



# Sac River Mountain Bike Trail Special Use Application

Applications must be submitted at least 30 days before proposed event. There is a non-refundable application fee of \$40



## What this is

Ozark Greenways is a non-profit tax-exempt organization in Springfield, MO, who partners with Springfield-Greene County Park Board, MORC, and volunteers to manage and maintain Sac River Mountain Bike Trail .

All event applications to use the Sac River Mountain Bike Trail (SAC) must be submitted at least 30 days prior to proposed event date, through:

**Ozark Greenways — P.O. Box 50733, Springfield MO 65805 — (417) 864-2015 — john@ozarkgreenways.org**

We will get back to you as soon as possible, but feel free to call if you have questions or concerns.

## Contact info

Date this Application is Submitted to OG \_\_\_\_\_

Proposed Event Date (1st & 2nd choices) \_\_\_\_\_

Event Timeframe (Include set-up & take-down also) \_\_\_\_\_

Event Title \_\_\_\_\_

Company or Organization Holding Event \_\_\_\_\_

List All Event Sponsors \_\_\_\_\_

Event Contact Person \_\_\_\_\_

Contact Phone #'s (Daytime & Mobile) \_\_\_\_\_

Contact Email \_\_\_\_\_

Contact Mailing Address \_\_\_\_\_

Alternate Contact Name / Phone / Email \_\_\_\_\_

## Event Details

Is the event open to the public? \_\_\_\_\_ Is there a fee, and what is that fee? \_\_\_\_\_

Is this a fundraiser, and if so, for whom? \_\_\_\_\_

How many participants do you expect? \_\_\_\_\_ How many spectators do you expect? \_\_\_\_\_

If this event has been held before, how many participants did you have? \_\_\_\_\_ Spectators? \_\_\_\_\_

Would you be interested in donating proceeds from your event to help Ozark Greenways expand Springfield's greenway trail network? \_\_\_\_\_

Will you need a staging area for a start/finish line/gathering, and where would you prefer that be?

Please describe your event: (include purpose, features, promotion, etc.)

# SAC Special Use Application—Continued

## Further Details

You must provide a “certificate of insurance” for the event showing coverage of at least one million dollars, listing Ozark Greenways and Springfield-Greene County Park Board as an “additional insured” during the date(s) of the event. The insurance must cover participants, volunteers, spectators, bystanders and staff during event, as well as during set-up and take-down.

Can you provide this? \_\_\_\_\_

If you will be placing portable toilets / How many & where? \_\_\_\_\_

Will you have special parking needs? \_\_\_\_\_

Please provide any other relevant materials for your event: (Draft flyer, your website, route map, etc.)

**NOTE:** Approved events on the SAC will require a special logo provided by Ozark Greenways and MORC to place on event materials, including flyers, banners, t-shirts and other promotional items. This logo identifies Ozark Greenways and MORC as the developers of the Sac River Mountain Bike Trail.

Anything else we should know about your event?

### For Ozark Greenways Use

Date rec'd: \_\_\_\_\_ Rec'd by: \_\_\_\_\_

\$40 fee included? \_\_\_\_\_ Check # or Cash? \_\_\_\_\_ Insurance cert rec'd? \_\_\_\_\_

Approved by \_\_\_\_\_ Further info needed? \_\_\_\_\_

### REVIEW NOTES

# Requirements/FAQ

## For Events Held on the SAC

- Reservations through Ozark Greenway is required for all events on the SAC, with a minimum of **30 days** prior to the proposed event date.
- A non-refundable **\$40** application fee must be submitted with the application.
- Event leaders must provide a “**certificate of insurance**” with Ozark Greenways listed as an “**additional insured**” for the date(s) of the event, showing the group carries at least one million dollars in coverage (standard).
- All approved events on the SAC will require a **special logo with tagline** (provided by Ozark Greenways) to place on event materials, including flyers, banners, t-shirts and other promotional items. This logo identifies Ozark Greenways as the owner and developer of the SAC.
- Ozark Greenways reserves the right to deny any individual, organization or group an event permit not deemed in the best interest of the trail or citizens of the community.
- Ozark Greenways reserves the right to establish special trail use conditions anytime.
- If the event requires assistance from Ozark Greenways, then additional charges may apply.
- The trail is open during daylight hours only. Night events will receive special consideration.
- Before approval can be given, event organizers must provide a certificate of insurance listing Springfield-Greene County Park Board and Ozark Greenways as an “additional insured” on the policy. It must cover participants, spectators and volunteers, as well as employees of the event.
- Any event also utilizing a public street may require a parade permit. It is the event organizer’s responsibility to acquire this permit which is issued by the Springfield Police Department, 864-1763.
- Our “Leave No Trace” policy requires organizers to remove all trash and debris generated from the event.
- If event requires portable toilets, you must arrange for them to be reserved, placed and removed in a timely manner, once locations are approved.
- Please do not mark on the trails with permanent paint. Use chalk or something water-soluble.
- No open fires allowed
- Springfield-Greene County Park ordinances apply to the trail .

**Thank you for using and supporting Ozark Greenways  
& Springfield-Greene County’s greenway trails!**

Find all the greenways in the area and  
become a member of Ozark Greenways at  
[www.ozarkgreenways.org](http://www.ozarkgreenways.org) / (417) 864-2015 / P.O. Box 50733, Springfield MO 65805