

SPECIFIC INFORMATION & GUIDELINES FOR STEELE INDIAN SCHOOL PARK

- Acreage: 75 Acres
- Web-Site/Map: www.phoenix.gov/parks/sisp.html
- Park hours: 6:00 a.m. to 10:00 p.m. Daily
- Event hours: Events must end by 9:00 p.m.

Fees:

- Special Event user fees/deposits/staffing fees are applicable for all events. ***The User Fee and Security Deposit*** must be paid at the time an event application is accepted and approved. All other fees are due and must be paid two weeks prior to the event.
- Staff fees are charged because park staff must be brought in to oversee the set up, event, and tear down of event. Park Staff are assigned to an area by their supervisor to oversee that cars and equipment are coming into the Park in designated ways and in designated areas. They are also assigned to an event to open/lock restrooms, gates other duties as assigned by their supervisor. Park staff are not allowed to help carry, drive, or assist with lifting or to assist with the events set up and or tear down.

Decorations/Banners/Signage:

- Decorations can not be hung from trees, light poles, ramadas or any permanent fixture of the Park.
- Piñatas are not permitted at the Park
- Tape is not permitted on any permanent surfaces
- Banners/signage are to remain within event site unless prior approval is obtained
- Staking is prohibited at the Park
- All signage must be free standing; signs can not be hung from trees, light poles, ramadas, etc.

Amplified Music/Entertainment:

- Decibel levels not to exceed 85 decibels (DB's) A weighted, measured at the front of the house mixed position (which is approximately 96 feet from the center of the stage) during sound checks or throughout the event.

Parking:

- There are 500 spaces available at the Park.
- For large events and on weekends, up to an additional 1000 spaces may be available at the CTHVAMC. ***A request for this parking must be made directly to Paula Pedene, VA Public Affairs Officer, 602-222-2667 or paula.pedene@va.gov. A copy of approval and/or parking agreement must be on file no later than two weeks prior to your event. Without this information, your group will be denied use of these parking spaces.*** If additional spaces are not needed, no action is necessary.
- Events exceeding 5000 participants need to provide shuttles from external parking sites and need to pay for no parking signs throughout nearby park neighborhoods. Signage to be posted by a barricade company and paid by the event organization (Approximate cost: \$2000).

Trash/Clean Up:

- Events with attendance in excess of 1,000 people must arrange for extra trash disposal.
- Events with attendance in excess of 5,000 must arrange for a roll off dumpster for trash disposal.
- Grease must be poured into containers and removed from facility.
- Facility must be left clean and without damage. Refund of deposit will be impacted based on condition left.
- Trash disposal and complete clean up of event area is the event sponsors responsibility.

Electricity:

- It is the event's responsibility to determine the power needs of the event and rent generators.

Site Map/Equipment Layout:

- A full and detailed set up map and event timeline with all event specifics and other pertinent information must be approved and received not less than 2 weeks prior to event.
- The designated park area for events is the Phoenix Green.
- City staff will not handle, care for or act as custodian of any equipment or property delivered to the facility prior to the event and shall not be liable for any loss or damage to such property.
- All deliveries need to be coordinated with Park staff and an event representative on site to direct equipment set up and tear down.

Fire Lane: An 8' fire lane must be accessible throughout the event.

Staking of Tents and Equipment:

- Staking is only allowed in the Phoenix Green area of the Park in designated areas and with Park Manager approval.
- Areas approved for staking must stay **20'** from sidewalk edge, ramadas &/or irrigation valves, boxes or controllers.
- Staking is prohibited in all other areas of the Park.
- Fencing is only allowed to be used with t-stands. No staking or digging in grass or asphalt areas

Driving on Park Property

- Event vehicles are only allowed to drive within the flood irrigated areas of the Phoenix Green.
- Event vehicles are not permitted to drive in the grass areas that are irrigated by sprinklers.
- Event vehicles are only allowed on sidewalks if plywood (one half inch or more) is placed to cover sidewalks that will be driven on or crossed.

Carnival Equipment/Inflatables:

- Dunk tanks and inflatables with water features are prohibited at the Park.
- Carnival rides are prohibited from the Park.
- Petting zoos are prohibited from the Park.