



## **Process to Apply for a Parks & Recreation Facility Use Permit for a Special Event**

Applying for a Parks & Recreation Facility Use Permit is a two-step process.

Step 1: The Parks & Recreation Facility Use Permit Application is the “who, what, when where” of the request to reserve a park space or plaza space for your event.

The following items must be received by the Special Events Permit Coordinator at least 45-days prior to the requested event date:

- Completed and signed Parks & Recreation Facility Use Permit Application
- Site Plan Map - map indicating all areas and facilities for event use, including the location of any proposed structures/activities.
- COVID-19 Safety Plan

Step 2: Once received, these documents will be submitted to the Permitting Team for review. The Permitting Team will notify the Special Event Permit Coordinator of additional required documents/permits. Once the Permitting Team has given approval, the Special Event Permit Coordinator will follow up with the regarding the following:

- Any additionally required event-related documents
- And additionally required permits/department approvals including contact information
- Special Event Permit fees

All requirements will be due a minimum of 45-days prior to the event. If all requirements are not met two weeks prior to event date, additional fees may be added and/or there is a risk that the event will not be approved.

Questions? Contact [specialevents@hillsboro-oregon.gov](mailto:specialevents@hillsboro-oregon.gov) or 503-681-6120.