

## CITY OF APACHE JUNCTION SPECIAL EVENT PROCESS

### Event at a Park Facility (see map & list; page 2)

- Contact: Riley King, Parks & Recreation office at [rking2@apachejunctionaz.gov](mailto:rking2@apachejunctionaz.gov) (480)474-5065
- Form: Parks & Recreation Special Event Packet or general reservation form
- Riley King will coordinate with other departments as necessary and alert of potential needs, additional permits, fees, etc.

### Event held within the City limits and not at a Park Facility

- Contact: Al Bravo, Public Information Office at [abravo@apachejunctionaz.gov](mailto:abravo@apachejunctionaz.gov); (480)474-5080
- Form: Event Sponsor Packet if "event" designation criteria is met
- Al Bravo will coord w/other departments as necessary and alert of potential needs, additional permits, fees, etc.

- ❖ There are City Council adopted fees associated with permits, rental of facilities/equipment, and requests for services. They have been kept at a minimal, competitive rate. These fees are important to help offset the cost of operating and maintaining our facilities, equipment, and services.
- ❖ At this time, agencies may not rent public facilities for profit-making, commercial purposes – the proceeds of any event must go toward a local non-profit.
- ❖ Special events that have a potential impact to the general public (i.e. close major arterials, reduce business operations, could result in a safety hazard, etc.) will only be considered on a limited, case-by-case basis
- ❖ For rules within our city codes, visit [www.apachejunctionaz.gov/code](http://www.apachejunctionaz.gov/code) and refer to chapters 8 and 15

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- 1-Prospector Park
- 2-Rodeo Event Center
- 3-MGC & Community Park
- 4-City Hall\*
- 5-Veterans Memorial Park
- 6-County Retention\*
- 7-Focal Pt./Marquee\*
- 8-Phelps Dr. Landscape\*
- 9-Little League Ballfields
- 10-Ironwood Cove\*
- 11-Arroyo Verde\*
- 12-Renaissance Point\*
- 13-Superstition Shadows Park
- 14-Silly Mountain Park\*
- 15-Sheep Drive Multi-Use Trail
- 16-Royal Palm Landscape\*
- 17-Flatiron Community Park

Areas in green indicate parks, facilities, and open space that the City’s Parks and Recreation Department is responsible for maintaining. The areas with an asterisk (\*) indicate spaces that have NO or limited reservation ability. For more information on park amenities, fees, and rental information visit [www.apachejunctionaz.gov/facilityrentals](http://www.apachejunctionaz.gov/facilityrentals) or call us at 480-474-5133.