

# City of Sierra Vista

## Special Events Permit

### Information Packet

#### **DETERMINING IF YOU NEED A SPECIAL EVENT PERMIT**

***A Special Event*** means any planned community or competitive event that takes place on public property including parks, streets, buildings, and/or sidewalks that is open to the general public, appeals to a broad representation of ages and interests, and offers a cultural, artistic, educational, or entertainment experience or any planned race walk, derby, or event whether human powered or otherwise, that involves a contest of skill(s) and/or strength and takes place upon a public right-of-way or in a park. It may also be an event that combines more than one category of event, such as a race and exhibition in a park.

***A Public Assembly/1<sup>st</sup> Amendment Activity*** means a public gathering, demonstration, picket, rally, ceremony, celebration, or other gathering of persons for which a march, procession or assembly does not stay on the sidewalk or the event requires blocking traffic or a street closure; a large rally/assembly requiring the use of a sound amplifying device; or a rally/assembly at designated parks or plazas.

The designated park areas are the Ramada's at Veterans Memorial Park, Tompkins Park and Len Roberts Park.

## Special Event Permit Questionnaire

Are You	Yes or No	If Yes, then
Hosting an Event for the Public that is either free or for a fee?	Yes <input type="checkbox"/> No <input type="checkbox"/>	Complete Special Event Permit Application
Hosting a public event that is serving food that is not prepackaged?	Yes <input type="checkbox"/> No <input type="checkbox"/>	Complete a Temporary Food Vendor Application through the Cochise County Health Department
Using tents or Canopies larger than 20 x 20?	Yes <input type="checkbox"/> No <input type="checkbox"/>	Complete Special Event Permit Application
Selling Alcohol at the Event?	Yes <input type="checkbox"/> No <input type="checkbox"/>	Complete Series 15 Special Event License application with AZ Department of Liquor. Complete Special Event Permit Application
Hosting a parade requiring a Street Closure?	Yes <input type="checkbox"/> No <input type="checkbox"/>	Complete Special Event Permit Application Include Parade Layout/Route Map and a Traffic Control Plan
Hosting a Walk or Race?	Yes <input type="checkbox"/> No <input type="checkbox"/>	Complete Special Event Permit Application Include Walk or Race/Route Map and a Traffic Control Plan
Expecting more than 300 people?	Yes <input type="checkbox"/> No <input type="checkbox"/>	Complete Special Event Permit Application Provide portable toilets for your group and Solid Water disposal plan.
Is this Event open to the Public?	Yes <input type="checkbox"/> No <input type="checkbox"/>	Complete Special Event Permit Application
Holding event/activity on City owned property, Facility/ or street	Yes <input type="checkbox"/> No <input type="checkbox"/>	Complete Special Event Permit Application. Certificate of Insurance Required

**If the answer is "No" to all of the above questions then you do not need to Complete a Special Event Permit Application Packet.**

If you do require a Special Event Permit please complete the packet and include all required supporting documents. Submission of your application should be at least Forty five (45) days prior to your event.

### **Complete the Special Events Permit Application**

Complete the Special Event Permit Application Packet and make any necessary reservations if your event requires the reservation of a City Park or Facility. Submission of a Special Event Permit Packet does not reserve or hold a park date if applicable to your event. Events/Activities requiring a Park Reservation must be made prior to submitting the Permit application. Please include the applicable support documentation required with your packet:

#### Special Event Permit Packet Application

1. Portable Sign Permit ***Required at time of submission***
2. Site Layout (Special Event in a park) ***Required at time of submission***
3. Route Map (Parade, Walk, Run, Race, Drive Thru) ***Required at time of submission***
4. Traffic Control Plan (Parade, Walk, Run, Race, Drive Thru) ***Required at time of submission***
5. Certificate of Insurance (COI)

The review and approval process begins when a completed Special Event Permit Package and reservation if applicable are submitted to the City's Leisure & Library Services Department. Submission of an application packet should not be considered as approval or confirmation of your event.

### **Submit your Application Package**

Application Packages are required no less than sixty (60) days in advance of your event/walk/run/race/competition/parade. Turn in your completed application and support materials to The Leisure and Library Services Department. All required fees are due at time of reservation, where applicable. Reservation of City Park or facility location are on a first pay first serve basis. Reservations and permit packages may be made/submitted up to 8 months in advance.

### **Application Packages may be submitted:**

#### **In Person or by Mail:**

Liz Coleman or Erika Sackett  
Ethel H. Berger Center  
2950 East Tacoma St.  
Sierra Vista, 85635  
(520)417-6980

#### **By Email:**

[EventPermit@SierraVistaAZ.gov](mailto:EventPermit@SierraVistaAZ.gov)

## Possible Reasons for Denial of Applications and Permits

The City reserves the right to deny a request for an Event Permit for any reason, including, but not limited to:

- That the proposed activity or use of the park will not be of benefit to the community;
- That the proposed activity or use of the park will unreasonably interfere with or detract from the public health, safety or welfare;
- That the conduct of the proposed activity or use is likely to result in or create a clear and present danger of violence by the applicant to persons or property resulting in serious harm to the public;
- That the nature of the event could cause unreasonable or undue environmental damage to the site;
- The City cannot support an event of the size estimated due to required staff or services;
- Failure to comply with any federal, state or local law, ordinance(s) or guideline(s);
- The event will disrupt traffic within the city beyond practical solution;
- The event will unreasonably interfere with access of firefighting equipment and firehydrants, or other first responder needs;
- The location of the event will cause extreme hardship to adjacent businesses or residents;
- The event will require the diversion of enough City employees that allowing the event would unreasonably deny service to the remainder of residents. This includes City Holidays. *City resource requirements, if available, will be subject to additional cost to event organizer;*
- The event will interfere with another event for which permits have been issued;
- The application was not properly submitted and no effort was made to correct an incomplete application once applicant was notified;
- A reoccurring event happened that did not leave the site clean, pay for City services, or in any way disregarded the application and permits requirements;

- Anything the City of Sierra Vista deems unsafe;
- Failure to submit City of Sierra Vista Special Event permit application within the minimum timeframes noted;
- Estimated attendance and event is too large for the requested venue;
- Estimated attendance that is too small for the requested venue (ex: closure of a major roadway to facilitate a procession of a small number of people);
- The event may interfere with other City activities or use of the facilities by City residents.

## **Key Points**

### **Alcohol**

If alcohol is to be served or sold, sponsors must take those measures required for compliance with all City and State laws. If alcohol is to be served at your event, but NOT sold you will need to obtain a Malt Liquor Permit. Malt Liquor Permits may be obtained from the Oscar Yrun Community Center or the Ethel Berger Center at the time of Reservation or prior to your event. Any selling of alcohol on public property requires permits from the Arizona Department of Liquor Licenses and Control (DLLC). For events on private property, if alcohol is sold (as opposed to served free of charge), appropriate permits are also required. Part of the DLLC permit process requires processing through the City Clerks Office. Application for temporary Liquor License must be filed with City of Sierra Vista (City Clerk's Office) and include \$25 dollar processing fee (paid to City of Sierra Vista). Additional insurance may be required by the City.

Note that the required permits vary, depending upon the type of alcohol to be served. A checklist with the requirements for having alcohol at an event can be found here: <http://www.azliquor.gov/series15.cfm>.

### **City Right-of-Way**

All sidewalks and multi-use paths are for public use; please give courtesy to any other pedestrian traffic needing to use these walkways. During non-road closure events, all roadways and streets must be kept clear of pedestrian traffic except at pedestrian crossings designated by the Arizona Revised Statutes. Please obey all traffic laws during your event.

## **City Right-of-Way/Roadway Closure**

Events that require road closures require City resources and may carry significant fees. Closing of roadways require Intersections to be staffed with Sierra Vista Police presence. City resource support is subject to availability of personnel and equipment. Sierra Vista police officers must be retained if closures of intersections are necessary. For budgeting purposes, please estimate the current rate (subject to change) as of January of \$50 per hour for each off duty police officer with a minimum of two hours. Please note this hourly rate is subject to change. The number of officers and length of time required is determined based on a number of factors including (but not limited to) time of day, type of event, level of activity in the intersection, and estimated attendance. To make arrangements for this service please coordinate directly with the SVPD – POC SGT Brian Sebastian (520) 452-7500.

## **Enforcement**

City of Sierra Vista Police or Sierra Vista Leisure & Library staff may request that a resident or event participant leave any park or public facility for violation of rules and regulations.

## **Food Vendors**

If food vendors will be part of the event, the Cochise County Health Department (CCHD) must be notified 30 days out from your event and a final list of all food vendors must be submitted to CCHD no later than 30 days prior to the event. All food vendors are required to obtain the appropriate permit from the Cochise County Health Department. Note that these permits must be maintained on site throughout the event and presented upon request. For more information:

<https://www.cochise.az.gov/health-and-social-services/environmental-health-division>.

## **Insurance**

The Applicant agrees to obtain and maintain insurance coverage of the types and amounts required in this section and keep such insurance coverage in force throughout the life of the contract. The City of Sierra Vista shall be named as “Additional Insured” on the insurance certificate, and a copy of the certificate shall be provided to the City of Sierra Vista’s Leisure & Library Services Department. All policies shall contain an endorsement providing that written notice must be given to the City of Sierra Vista at least thirty (30) calendar days prior to termination, cancellation, or reduction in coverage in any policy.

The Applicant shall obtain and maintain minimum insurance limits as

follows: COVERAGE AFFORDED LIMITS OF LIABILITY

Worker’s Compensation

Statute

Employer's Liability	\$1,000,000
Commercial General Liability Insurance	\$1,000,000 Bodily Injury Combined Single Limit
Including:	\$1,000,000 Property Damage
(a) Products & Completed Operations	
(b) Blanket Contractual	
(c) Premises-Operations-Personal Injury	
Commercial Automobile Liability Insurance	\$1,000,000 Bodily Injury and Property Damage Combined Single Limit
Including:	
(a) Non-Owned	
(b) Hired Vehicles	

## **Noise**

Applicants must comply with the City's Noise Ordinance. The City's Noise Ordinance can be found in Chapter 91.10 Section Y of the City Code of Ordinances. Failure to comply with the City's Noise Ordinance may result in the early termination of your event and revocation of your permit.

## **Parking Plan**

On site event parking is permitted in designated areas only. If your event will exceed the capacity of the parking for the venue being used a parking plan will be required to be submitted along with your permit application.

Events held on private property should provide parking in private parking areas. Justification for a special exception to allow parking within public rights of way may be submitted with the completed application packet for review. However, approval will be granted only in cases where an extreme hardship exists.

## **Permit posting**

Special event permits should be held at the event by the event contact person, and presented upon request.

## **Portable Sign Permit**

A Portable sign permit is required per City Development Code, Article 151.10, for all temporary signs, which are not permanently mounted, and are displayed for a limited period of time. The Portable Sign Permit, can be found on the website, [www.SierraVistaAZ.gov](http://www.SierraVistaAZ.gov). Completed forms can be returned Community Development located at City Hall or by email to [Planning@SierraVistaAZ.gov](mailto:Planning@SierraVistaAZ.gov).

## **Race Route/Parade Route**

If a race is part of your event, submit an 8.5" x 11" event map/route involving City rights-of-way must be submitted with your special event permit application package. The City's authority is confined to City-owned property (the public right-of-way). All routes must be approved by the City.

If you are applying for a road race, a selection of pre-determined routes are available for download from the City's website at the Special Events Information Page. Race organizers will not be required to use one of these routes, but they are strongly recommended as the cost to use them will be minimal compared to routes that require street Sierra Vista police officers to be retained for closures of intersections if necessary.

## **Reservable Parks**

Parks that can be reserved include Veterans' Memorial Park, Hubert Tompkins Park, and Len Roberts Park, which are all closed after 11pm. Loudspeakers, amplified music, bullhorn or public address systems during event hours are strictly regulated. Set up and tear down may occur outside of event hours, subject to approval by the City. Desired start times should be included on your application. The Special Event Permit does not reserve or hold a park date. A reservation needs to be in place prior to the submittal of the Special Event Permit application. Please contact a Customer Service Representative at either the Oscar Yrun Community Center (OYCC) 520-458-7922 or the Ethel Berger Center (EBC) 520-417-6980 to reserve a park for your event if applicable.

## **Reservation of Park**

If the event planners desire to hold the community event in a city park, a park reservation is required and carries a fee. The Special Event Permit does not reserve or hold a park date. Please contact a Customer Service Representative at either the Oscar Yrun Community Center (OYCC) 520-458-7922 or the Ethel Berger Center (EBC) 520-417-6980 to reserve a park for your event if applicable. A reservation needs to be in place prior to the submittal of the special event permit application.

Parks with reservable space include Veterans' Memorial Park, Hubert Tompkins Park, and Len Roberts Park. Veterans' Memorial Park is the only city park that can accommodate more than 100 people at an event. Events in Veterans' Memorial Park



with over 300 people in attendance require a reservation of the entire park.

Available space, particularly on weekends, fills up quickly, so reservations should be made as soon as possible. Group or organizations with annual events are not guaranteed the same date for subsequent years. Reservations may be made up to one year out. Reservations are secured only with payment of required fees at time of reservation. We do not hold dates.

**Support Fees:** Event organizers are responsible for any additional costs incurred by the City as determined by representatives of each department prior to issuance of the Special Event Permit.

**Restrooms/Portable Toilets:** The City may require event sponsors to provide temporary toilet facilities.

Reference for selecting the number of portable toilets for your event:

### Portable Restrooms

Based on no servicing during the event and number of people on site at a peak time.

People on site X Hours Of Event	1 hour	2 hour	3 hour	4 hour	5 hour	6 hour	7 hour	8 hour	9 hour	10 hour
50	1	1	1	1	2	2	2	2	2	2
100	2	2	2	2	3	3	3	3	4	4
250	3	3	3	4	4	4	5	6	6	7
500	3	4	5	5	6	6	7	8	8	9
1,000	5	7	8	8	9	9	10	11	12	12
2,000	7	10	13	15	16	17	18	19	21	21
3,000	6	9	12	16	20	24	26	30	34	38
4,000	8	13	16	22	25	30	35	40	45	50
5,000	12	15	20	25	31	38	44	50	56	63
6,000	12	15	23	30	38	45	53	60	68	75

### Portable Restrooms

Based on 1 servicing during the event and number of people on site at a peak time

People on site X Hours between Servicing	1 hour	2 hour	3 hour	4 hour	5 hour	6 hour	7 hour	8 hour	9 hour	10 hour
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50	1	1	1	1	2	2	2	2	2	2
100	2	2	2	2	3	3	3	3	4	4
250	3	3	3	4	4	4	4	5	5	6
500	3	4	5	5	6	5	6	7	7	8
1,000	5	7	8	8	7	7	8	8	9	9
2,000	7	10	13	13	13	13	14	14	16	16
3,000	6	9	12	16	17	18	20	22	25	28
4,000	8	13	16	17	18	22	26	30	34	37
5,000	12	15	18	22	23	28	33	37	40	47
6,000	12	15	23	27	28	34	40	45	51	56

- 10% of the portable toilets must be ADA accessible.
- Portable toilets must be in place three (3) hours prior to advertised start of event and placed in a location designated on your site layout and approved by The Leisure and Library Services Department.
- Portable toilets must be picked up within one business day after event.
- The renter is responsible for the cost, care, and cleaning of portable toilets.

## Security

If it is deemed necessary, it shall be the responsibility of the person or organization making the reservation to provide necessary security to insure orderly behavior and protect property. If required, security for Reserved Area rentals or street closures will be determined by the City of Sierra Vista Police Department. *(Exception: Security is required to obtain a Series 15 special event permit from AZ Department of Liquor for Alcohol Sales).* Any additional cost for security will be assessed by the Renter. The Leisure and Library Services Department reserves the right to cancel the event if adequate security is not provided.

Conditions that may require security include, but are not limited to, closing of roadways, event with Alcohol sales, number of guests and type of event. Intersection closings require Sierra Vista Police presence. There is a fee associated with this service. To make arrangements for this service please coordinate directly with the SVPD – POC SGT Brian Sebastian 520-452-7500.

## Site Map (a.k.a. event layout)

Site Map descriptions should be a detailed map and detailed narrative including a description of activities in the event, such as event entry and exit, fencing, ID checkpoints, tent locations, vendor locations, special features and a time line of your event. Please attach the map and description to your application at time of initial submission. Applications without a map are considered incomplete and will be unable to be fully processed without the submitted map.

Site Maps for Veterans Memorial Park, Tompkins Park and Len Roberts Park are available for download from the City's website at the Special Events Information Page and must be included in the Special Event Permit Packet submission if applicable.

## Trash/Solid Waste Plan

A plan is required to designate locations for trash collection.

- One (1) eight-yard dumpster per each 600 estimated in attendance is required.
- One (1) eight yard dumpster per each 1 to 4 food vendors is required.
- Dumpsters must be in place three (3) hours prior to advertised start of event and placed in a location designated by the Leisure and Library Services Department. Dumpsters must be picked up within one business day after the event.

The renter is responsible for any additional costs for trash collection and dumpster fees. To arrange for Dumpsters please contact Laura Duarte at 520-458-3315.

Trash must be disposed of in approved containers. Daily cleanup is required. The applicant must clean the right-of-way or public property of all rubbish and debris, returning it to its pre-event condition within 24 hours of the conclusion of the event. If the applicant fails to clean up such refuse, cleanup will be arranged by the City and the costs charged to the applicant. Trash fees are in addition to park reservation fees.

## Traffic Control Plan

All events that restrict a City roadway require traffic control, and a traffic control plan submitted with the event permit application that meets MUTCD (Manual on Uniform Traffic Control Devices) standards. A sample Traffic Control Plan can be found at <https://mutcd.fhwa.dot.gov/pdfs/2009r1r2/part6.pdf>. Please refer to Figure 6H-19 (page 671) and Figure 6H-20 (page 673) of the 2009 MUTCD.

City traffic control devices **may be** provided for the event for a fee (City resource support is subject to availability of personnel and equipment), or a certified barricade company using MUTCD (Manual on Uniform Traffic Control Devices) standards and devices maybe used. **If an outside barricade company is used, the company and equipment must be approved by the City. The applicant is solely responsible for providing or making arrangements for barricades, traffic cones, signs, or support personnel for traffic control.** A list of barricade

companies may be accessed here: <http://tdot.tucsonaz.gov/tdot/local-barricade-companies>.

*City of Sierra Vista Street Closure Support (Fees as of 7/21 fee subject to change without notification)*

*Small Event           \$1,480.00*

*Large Event           \$2,590.00*

Event size will be determined by the Department of Public Works based on the number of support staff required to facilitate the required closures. Support not guaranteed and based on staff availability. Support includes setting out and picking up traffic cones and traffic barricades, and all signage, per MUTCD (Manual on Uniform Traffic Control Devices) standards as required by law. Fees subject to change without notification.

Enforcement personnel are specifically required when event participants are required to cross a major roadway, to enforce road closures on all but local residential streets, and as otherwise noted. All road closures will require support personnel to enforce the closure.

The only recognized traffic control support personnel are State, County or City police (off-duty). Arizona Rangers are acceptable in the City limits, but only Sierra Vista police officers may be used for closing intersections. If deemed necessary by staff, a detour plan may be required. Sierra Vista police officers must be retained if closures of intersections are necessary. For budgeting purposes, please estimate \$50 per hour (as of 7/1/2021, fee subject to change without notification) for each off duty police officer with a minimum of two hours. The number of officers and length of time required is determined based on a number of factors including (but not limited to) time of day, type of event, level of activity in the intersection, and estimated attendance. To make arrangements for this service please coordinate directly with the SVPD – POC SGT Brian Sebastian (520) 452-7500.

### **Tents/Pop up Canopies**

A canopy 20'x20' or smaller may not be staked in City park turf areas, and may only use weights to anchor the canopy. To prevent damage to the roadway, tents may not be secured to the roadway with stakes, no exceptions. Any canopy larger than 20'x20' on City property requires Blue Stake marking no less than 3 days prior to installation. Blue stake can be coordinated with the Parks division by contacting (520) 515-8586.

## Appendix A

### Special Event Permit Document Checklist

*\*Not all will necessarily apply*

- Special Event Permit Application Packet (***Incomplete packets will be returned***)
  - \_\_\_\_\_ Site Plan (Map) or Race/Procession Layout (***Required at initial Submission if Applicable***)
  - \_\_\_\_\_ Traffic Control Plan (***Required at initial Submission if Applicable***)
  - \_\_\_\_\_ Parking Plan (***Required at initial Submission if Applicable***)
  - \_\_\_\_\_ Security Plan (***Required at initial Submission if Applicable***)
  - \_\_\_\_\_ Restroom Facilities Plan (***Required at initial Submission if Applicable***)
  - \_\_\_\_\_ Trash removal and disposal/cleanup Plan (required)  
(***Required at initial Submission if Applicable***)
- Park and/or Pavilion Reservation completed ***if applicable*** (separate application)
- Certificate of Insurance (***required before permit will be issued***)
- Notification to Cochise County Health Department (for sale of food and beverage)  
<https://www.cochise.az.gov/460/Environmental-Health-Services-Division>
- Portable Sign Permit (*If you will be placing advertising in Right of Ways*)  
<https://www.sierravistaaz.gov/our-city/special-events-permit>

*Appendix B*  
Contact Information

***CoSV Department of Community Development*** (Portable Sign Permit)

1011 N. Coronado Dr  
Sierra Vista, AZ 85635  
Phone: 520- 458-3315 Fax: 520-452-7023

***City of Sierra Vista – City Clerk’s Office***

Special event Liquor License  
1011 N. Coronado Dr.  
Sierra Vista, AZ 85635  
520-458-3315

***Cochise County Health Department***

Environmental Health Division  
4115 E. Foothills Dr.  
Sierra Vista, AZ 85635  
520-803-3930

[Environmental Health Services Division | Cochise County, AZ](https://www.cochise.az.gov/460/Environmental-Health-Services-Division)  
<https://www.cochise.az.gov/460/Environmental-Health-Services-Division>

***MUTCD (Manual on Uniform Traffic Control Devices)***

Sample Traffic Control Plan.  
<https://mutcd.fhwa.dot.gov/pdfs/2009r1r2/part6.pdf>

Refer to Figure 6H-19 (page 671) and Figure 6H-20 (page 673) of the 2009 MUTCD)

***Sierra Vista Police Department***

Traffic Control (Off Duty Officers)  
POC – SGT Brian Sebastian  
520-452-7500

**Dumpsters – City of Sierra Vista**

City Hall  
City of Sierra Vista  
POC Laura Duarte  
520-458-3315

**Street Closure Support**

**City of Sierra Vista**

Public Works Department  
POC - Transportation Maintenance Supervisor  
520-458-5775

*Small Event \$1,480.00 (rates subject to Change without notice)*

*Large Event \$2,590.00 (rates subject to Change without notice)*

Event size will be determined by the Department of Public Works based on the number of support staff required to facilitate the required closures. Support not guaranteed and based on staff availability. Support includes setting out and picking up traffic cones and traffic barricades, and all signage, per MUTCD (Manual on Uniform Traffic Control Devices) standards as required by law.

**Blue Stake (CITY PARKS)**

**City of Sierra Vista**

Leisure and Library Services  
Parks and Recreation  
Parks Division  
POC – Parks Supervisor  
520-515-8586

*Appendix C*  
*Park Rules*

**PARK RULES**

1. Reservations are required for all Ramada's, Public Events in Reservable Parks and the Centennial Pavilion. Reservable Parks are Veterans Memorial Park, Tomkins Park and Len Roberts Park.
2. Consumption of Spirituous Liquor is by permit only. SVCC § 94.02
3. Veterans Memorial Park, Hubert Tompkins Park, and Len Roberts Park shall be closed between the hours of 11:00 p.m. and 5:00 a.m. SVCC § 94.03
4. Smoking and use of vapor products shall not be permitted within 50 feet of any outdoor sports field or playground. SVCC § 94.04
5. Glass beverage containers are prohibited. SVCC § 94.04
6. Nails or staples are not allowed to secure decorations. No additional signage is allowed to advertise your Ramada reservation and you are responsible for total cleanup of Ramada areas.
7. To park a motor vehicle anywhere but on paved, marked surfaces, where such parking is provided, or to park overnight. SVCC § 94.07
8. Dogs must be on a leash at all times except for exemptions pursuant to SVCC §94.04.
9. No animals allowed in the park during Community events (ADA Recognized Service Animals are the exception) SVCC § 94.06
10. Waste from dogs or any other domestic animal or pet shall be removed and disposed of in a sanitary manner, by placing waste in a plastic bag, and then securing and placing it in a waste receptacle consistent with the language expressed in § 90.01 of this code. SVCC § 94.06
11. Use of Temporary structures requires a permit. SVCC § 94.04
12. A canopy 20' x 20' or smaller may not be staked in turf areas, and may only use weights to anchor the canopy. Any canopy larger than 20' x 20' requires Blue Stake marking no less than 3 days prior to installation. It is prohibited to stake anything into the ground. SVCC § 94.04
13. Volleyball is permitted only in designated areas.
14. Loud music, excessive noise, and disturbing conduct are not allowed. SVCC § 94.05



15. Littering is prohibited.
16. Advertising goods and services and the distribution of handbills, business or commercial literature in person or by placing them on vehicles is prohibited. SVCC § 94.04
17. Camping or overnight lodging is not allowed in any city park. SVCC § 94.05
18. No person shall hunt, trap or pursue wildlife at any time; no person shall discharge a firearm from inside a park or into park areas pursuant to A.R.S. § 13-3107; nor shall any person possess, use or carry air rifles, spring guns, bows and arrows, slings, instruments that can be loaded with and fire blank cartridges; use any kind of trapping device, or any other forms of weapons potentially injurious to wildlife and dangerous to human safety. Public display and ceremonial items may be exempted by permit. SVCC § 94.05
19. Discharge of firearms in the park is prohibited pursuant to A.R.S. §13-3108.
20. Discharging of fireworks is prohibited on Public Property, SVCC § 96.02
21. No commercial activities allowed except for exemptions pursuant to SVCC §94.04.
22. It shall be unlawful to build fires or have an open flame, except in designated places, such as fireplaces, stoves or grills approved by the Leisure & Library Services Department, in conjunction with the Fire and Medical Services Department. Bonfires and sky lanterns are not permitted in any city parks. SVCC § 94.05
23. Surface only metal detection equipment may be used in public parks. Any attempt to retrieve detected objects by digging and/or excavating is strictly prohibited. SVCC § 94.04

**Note:** This is not a comprehensive list of all rules and ordinances pertaining to City of Sierra Vista Parks. For a complete list of ordinances you may refer to:

**[https://codelibrary.amlegal.com/codes/sierravista/latest/sierravista\\_az/0-0-0-11935](https://codelibrary.amlegal.com/codes/sierravista/latest/sierravista_az/0-0-0-11935)**