



CITY OF ROCHESTER

PERMITTING POLICY

for Events on City-Owned Property

The City of Rochester is committed to ensuring that our community can safely enjoy City parks, trails, athletic fields, courts, shelters, and lodges. While parks are free and open to the public, the permitting guidelines below ensure that our public spaces remain accessible, safe, and enjoyable for everyone.

HELPFUL TERMS

Types of Events:

Private Event

ex: birthday parties, graduation parties, baby showers

- Invite-only from the event organizer. Event cannot be advertised to the public, including promoting on social media or handing out flyers.

Public Event

ex: festivals, concerts, walks, runs, parades, health fairs, rallies, demonstrations, giveaways, or sports tournaments

- Open to the public with the intent to advertise via social media, physical flyers, or any other means of promotion.
- May feature any of the following: vending, food sales or giveaways, alcohol, admission ticket or registration fees.

Types of Permits:

Parks, Athletic Fields, and Lodge Permit: Issued by the Dept. of Recreation & Human Services

Deadline to apply: 14 days prior to event

- Reservation of a city park, trail, athletic field, court, shelter, or lodge to ensure another event is not booked at the same time.

Special Event Permit: Issued by the Office of Special Events; reviewed by the Rochester Police and Fire Departments

Deadline to apply: Depending on the nature and size of the event as well as the applicant's ability to provide required documentation, permit review process may take up to 4 months prior to the event

- Permit required for large events and any events open to the public on City property.

When Can I Reserve a Lodge for an Event?

- If it is a private event.
- If there is no selling of food, beverages, or any other items; all food and beverage must be available to invited event attendees only.
- If there is no vending of any kind.
- If there is not an entrance fee or ticket of any kind, including pre-sales.

Obtain a **Lodge Permit** to reserve the space.

- If your private event includes bounce houses or any related items, you are also required to provide general liability insurance in addition to the lodge permit.

When Can I Reserve an R-Center Community Space for an Event?

- If it is a public event (not for private events like birthday parties, baby showers, repasts).
- If you are part of a community or neighborhood association.
- If you can provide a 501(c)(3) form and flyer for the community event.

Call your local R-Center to check availability and reserve the space.



Malik D. Evans, Mayor
City of Rochester, NY • Rochester City Council



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When Do I Need a Permit to Hold an Event on City-Owned Property?

Private Events up to 50 attendees

- No permit is required for outdoor park spaces.
- If you are holding your event inside a Lodge, obtain a **Lodge Permit** to reserve the space.

Private Events with more than 50 attendees

- Obtain a **Parks and Athletic Field Permit** for outdoor park spaces.
- If your private event includes bounce houses or any related items, you are required to provide general liability insurance.
- If you are holding your event inside a Lodge, obtain a **Lodge Permit** to reserve the space.
- Your event may require additional approvals, plans and/or permits based on complexity and the size of your event; City team members will quickly help determine what your event requires.

Public Events (regardless of attendance)

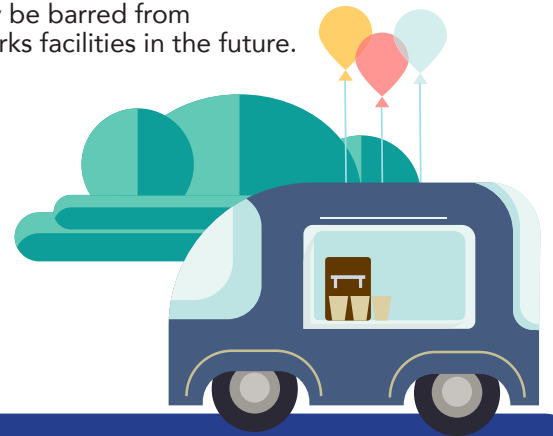
Note: Public Events are not permitted in City-owned lodges and shelters. For indoor events that are open to the public, a private facility is the better solution.

- Obtain a **Parks and Athletic Field Permit** to reserve the intended space.
- Obtain a **Special Events Permit**.
- Requires general liability insurance and security staffing.

Given demand for public spaces, especially during Rochester's warm-weather seasons, City leaders encourage people to reach out to start to plan events as far in advance as possible.

What Happens if I Don't Get a Permit?

- Your event will not be allowed to proceed.
- City Security or Police may break up your event and direct those in attendance to leave the area.
- You may be issued a Municipal Code Violation ticket for holding an event without a permit.
- You may be barred from using Parks facilities in the future.



Park, Athletic Field, and Lodge Permit:



Go to:
cityofrochester.gov/R-Central

Questions? Contact Mai Ho,
Mai.Ho@CityofRochester.gov

Special Events Permit:



Go to:
specialevents.cityofrochester.gov/p/apply

Questions? Contact Kara Osipovitch,
Kara.Osipovitch@CityofRochester.gov



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