

Interim Marshall Mountain Park Permit Information

Valid January 2022- 2023

These permits serve as a stand-alone and are not to be compared to any other MPR permit. They are specific to the Marshall Mountain Park (MMP) for the interim lease period. This is a temporary 2-year interim permit process. The scope and scale of these permits will change in subsequent years. All permit fees and donations received during events at Marshall Mountain Park in 2022 will reimburse costs associate with management of the Mountain AND help fund eventual public acquisition of Marshall Mountain.

Permits can be completed and mailed to

Missoula Parks and Recreation
c/o Haley Erickson
100 Hickory St
Missoula MT 59801

OR emailed to- Primary Contact: ericksonh@ci.missoula.mt.us & CC skinsey@ci.missoula.mt.us

When is a permit required?

A. AREA

Each planned activity within the property of Marshall Mountain Park including parking lot, base area, trails and land use requires a permit.

B. NUMBER OF PEOPLE

Any group over 10 people or planned activity of 10 or more people that is FREE or CHARGES A FEE requires a permit.

C. FEE FOR PARTICIPATION

ANY event/use commercial, private, non-profit, school which charges a fee to participants regardless of the number of people attending. ANY Commercial use which seeks to sell products or services on site.

D. PAID STAFF FACILITATING

If any person having to do with the planning, facilitation, administration, or evaluation of the program is a paid employee as compared to a volunteer a permit must be present.

Types of Events & Permits

A. SPECIAL EVENT PERMIT: any organized invited, and/or advertised gathering of 10 or more people that does not include staff or workers.

Indicate size of event	Event Type	Number of Participants	Fee PER day
	Small	10-49	\$250.00
	Medium	50-124	\$375.00
	Medium-Large	125-299	\$500.00
	Large	300-599	\$750.00
	Extraordinary	600 – 1000	\$1500.00

Special event permit considerations:

- Event may be a public or private event.
- Event may be free or charge participants.
- Event is held once (versus a recurring event) within the permitting year.
- Permit fees are based on event size.
- Events requiring closure of any part of the trail system to public will be assessed a surcharge of \$250.00.
- All permitted winter events may be required to reimburse City staff time to coordinate winter access, and snow removal. This charge will be in addition to the Special Use Permit Fee.
- Permits are issued on a first-come first –served basis. Permit applicants may be required to provide alternate dates/times for their event if conflicts with other already permitted events occurs.

B. COMMERCIAL/OUTFITTER/EDUCATIONAL: Anytime seasonal, repetitive use by a person or organization. This permit applies to outfitters who have seasonal recurring use as opposed to one time use. This includes clinics, lessons, coaching, courses, education based camps for adults and children, tutoring, field-trips, seminars, and other similar uses.

permit considerations:

- When a fee be administered -

PARTICIPANT CHARGED FEE	INSTRUCTOR/LEADER IS PAID OR ANYONE IN ORGANIZATION IS PAID	FEE IS ASSIGNED
FREE FOR PARTICIPANT	INSTRUCTOR/LEADER IS PAID OR ANYONE IN ORGANIZATION IS PAID	FEE IS ASSIGNED
FREE FOR PARTICIPANT	NO ONE IN ORGANIZATION IS BEING PAID	NO FEE ASSIGNED BUT PERMIT MUST STILL BE COMPLETED

- ALL Outfitters and every RECURRING commercial use must submit a Proposed Use Worksheet with their permit application. The permitted may only operate at MMP on approved proposed days/times/locations. Permits are issued on a first-come first – served basis. Permit applicants may be required to provide alternate dates/times for their event if conflicts with other already permitted events occurs.

C. YOUTH SPORT TEAM PERMIT: a group of organized and associated YOUTH (18 and under) on an official sports team utilizing the property for practice *NOT racing or timed events, which would qualify as a *SPECIAL EVENT*.

- No more than one youth sport team may practice at Marshall per time period in a given 24 hour period
- 100 athletes maximum for group size meeting. This number does NOT include coaches, volunteers, or support people.
- Group size on-trail CANNOT EXCEED 14 people including coaches, athletes, and support staff
- Site usage cannot exceed 4 hours total including time in the base area and on trails.

Deadlines for Permit Applications

- Missoula Parks and Recreation (MPR) permit application period is open from Jan. 6th-March 3rd, 2023.
 - MPR may not be able to accommodate Large and Extraordinary-sized events and Outfitter applications received outside this permit window.
 - MPR will work with individual applicant to resolve any potential scheduling conflicts between events and activities.
 - Applications received during this period will be vetted and approved no later than March 10th, 2023.
- All applicants submitting permit applications outside the Jan. 6th-March 3rd application period are encourage to contact the MPR permit administrator prior to submitting a permit application.
- Applications for all events and activities received AFTER March 3rd, 2023:
 - will be reviewed and approved on a first-come first-serve basis.
 - may be required to change dates and or times based on other pre-approved permits.
 - depending on complexity, may take up to 30 days for smaller events/activities; or up to 60 days for larger events/activities to vet and approve.
- COMMERCIAL/OUTFITTER/EDUCATIONAL actual use reports are due Dec 1st of each calendar year.

Fees

Special Events Permit - Fees due 7 days prior to event date

Parks & Recreation

City of Missoula • 600 Cregg Lane • 721-PARK

Indicate size of event	Event Type	Number of Participants	Fee PER day
	Small	10-49	\$250.00
	Medium	50-124	\$375.00
	Medium-Large	125-299	\$500.00
	Large	300-599	\$750.00
	Extraordinary	600 – 1000	\$1500.00

Commercial, Outfitter, Educational – Fees will be assessed and administered after approval of submitted actual use report (no later than Dec 1st of each year)

\$2.00 per individual per use OR \$100.00 for total yearly use, whichever is more.

Youth Sports Team - Fees due no later than 7 days before first day of intended use

\$500.00 per season

Season Definition: July 1st – Dec 31st and Jan 1 – June 31st

Additional requirements for ALL permitted uses

Portable Toilets – if event is longer than 4 hours and includes more than 15 people - the appropriate number of portable toilets must be provided and/or have an approved plan for providing restrooms. All toilets must be placed only in approved predesignated locations.

Trash and Waste – ALL waste generated by the event/use must be packed out and disposed of. Use of park garbage cans is not acceptable as disposal site. Specific plans for recycling must be included as part of the permit.

Trail Condition Check – prior to event all trails and locations must be checked for conditions to insure they are appropriate for use and the event/use will not severely impact the condition of the trail/location. A plan for alternative routes in case of inclement weather must be included as part of the permit.

Parking – The event parking area will be available, and a parking plan must be submitted for all MEDIUM and LARGE special events (>50 participants). . Parking plan must designate a priority parking area for physically handicapped attendees and a 20ft fire lane present per county policy in all parking areas to give access to all points on the property for emergency vehicles. A plan for providing shuttles from off-site to the base area must be provided for LARGE special events only.

Vendors and Suppliers - Any contracted vendor selling food or products is included as part of the event must submit a Parks and Recreation Concession Permit. It is the duty of the PERMIT HOLDER to insure any invited vendor has obtained correct permits.

Alcohol – if alcohol will be present at the event/use a Parks and Recreation Alcohol Permit must be completed. All alcohol must be served or sold must either be by caterer with a cabaret license, or organizations needs a Special Revenue Permit from the State of Montana.

Option for tax-free donation – all events (not outfitter or athletic team permits) charging a fee to participate must provide an option for participants to make a tax-free donation for the long term management and public acquisition of Marshall Mountain Park.

Motorized Vehicles – permittees, but not participants and public, may drive inside the green gate at the far end of the parking lot to set up if they stay on double track gravel roads. Usage of this area must be clearly requested in the permit application. Locking the gate to this area after the event is the sole responsibility of the permitted. If permittee fails to lock this gate, they assume liability for any damage to the site and/or may become ineligible for future permits at Marshall Mountain Park.

Tent/Canopy Securing – must be done with weights (not stakes) to prevent hitting irrigation and power. You must include a map of where you will be setting up tents and canopies.

Fires and BBQ – fires must be kept in the designated fire pit. All BBQ must be kept within appropriate and approved BBQ grills. Both fires and BBQs may only occur during appropriate burning windows as dictated by Missoula County Fire Protection Agency https://mcfpa.org/fire_danger.htm

Accident Policy - In the event of an accident or injury, the permit holder is required to fill out an Accident Report Form and submit it to the City of Missoula Parks and Recreation Department as soon as possible, Accident Report Form can be found online at www.missoulaparks.org.

REFUND Policy - Qualifications to receive a refund of both event fee and deposit fee for required Notification for Cancellation must be received at least 21 days prior to the reserved date for non-reservations.

DAMAGE Policy -Should events during inclement weather result in damage to infrastructure, base area, or trails- repair cost will be deducted from security deposits based on inspection by MPR representee. Should damage exceed deposit, the named renter who reserved facility will be invoiced for the difference.

- Misuse (other than intended) resulting in damage, or a pattern of misuse, will result in the permitted loss of use, and will affect its ability to reserve in the future.
- Damage to facilities will negatively impact an permitted “Good Standing” status, and may result in loss of ability to reserve Marshall Mountain in the future

What uses are excluded from Marshall Mountain Park?

Bounce Houses - It has been determined by the Montana Municipal Interlocal Authority (MMIA) that there is considerable risk associated with inflatable structures including bounce houses. **Therefore, Bounce Houses and inflatable play structures will not be permitted at MMP**

Dogs – no dogs will be permitted on property at this time.

Overnight Camping/Parking – no overnight camping or parking will be permitted at this time.

Weddings – no weddings will be permitted at Marshall Mountain Park at this time

Usage of Buildings – Usage of the clock tower building will not be permitted at this time due to building inspection findings. Use of the bar/lodge building maybe granted at the discretion of Izzy Dog LLC and Missoula Parks and Recreation representee