

June 1, 2026

**RE: Medical Treatment and Food Distribution Parks Services Permit – Fall 2026
Allocation Period**

Dear Applicant,

Thank you for your interest in the Medical Treatment and Food Distribution Parks Services Permit. On May 6th, the Phoenix City Council approved Ordinance G-7514 which becomes effective on June 7, 2026. You can find the Fall permit application, required documentation and certifications, and a list of eligible parks on our official website: phoenix.gov/parks-servicespermits

To ensure a smooth process, please complete all sections of the application and include all required documents. Incomplete applications may delay or affect the approval process. Submit completed application packets via email to: pks.servicespermit@phoenix.gov

The Fall allocation period covers permit requests for September 1, 2026, through December 31, 2026. The application window opens June 1, 2026, and closes on June 19, 2026. Staff will notify organizations regarding the status of their permit on August 1, 2026.

Also of note, applications for Services Permits are accepted on a rolling basis for the currently open allocation period.

We appreciate your continued commitment to serving the community and look forward to coordinating these essential services with you.

Our team is here to help. If you have any questions, please call 602--262-6862 or email pks.servicespermit@phoenix.gov.

Sincerely,

Martin Whitfield
Parks and Recreation Department Director

MEDICAL TREATMENT / FOOD DISTRIBUTION SERVICES PERMIT APPLICATION

Any organization seeking to provide medical treatment and/or food distribution services on eligible City of Phoenix Parks and Recreation owned property must submit a request with the City of Phoenix Parks and Recreation Department and adhere to City of Phoenix Code.

FALL 2026 Application Timeline

To apply for Services Permits for the Fall 2026 Allocation Period (September-December), applications can begin to be submitted on June 1, 2026, through June 19, 2026. To help ensure applications are processed timely, carefully review and provide complete responses to each portion, ensuring requested documentation is included with the applications. Incomplete applications may delay or limit the approval process.

- **June 19 – July 30** - Services Permit Allocation Committee reviews requests and makes permit allocations
- **August 1** - Notification of Services Permit application status.
- **September 1** - First day of Services Permits in parks

Applications may continue to be submitted on a rolling basis during the summer allocation period and will be evaluated for availability.

Please follow the process outlined below:

1. **Submit a complete Services Permit Request Form** to the Parks and Recreation Department Director's Office to: pbs.servicespermit@phoenix.gov
2. **Eligible Park Sites:** Park sites eligible for Services Permits are included in Attachment A.
3. **No Fee:** There are no fees associated with Medical Treatment and Food Distribution Services Permits
4. **Applications** are reviewed and approved through the Parks and Recreation Department Director's Office for compliance with Phoenix City Code 24-45 and the Parks Code of Conduct. All requests will be subject to following:
 - a. No more than two Services Permits per eligible park site are available within the same calendar month.
 - b. Medical Treatment and Food Distribution Services Permits are for a two-hour increment, plus a 30-minute set up, and 30-minute teardown.
 - c. Medical Treatment Services Permits are only approved in parking lot areas or other hardscape areas designated by the Department, excluding sports courts, designated picnic areas, sidewalks, perimeter walks, and roadways, or similar dedicated park amenity spaces.
 - d. Medical Treatment Services are permitted only in medical vehicles intended for mobile medical treatment or a medical tent or similar with a roof, all opaque sides and an impermeable floor that is sufficient to ensure patient privacy and the containment of any waste.

- e. Food Distribution Services are permitted with popup tent(s) or open-air food service and an may include tables, and chairs
 - f. All Services Permit events must be posted with signage identifying the services provider.
 - g. All waste produced by the permitted services must be removed from the park site by the service organization/organizer.
 - h. If requesting multiple Service Permit events, please list the event dates in order of priority.
- 5. **Indemnification** is required for each request submitted to the City of Phoenix Parks and Recreation Department. **Insurance** is required only for medical treatment services permits.
- 6. **Licensure for Medical Professionals** is required to be submitted for any organization/individual that is requesting to use a park space for medical treatment services. All medical treatment must be provided under the care of a licensed provider acting within the scope of their licensure during the entire event. A copy of each License must be sent with the allocation request to include the following:
 - i. Centers for Medicare and Medicaid (CMS) Clinical Laboratory Improvement Amendment (CLIA) ID #
 - ii. Laboratory name, and address of CLIA certificate
 - iii. AZDHS license #
- 7. **Additional Permits** for Special Activity Requests, amplified sound, and inflatables can be found on the Parks and Recreation website: phoenix.gov/parks/rentalsandpermits Beer permits are not permitted for Medical Treatment or Food Distribution service events.
- 8. **Display of Approved Services Permit** is required at each service event. The permit holder and all personnel covered by the Services Permit shall abide by any stipulations of use set forth in the permit.
- 9. **Display of Organization/Individual Signage** is required to be posted at each services event identifying the services provider.
- 10. **Holiday Closures** are considered hard closures and Services Permits will not be issued on the following holidays: Spring Season: New Years Day and Easter; Summer Season: Independence Day; Fall Season: Thanksgiving Day, Christmas Eve, Christmas Day and New Years Eve.
- 11. **Park Code of Conduct Policy** must be complied with for any service event within the eligible park. See Attachment B.



City of Phoenix

PARKS AND RECREATION DEPARTMENT

Medical Treatment and Food Distribution Services Permit Application

2026 Fall ALLOCATION - Requesting park site use from September through December

Requests are accepted from June 1 to June 19. Permit notifications will occur beginning August 1.

Please email completed form and all required documents to pbs.servicespermit@phoenix.gov

Organization Name: _____

Organization Main Point of Contact: _____

Organization Address: _____ City: _____ Zip: _____

Contact: Phone: _____ Email: _____

Organization Second Point of Contact: _____

Contact: Phone: _____ Email: _____

Event 1 - Name and Description. For medical, provide information for tents/vehicles. Date: _____

Medical Treatment ☐ OR Food Distribution ☐

Potential Number of Participants: _____

Additional Permits Needed: _____

Preferred Location: _____

1st Alternate Location: _____

2nd Alternate Location: _____

Time Requested – includes two-hour service period plus 30 minutes for setup and 30 minutes for teardown between 8am or park opening (whichever is later) to 10pm:

Event 2 - Name and Description. For medical, provide information for tents/vehicles. Date: _____

Medical Treatment ☐ OR Food Distribution ☐

Potential Number of Participants: _____

Additional Permits Needed: _____

Preferred Location: _____

1st Alternate Location: _____

2nd Alternate Location: _____

Time Requested – includes two-hour service period plus 30 minutes for setup and 30 minutes for teardown between 8am or park opening (whichever is later) to 10pm:

Event 3 - Name and Description. For medical, provide information for tents/vehicles. Date: _____
Medical Treatment ☐ OR Food Distribution ☐

Potential Number of Participants:

Additional Permits Needed:

Preferred Location:

1st Alternate Location:

2nd Alternate Location:

Time Requested – includes two-hour service period plus 30 minutes for setup and 30 minutes for teardown between 8am or park opening (whichever is later) to 10pm:

Event 4 - Name and Description. For medical, provide information for tents/vehicles. Date: _____
Medical Treatment ☐ OR Food Distribution ☐

Potential Number of Participants:

Additional Permits Needed:

Preferred Location:

1st Alternate Location:

2nd Alternate Location:

Time Requested – includes two-hour service period plus 30 minutes for setup and 30 minutes for teardown between 8am or park opening (whichever is later) to 10pm:

Additional Pertinent Information:

By signing below, I acknowledge that this is only a request for a Services Permit at an eligible City of Phoenix park. I understand submittal of this request does not guarantee a Services Permit. I will not advertise any City of Phoenix park site until I have received a Services Permit from the City of Phoenix Parks and Recreation Director's Office.

Printed Name: _____

Signature: _____

Date: _____

(Internal Office Use Only)

Date Received: _____

Received By (City Staff Name): _____

Permit Number: _____ Number of Hours Received: _____ COI Exp. Date: _____

Park Sites Provided: _____



Certificate of Insurance Requirements

Those organizations or commercial operations that are considered to expose the City of Phoenix to risk are required to provide a certificate of insurance, listing the City of Phoenix as an additional insured. Those operations that are required to provide insurance include; but are not limited to, the following: catering, commercial food service, carnival games/rides, organized sporting competitions, dog shows, and medical treatment events.

- A minimum of \$2,000,000.00 in general liability coverage is required. Additional coverage or higher limits may be required based on the nature of the activity.
- The City of Phoenix is to be named both “Additional Insured” and “Certificate Holder.”
- The following wording must appear in the description box on the certificate:
 - “The City of Phoenix, its officers, officials, agent, employees and volunteers are named as additional insured in respect to (name of event, date(s) and location).”

NOTE: If your organization/business does multiple events in the City parks in the course of a year, you may use the following wording in the description box on the certificate:

- “The City of Phoenix, its officers, officials, agents, employees and volunteers are named as additional insured in respect to all operations/events held by (business organization name) in any City of Phoenix parks.”
- The following wording must appear in the certificate holder box on the certificate:

City of Phoenix Parks and Recreation Department
200 W. Washington 16th Floor
Phoenix, AZ. 85003
- Insurance certificates are due 30 days prior to your activity. Please submit a copy with your allocation request.

Certificate of Insurance (Sample)

CERTIFICATE OF LIABILITY INSURANCE			(DATE)	
AGENT NAME & ADDRESS		THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND, OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. COMPANIES AFFORDING COVERAGE (NAME & ADDRESS)		
INSURED NAME & ADDRESS		COMPANY LETTER A COMPANY LETTER B		
COVERAGE THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAYBE ISSUED OR MAY PERTAIN. THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSION, AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.				
CO TYPE OF INSURANCE LTR	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YY)	POLICY EXPIRATION DATE (MM/DD/YY)	LIABILITY LIMITS
GENERAL LIABILITY		02/23/99	02/23/00	GENERAL AGGREGATE \$2,000, 000 PRODUCTS OM PROP AGG \$1,000, 000 COMMERCIAL GENERAL LIAB. PERSONAL & ADV INJURY \$1,000, 000 OWNERS & CONTRACTORS EACH OCCURRENCE \$1,000, 000 FIRE DAMAGE \$ 50,000 MED EXPENSE \$ 5,000
AUTOMOBILE LIABILITY ANY AUTO ALL OWNED AUTOS SCHEDULED AUTOS HIRED AUTOS NON-OWNED AUTOS GARAGE LIABILITY				COMBINED SINGLE LIMIT BODILY INJURY (PER PERSON) \$ BODILY INJURY (PER ACCIDENT) \$ PROPERTY DAMAGE \$
EXCESS LIABILITY UMBRELLA FORM OTHER THAN UMBRELLA FORM				EACH OCCURRENCE \$ AGGREGATE \$ SELF INS RETENTION \$
EMPLOYER'S LIABILITY				EACH OCC. \$
Other				
DESCRIPTION OF OPERATIONS/LOCATIONS/VEHICLES/SPECIAL ITEMS THE CITY OF PHOENIX, A MUNICIPAL CORPORATION, AND IT'S OFFICERS, OFFICIALS, AGENT'S AND EMPLOYEE'S ARE NAMED AS ADDITIONAL INSURED				

ATTACHMENT A

Service Eligible Parks

Rev. Date 4/17/2026

LOCATION	PARK TYPE	ACRES	COUNCIL	ADDRESS
Cortez Park	Community	30.38	1	3434 W Dunlap Ave
Deem Hills Park	Community	39.07	1	26777 N Deem Hills Pky
Paseo Highlands Park	Community	37.2	1	3435 W. Pinnacle Peak Rd
51st Avenue & Sweetwater Avenue Park	Community	44.12	1	51st Avenue and Sweetwater Ave
Cactus Park	Community	31.61	1	3801 W Cactus Rd
Acoma Park	Neighborhood	10.26	1	14421 N. 39th Ave
Conocido Park	Neighborhood	27.59	1	15645 N 31st Ave
Hoshoni Park	Neighborhood	8.5	1	8515 N. 39th Ave
Surrey Park	Neighborhood	9.22	1	3835 W. Joan De Arc Ave
Telephone Pioneers of America Park	Neighborhood	7.48	1	1946 W Morningside Dr
Deer Valley Park	Regional	51.9	1	19602 N 19 Ave
Buffalo Ridge I Park	Community	42.19	2	19250 N. 16th St
Desert Broom Park	Community	44.3	2	29440 N. Cave Creek Rd
Desert Horizon Park	Community	36.38	2	16002 N 56th St
Sereno Park	Community	37.69	2	5702 East Sweetwater Ave
Cashman Park	Neighborhood	10.16	2	22222 N. 44th St
Desert Willow Park	Neighborhood	12.1	2	4040 E. Desert Willow Parkway
Dove Valley Park	Neighborhood	4.8	2	4740 E Rancho Paloma Dr
Dynamite Park	Neighborhood	18.53	2	4550 E. Dynamite Blvd
John W. Teets Park	Neighborhood	15.57	2	4380 E. Ramuda Dr
Mountain View Community Center Park	Neighborhood	11.86	2	1104 E. Grovers Avenue
Palomino Park	Neighborhood	11.07	2	15815 N. 30th St
Tramonto Park	Neighborhood	12.2	2	35425 N. 32nd Dr
Paradise Valley Park	Regional	79.38	2	17402 N 40th St
Lookout Mountain Park	Community	27.91	3	14441 N 18 St
Mountain View Park	Community	35.46	3	9901 N. 7th Avenue
Roadrunner Park	Community	35.79	3	3502 E Cactus Rd
Sweetwater Park	Community	19.61	3	13230 North 44th St
Venturoso Park	Community	15.6	3	14425 N 32nd St
Cave Creek Park- Cactus	Neighborhood	28.28	3	Greenway, South to ACDC
Cave Creek Park- Cholla	Neighborhood	74.87	3	2505 W. Cholla St.
Cave Creek Park- Larkspur	Neighborhood	34.32	3	Greenway, South to ACDC
Cave Creek Park- Sandlilly	Neighborhood	20.85	3	2500 W. Cactus Rd.
Cave Creek Park- Sweetwater	Neighborhood	54.02	3	Greenway, South to ACDC

ATTACHMENT A (continued)

Service Eligible Parks

LOCATION	PARK TYPE	ACRES	COUNCIL	ADDRESS
Cave Creek Park- Thunderbird	Neighborhood	23.81	3	13670 N. 23rd Avenue
Cholla Cove Park	Neighborhood	7.14	3	4121 E. Lupine Ave
Christy Cove Park	Neighborhood	8.32	3	2352 E Christy Cove
Moon Valley Park	Neighborhood	27.85	3	502 W. Coral Gables Dr
Norton Park	Neighborhood	7.73	3	1224 E Hatcher Rd
Palma Park	Neighborhood	7.79	3	1135 E. Dunlap Ave
Royal Palm Park	Neighborhood	27.3	3	8405 N 15th Ave
Sunnyslope Park	Neighborhood	4.07	3	802 E Vogel Ave
Werner's Field	Neighborhood	11.05	3	17831 N 7th Ave
Winifred Green Park	Neighborhood	3.38	3	1702 W Peoria Ave
Rose Mofford	Regional	90.56	3	9833 N 25th Ave
Cielito Park	Community	42.86	4	3402 W Campbell Ave
Falcon Park	Community	14.58	4	3420 W Roosevelt St
Madison Park	Community	19.67	4	1440 E. Glenrosa Ave
Marivue Park	Community	33.54	4	5625 W Osborn Rd
Steele Indian School Park	Community	72.48	4	300 East Indian School Rd
Sueno Park	Community	38.06	4	4401 West Encanto Blvd
Coronado Park	Neighborhood	10.4	4	1717 N 12th St
Kids Street Park	Neighborhood	2.19	4	4535 N. 23rd Ave
Longview Park	Neighborhood	4.42	4	4040 N 14th St
Solano Park	Neighborhood	9.57	4	5625 North 17th Ave
Encanto Park	Regional	61.49	4	2605 North 15th Ave
El Oso Park	Community	32.39	5	3451 N. 75th Ave
La Pradera Park	Community	37.15	5	6830 N 39th Ave
Maryvale Park	Community	14.05	5	4420 N. 51st Ave
Washington Park	Community	54.11	5	6655 N 23rd Ave
Dust Devil Park	Neighborhood	13.72	5	10645 W Camelback Rd
Holiday Park	Neighborhood	4.5	5	4530 N 67th Ave
Little Canyon Park	Neighborhood	13.84	5	3201 W Missouri Ave
Mariposa Park	Neighborhood	18.39	5	3203 W Morten Ave
Starlight Park	Neighborhood	7.62	5	7810 W Osborn Rd
Desert Foothills Park	Community	45.59	6	1010 Marketplace Southwest
Granada Park	Community	49.84	6	6505 N 20th St
Los Olivos Park	Community	24.47	6	2802 E Devonshire Ave
Mountain Vista Park	Community	43.37	6	13647 S 50th St

ATTACHMENT A (continued)

Service Eligible Parks

LOCATION	PARK TYPE	ACRES	COUNCIL	ADDRESS
Sun Ray Park	Community	17.55	6	4059 E Ray Rd
Vista Canyon Park	Community	25.17	6	16020 S. 30th St
Arcadia Park	Neighborhood	8.71	6	3402 N. 56th Street
G.R. Herberger Park	Neighborhood	7	6	5802 E Indian School Road
Western Star Park	Neighborhood	9.09	6	4425 E. Western Star Blvd
Papago Dist Park	Regional	125.83	6	625 N. Galvin Parkway
Pecos Park	Regional	67.27	6	17010 South 48th St
El Reposo Park	Community	22.67	7	502 E Alta Vista Rd
Hayden Park	Community	16.45	7	322 W Tamarisk Ave
Santa Maria Park	Community	27.15	7	3425 S 71st Ave
Margaret T. Hance Park	Community	32.69	7	67 W Culver
Coffelt Lamoreaux Park	Neighborhood	2.23	7	1510 S 19th Dr
Kuban Community Park	Neighborhood	9.25	7	3275 W Sherman St
Laveen Heritage Park	Neighborhood	20.37	7	71st Avenue and Meadows Loop
Playa Margarita Park	Neighborhood	5.32	7	3615 W Roeser Rd
Trailside Point Park	Neighborhood	15.01	7	7215 W. Vineyard Rd
University Park	Neighborhood	8.28	7	1102 W. Van Buren St
Desert West Park	Regional	101.57	7	6501 W Encanto Blvd
Eastlake Park	Community	8.86	8	1549 E. Jefferson St
El Prado Park	Community	35.9	8	6428 S. 19th Ave
Hermoso Park	Community	25.64	8	2030 E Southern Ave
Highline Park (formerly known as Circle K)	Community	31.68	8	1346 E South Mountain Ave
Manzanita Park	Community	38.39	8	5500 S 31st Ave
Pierce Park	Community	18.78	8	2150 N 46th St
Barrios Unidos Park	Neighborhood	14.42	8	1817 South 14th Street
Francisco Highland Park	Neighborhood	9.94	8	2702 E South Mountain Ave
Harmon Park	Neighborhood	10.99	8	1425 S. 5th Ave
Laveen Village Park	Neighborhood	13.12	8	3146 W Vineyard Rd
Lindo Park	Neighborhood	21.34	8	2230 W Roeser Rd
Ma-Ha-Tuak Park	Neighborhood	10.92	8	9832 S 7th Ave
Nevitt Park	Neighborhood	8.57	8	6815 S 44th Way
Nueve Park	Neighborhood	9.84	8	4418 S 9th St
Perry Park	Neighborhood	8.37	8	2700 N. 32nd St
Verde Park	Neighborhood	3.93	8	916 E. Van Buren St
Cesar Chavez Park	Regional	181.55	8	7858 S 35th Ave
Esteban Park	Regional	60.74	8	3345 E Roeser Rd

ATTACHMENT B

Parks and Recreation Department Code of Conduct Policy

For the purposes of this policy, a facility is a City-owned building operated by the City or by an organization authorized to operate the building on the City's behalf. The following is not permitted in any Phoenix Parks and Recreation desert park, mountain preserve, park or facility (collectively "Park or Parks"):

- Abusing or vandalizing a Park or its amenities in any way
- Entering or using a Park or its amenities at any time other than during the posted hours of operation
- Using, possessing or selling illegal drugs or possessing drug paraphernalia
- Possessing or consuming alcohol without obtaining proper approval
- Possessing weapons inside any City facility, as posted
- Aggressive intimidation or harassment of patrons or City staff members including physical, sexual or verbal abuse
- Obstructing other park guests' use of Parks and Park amenities, or maintenance of the park and Park amenities by City staff members
- Using amenities, including picnic tables and playgrounds, outside of their intended or approved purpose
- Bathing, sleeping, storing personal belongings or doing laundry in restrooms or facilities
- Storing or leaving personal belongings unattended within any Park
- Use of shopping carts as posted, or other wheeled devices when they create obstructions, unnecessary clutter or damage to landscaping
- Charging for services, including exercise activities, guided hikes, sports and other special interest classes and activities, without obtaining proper approval
- Assembling groups of 50 people or more without obtaining proper approval
- Use of one or more ramadas in a Park for more than four hours per day, for two consecutive days, without obtaining proper approval
- Use of amplified sound without obtaining proper approval
- Use of tobacco products on all City park property
- Animals inside facilities, except for service animals, which are permitted
- Entering facilities without appropriate attire, as posted
- Unlawful conduct that violates the Arizona Revised Statutes, Phoenix City Code, or posted Park Rules or Code of Conduct
- Activities that may endanger self, others, wildlife or Park property

In addition to the rules listed above, the following is not permitted in any desert park or mountain preserve:

- Endangered children are vulnerable adults on difficult trails or in adverse weather conditions
- Endangering dogs on difficult trails or in adverse weather conditions, such as temperatures over 100 degrees
- Playing personal music via speakers; use of headphones is encouraged, as a courtesy to fellow hikers, on trails, at ramadas and in parking lots
- Disregarding trail hierarchy; hikers and bicyclists yield to horses, bicyclists yield to hikers
- Disregarding trail etiquette; downhill trail traffic flow yields to uphill trail traffic
- Smoking/vaping
- Defacing natural areas with chalk, marker, powder materials or other non-natural products
- Moving rocks or other native material along a trail or altering the tread in such a way as to facilitate or encourage illegal trail use or to cause personal harm
- Riding electric bicycles or other types of motorized vehicles on trails or off established park roads
- Operating a metal detector and removing any found items
- Placing of geocaches in a location within a park or preserve that does not fall within management guidelines for that area – all geocaches must be reviewed and approved by park management or they will be removed
- Unauthorized off-trail activity