and reporting
- Communication with event attendees/staff/volunteers, public safety officials, media, and the Special Events Section
- Transportation planning and evacuation routes
- Locations of/access to shelter

A worksheet is included in the application to help you create an Emergency Response Plan.

Traffic Control/Parking Plan: It is critical to the safety of your event attendees/staff/volunteers that you submit a detailed and accurate Traffic Control/Parking Plan. The Event Organizer/Permit Holder is responsible for providing trained staff/volunteers or hiring a professional company to assist with traffic control/parking. Staff/volunteers must wear safety vests or some form of visible/easily identifiable clothing.

Your plan should identify reserved and public areas available for event parking. VIP and/or accessible parking locations should be considered and clearly marked. Your plan should include a detailed map, any streets impacted, and times of closures/re-openings, as well as the locations of staff/volunteers and HCPD support.

Except for those operated by authorized park staff, motorized vehicles of all types, including golf carts, utility vehicles, ATVs, etc., are strictly prohibited on park property, to include lawns, turf, restricted roadways, bicycle/pedestrian pathways, canals, creek pathways, turf trails, and athletic fields. All passenger vehicles must be parked in designated parking areas.

WASTE MANAGEMENT

Restrooms: Your event may require that you contract portable restroom services. Permanent park restrooms will be available for use.

The Special Events Section recommends using the chart below to determine the number of portable restrooms your event will require. You should use the maximum number of attendees at your event during peak time. Please refer to the [Americans with Disabilities Act \(ADA\)](#) for standards regarding accessible chemical/portable toilets.

ATTENDANCE	EVENT DURATION (HOURS)					
	1	2	3	4	5	6
50	1	1	1	1	2	2
100	2	2	2	2	3	3
250	2	2	3	3	3	4
500	3	4	5	5	5	6
1,000	5	7	8	8	9	9
2,000	8	13	15	17	18	19
5,000	19	32	38	42	44	46
10,000	38	60	75	84	88	92

Custodial Support: The Special Events Section recommends one trash can and one recycling bin per 250 people. This figure is based upon the maximum number of attendees at your event during peak

time but should be increased if your event will produce significant waste (food/paper products, art/craft refuse, etc.). Recreation and Parks will provide trash cans and recycling bins for your event.

All waste material must be bagged by your staff/volunteers/vendors at the conclusion of the event and will be removed from the site by Recreation and Parks. Failure to clean up after your event may require Henrico County to provide those services and it may cause future event applications to be rejected.

Green Events: Recreation and Parks is committed to sustainability. To further these goals, we encourage the Event Organizer/Permit Holder to consider the environment during the planning, implementation, and cleanup of your event.

EXHIBITORS & VENDORS

Those engaging in any business in the County (even for one day) are required to have a Henrico County business license. For assistance, please contact the [Henrico County Department of Finance](mailto:taxhelp@henrico.us) at taxhelp@henrico.us or 804-501-4729.

The Event Organizer/Permit Holder must maintain a list of participating vendors/exhibitors including the business name, address, phone number, and e-mail address of each, as well as the product/service/nature of the business, if items will be for sale, and if services will be provided at the event along with a specific description of the service (i.e., massage, henna tattoo, etc.).

The Event Organizer/Permit Holder shall require that any vendors selling items provide a certificate of liability insurance naming Henrico County and Henrico County Public Schools (only applicable if using facilities on school property) as additional insured for no less than \$1,000,000 Commercial General Liability coverage including Products and Completed Operations coverage.

Event Organizer/Permit Holder is responsible for ensuring that all vendors have appropriate business licenses and/or permits for Henrico County as required by the Henrico County Commissioner of the Revenue's office. County reserves the right to review above-mentioned documents.

You should communicate the following information to all vendors/exhibitors at least 7 days before your event:

- arrival time/departure time; setup/breakdown time
- power/electricity information (if any)
- size of vendor/exhibitor space and equipment provided (if any)
- vehicular access limits and parking details
- expectations on how/when the vendor/exhibitor space will be monitored
- weather contingency plans

ACCESSIBILITY

As required by the federal Americans with Disabilities Act of 1990, all events, workshops, conferences, hearings, or any other activities held on park property must be accessible to people with disabilities.

Please visit ada.gov or contact your regional ADA center for more information regarding ADA requirements:

Mid-Atlantic ADA Center
TransCen, Inc.

12300 Twinbrook Parkway, Suite 350
Rockville MD 20852

301-217-0124 (V/TTY)
adainfo@transcen.org

FOOD & BEVERAGE CONCESSIONAIRES

Food vendors include food trucks/trailers, stands, tents, carts, etc. Those engaging in any business in the County (even for one day) are required to have a Henrico County business license and collect Henrico County meals tax. For assistance, please contact the Henrico County Department of Finance at taxhelp@henrico.us or 804-501-4729.

Concessionaires must also carry insurance of at least \$1,000,000 per occurrence and Henrico County must be named as an additional insured. The [Henrico County Health Department \(HCHD\)](http://Henrico County Health Department (HCHD)) also requires concessionaires to carry either a Temporary Foodservice Permit or Mobile Food Unit Permit. These permits can be obtained online at henrico.us/services/foodservice-permit-application. Please be advised that the HCHD will inspect your setup the day of the event. You must submit the certificate of insurance and the appropriate permit for each food vendor that will be at your event.

Different fire extinguishers are required based on the type of cooking. At a minimum, one ABC 10-pound extinguisher is required. If a deep fryer is used, a hood system and automatic extinguishing system are required. If you have any questions, please contact the HCDF at 804-501-4900.

Concessionaires must provide their own extension cords, power, and water. Please be aware of the concessionaires' space requirements/setup needs, which will help you determine site layout as well as concessionaire arrival times/load-in.

You should communicate with concessionaires the following information at least 7 days prior to your event:

- arrival time/departure time
- timeframe for concessionaire setup/breakdown
- power/water responsibility
- vehicular access limits and parking details
- weather contingency plans

ADDITIONAL INFORMATION & REGULATIONS

The rules contained within this guide, the Henrico County Municipal Code, and the Code of Virginia must be followed for events on park property. All applicants will be required to submit a signed affidavit that they understand and will abide by these rules and regulations with the event permit application.

Admission/Entry/Participation Fees: Charging admission/entry/participation fees is prohibited.

Alcohol: Alcohol is not allowed on park property, except for *select non-profit events at Dorey Park (only)*. Special permission is required in advance.

Animals & Pets: No person shall capture, pursue, molest, injure, attempt to injure, kill, or attempt to kill any animal in any park. No person shall disturb the nest of any animal in any park.

Leashed pets are permitted in public parks. It is the responsibility of the animal's owner/caretaker to remove any excrement from park property and properly dispose of it elsewhere.

Service Animals: Service animals may accompany individuals with disabilities. Service animals must always be under harness/leash/tether control unless doing so interferes with their work, in which case they must be under voice control. Virginia law requires that guide dogs must be in a harness, hearing dogs must be on a blaze orange leash, and service dogs must be in a backpack, harness, or vest that identifies them as a trained service dog.

Petting Zoos: There are special guidelines required for petting zoos and prior written permission from the Special Events Section is required.

Attendee Conduct: The Event Organizer/Permit Holder is responsible for their own actions and the actions of all staff, volunteers, and attendees.

Block Party: Block party applications are handled by the Henrico County Police Division. The Block Party Permit Application can be found online at henrico.us/services/block-party-permit.

Destruction of Property: It is unlawful for any person, other than authorized park personnel, to pull, pull up, tear, tear up, dig, dig up, cut, cut down, break, burn, injure, deface, disturb, destroy, mutilate, disfigure, remove, scar, take or gather in any manner, in whole or in part, any part of any park, building, sign, equipment or other property, including, but not limited to, any tree, flower, fern, shrub, vine, turf, plant, rock, artifact, fossil or mineral found, growing or being upon the land of any park.

Drone Policy: The [Federal Aviation Administration \(FAA\)](http://FederalAviationAdministration.gov) has rules and guidelines for operating unmanned aircraft systems (drones). Drone pilots are responsible for familiarizing themselves with and following these rules. For more information, please visit faa.gov/uas. The Event Organizer/Permit Holder may set additional restrictions for the use of drones by the public at their event.

Event Organizer/Permit Holder: The Event Organizer/Permit Holder is required to remain at the event site from the start of setup until all vendors/concessionaires have left park property and breakdown/cleanup is complete.

Fires, Generators, and Grills: Fires contained in fireplace areas must receive prior approval from the Special Events Section. Generators/gas grills must be placed on hard surfaces such as a sidewalk or parking lot. If that is not possible, a barrier like plywood must be placed between the grass and the generator/gas grill to collect spillage of gasoline/grease. External charcoal grills are not permitted, but you may use any charcoal grill that is a permanent park fixture.

Liquefied Petroleum Gas (LPG): The Event Organizer/Permit Holder is responsible for complying with the regulations and restrictions contained in the [Virginia Statewide Fire Prevention Code](#) regarding the use and storage of propane.

Fireworks: Henrico County prohibits the sale, possession, or use of fireworks. For more information, please contact the Henrico County Division of Fire at 804-501-4900.

Inflatable Attractions: The following guidelines for the use of inflatable attractions, such as bounce houses slides, etc., must be observed:

Event Organizer/Permit Holder Responsibilities:

- A generator may be required due to lack of electricity.
- The ground beneath the inflatable must be protected.
- Your inflatable attraction company must provide proof of insurance, naming Henrico County as additionally insured.

Inflatable Attraction Guidelines:

- The inflatable attraction must always be securely anchored. No staking is allowed without written permission from Recreation and Parks. Water, lead, and sand weights are permitted.
- Do not use the unit if wind conditions exceed 15 mph.
- The unit must not be located within five feet of any fixed object such as a wall or pole.
- The unit must not be set up next to rides/equipment that use diesel, gasoline, or propane fuel.
- Adult supervision is always required.
- Entry/exit into the unit should be orderly and controlled.
- Participants should be of similar age, weight, and height. Adults and older children should not bounce with younger children of differing size.
- People under the influence of any "intoxicating" substance are not permitted in the unit.
- Unless the unit is a water attraction, it cannot be used when wet.
- Everyone should be kept away from the blower.
- All participants should be made aware of the unit's rules.
 - No shoes, eyeglasses, jewelry, or sharp objects.
 - No somersaults, diving, wrestling, flips, rough play, or hanging from netting.
 - No food, drinks, gum, pets, silly string, or confetti.

Neighboring Areas: When an event requires a street closure, the Event Organizer/Permit Holder is required to inform residents and businesses within the surrounding area of the event - including the date, time, and any street closures - no less than 7 days in advance. When notifying, any street closures must be illustrated and described. The description should clearly define the dates and times of the closures, with setup and breakdown times included. The full impact of your event should be communicated. A copy of this communication (postcard, flyer, e-mail, etc.) must be provided to the Special Events Section prior to sending it to the residential/commercial properties.

Non-Permitted Event: Recreation and Parks offers certain shelters that are available on a first-come, first-served basis. Non-permitted events do not require a rental fee, but also *do not provide exclusive access to any part of the park*. These first-come, first-served shelters are at the following locations:

- Antioch School Community Center
- Confederate Hills Recreation Center
- Deep Bottom Park
- Eastern Henrico Recreation Center
- Elko Recreation Area
- Hunton Community Center & Park

- Pouncey Tract Park
- Short Pump Park
- Twin Hickory Park

Note: There are also additional reservable shelters at most park locations. Please see page 14.

Outreach Events: If you are interested in providing outreach to the homeless or other people in need, please consider that there are already excellent organizations in the area that provide food, clothing, and other services to these populations. They rely almost solely on donations and volunteers like you. These existing organizations have a structure in place to utilize your time, goods, and money in the most efficient way possible.

If you are still interested in organizing your own independent outreach event, please complete and submit an event permit application.

Parade/Marathon: Parade and marathon permits are handled by the Henrico County Police Division. Information and the permit application can be found online at henrico.us/services/parademarathon-permit.

Private Outdoor Fee-Based Activity (POFA): A POFA includes, but is not limited to, a class, clinic, camp, guided activity, program, or related service organized and offered by an Event Organizer/Permit Holder for which payment, fee, or other consideration is expected to be made to the Event Organizer/Permit Holder, directly or indirectly, for the right of an individual to participate or attend. POFA are generally not permitted on park property. For more information, please contact the Assistant Division Director for Recreation Services, John Zannino, at zan01@henrico.us or 804-501-7275.

Prohibited on Park Property: Alcohol/illegal drugs, fireworks, aircraft/projectile items (such as airplanes and rockets; see the drone section for special restrictions), and dangerous devices (air or gas-powered gun, slingshot, bow and arrow, crossbow, dart device, boomerang or any other device, other than a firearm, designed for high-speed missile projection, except in areas designated and posted by the county as areas in which one or more of these devices are permitted for recreational use).

Rain Dates: Your event is "rain or shine." No alternate date(s) will be made available due to cancellations/delays caused by inclement/seasonal weather.

Shelter Rental: Recreation and Parks provides exclusive use of several shelters in our parks via rental.

Signage/Marketing: A mock-up of all proposed signage/marketing items (banners, posters, flyers, etc.) must be provided to the Special Events Section at least 5 business days before it is released to the public/potential attendees. Posting of any signage on park property requires prior written approval.

Smoking: Smoking is only permitted in areas designated by the Event Organizer/Permit Holder.

Staking: No staking is allowed without written permission from Recreation and Parks. Water, lead, and sand weights are permitted.

Temporary Membrane Structures/Tents/Canopies: A permit from the [Henrico County Department of Building Construction and Inspections](http://henrico.us/building-construction-and-inspections) is required prior to the assembly of tents, canopies, temporary membrane structures, stand-alone temporary stage canopies, or any other air-supported structure

having an area in excess of 900 square feet. Tents are regulated by Henrico County zoning ordinances and permitted only under specific circumstances at limited locations. The Event Organizer/Permit Holder should contact the [Planning Office](#) at 804-501-4602 to determine if the proposed use and location qualify for consideration prior to the submittal of a Building Permit Application.

The Event Organizer/Permit Holder should notify the Henrico County Police Division at 804-501-4800 and the Henrico County Division of Fire at 804-501-4900 for information regarding specific requirements prior to the submittal of a Building Permit Application. More information can be found online at henrico.us/bldg/commercial-building/requirements-for-tents.

Applications must be submitted at least 30 business days prior to the event. Fees are required for permits and subsequent inspections. Information can be found online at henrico.us/bldg/fees/fee-calculator-commercial.

Use of Spray Paint/Chalk: Spray paint/chalk can be used on grass/dirt surfaces with prior approval. However, no paint/chalk may be used on paved surfaces, including trails and streets. The use of flour is permitted but must be removed directly following the event. Additional restrictions apply to sport complexes/fields.