



City of Phoenix

PARKS AND RECREATION DEPARTMENT

PARKS SERVICES PERMIT FREQUENTLY ASKED QUESTIONS

Q: Is there a fee for a Parks Services Permit?

A: No. There are no fees associated with Medical Treatment or Food Distribution Parks Services Permits.

Q: Can I still apply after the application window for an allocation period has closed?

A: Yes. Applications are accepted on a rolling basis for the currently open allocation period, even after the initial application window has closed. Rolling applications are evaluated for availability.

Q: Does the Department give preference to certain types of organizations?

A: No. The Department makes no judgments about, and extends no preferences or priority to, applicants based on their identity, affiliation, viewpoint, religion, or the content of any speech in which they might engage during their event. All applicants are treated equally under the same objective criteria.

Q: What if two organizations request the same park on the same date or there is another event at the same park on the same date?

A: If both requests cannot be accommodated in the same park on the same date, the Department will award the preferred allocation to the applicant whose completed application was received first and offer the applicant who does not receive the preferred allocation an alternative date at the same park (and, if that is not possible, a permit at an alternative eligible park). Likewise, if there is another previously-approved event at the same park on the same date and both events cannot be accommodated, the Department will offer the applicant an alternative date at the same park (and, if that is not possible, a permit at an alternative eligible park). No qualified applicant will be turned away entirely.

Q: What documentation do I need to submit?

A: For food distribution events, you will need a completed Parks Services Permit Request Application and a signed Medical Treatment/Food Distribution Parks Services Permit Acknowledgement Form. For medical treatment events, you will need a completed Parks Services Permit Request Application, proof of medical licensure, a certificate of liability insurance (\$2 million minimum), and a signed Medical Treatment/Food Distribution Parks Services Permit Acknowledgement Form. Documentation may be submitted with the application or no later than one week before each event.



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Q: What happens if my application is incomplete?

A: You will be notified of the deficiency and given an opportunity to complete and resubmit your application.

Q: Can I ask for reconsideration or an appeal if my application is denied?

A: Yes. An applicant whose application has been denied or a permitholder whose Parks Services Permit has been cancelled may submit a request for reconsideration to the Director within 14 calendar days after the denial. The Director will respond within 14 days. If a permit remains denied or canceled after reconsideration, an applicant or permitholder may submit a written appeal to the City Manager within seven (7) calendar days of the Director's reconsideration response. The City Manager will respond in writing within a reasonable period of time not to exceed thirty (30) calendar days, identifying and explaining the basis for the decision.

Q: How long is each permitted event?

A: Each event is allotted a two-hour service period, plus 30 minutes for setup and 30 minutes for teardown (three hours total). Events may be scheduled between 8:00 a.m. (or park opening, whichever is later) and 10:00 p.m. (or park closing, if earlier than 10:00 p.m.).

Q: What activities can I do in a park without a permit?

A: Most activities do not require a Parks Services Permit, including: distributing water or electrolyte beverages; outreach and education; private gatherings where food is served to invited participants (not the general public); and providing connection or transportation to services.