

# Boerne City Lake Athletic Event Guidelines

*Boerne Parks & Recreation is glad to offer Boerne City Lake Park as a special event site to the athletic community to host triathlons, runs, swims, walks and all around athletic events. Boerne City Lake Park has undergone many changes and renovations in the past few years and now is a fully functioning public park that is open for use on weekdays and weekends. This means that the relationship between the park, the public and the special athletic event has changed as well, and we have some new rules and requests of the event coordinators. Below are a handful of the new guidelines, included with this document is a map of the park indicating parking options. If you have any questions in regard to hosting an athletic event at Boerne City Lake Park please feel free to contact Tori Bellos with Boerne Parks & Recreation at 830-249-9511.*

- **Event Size:** During the park charging season (Memorial Day-Labor Day) events are limited to 300 participants due to the lack of parking in the park. Outside of that season events can be as large as 400 participants,
- **Boerne City Lake Park will remain open to the public during athletic events** unless the park has been leased out and the lease agreement has been approved by City Council prior to the event. The public must still be allowed complete access to the park, its facilities and amenities during the event including all parking spaces and the restroom.
- **If any area of the park will be made inaccessible (ex: boat ramp or the point for swimming) for any length of time during the event signs must be posted at the admission booth and the area to be used SIX weeks prior to the event by the event coordinator or representative at the expense of the event and with sign approval by the Parks & Recreation Department.** Signage posted at the boat ramp or other outdoor locations must be weather proof. This gives the public fair warning and will cut down on confrontations the day of the event. We will grant permission to close off the boat ramp area during set up and during the event but it should be a priority to open the boat ramp area up in a timely manner once the space is no longer needed for the event.
- Boerne City Lake Park is available for use as is. We cannot make special accommodations for the event's usage (ex: moving large rocks, mowing, trimming etc.)
- **PARKING:** please note the parking locations on the map. Boerne City Lake Park has very limited parking. There are only 109 designated parking spaces (including boat and handicap parking) available in the park. Special event parking (grass parking) can ideally accommodate 368 cars. We ask that events please use designated event parking first and then use parking spaces and the roadside parking for overflow parking. We highly recommend having volunteers monitor and direct the parking for optimal usage of the lot, as well as signage directing participants and spectators to the special event overflow parking area. The City reserves the right to determine if we feel the park cannot accommodate an event. Please have a contingency plan for offsite parking in case of rain on the day of or during the week prior to your event if your event will be large enough to have more than 100 cars to park on the day of the event. If the park has received recent heavy rains and the ground is wet the special event parking area will not be open and available for use. This is to maintain the grass and to avoid getting vehicles stuck in the mud. If vehicles drive or park in undesignated areas during the event the event deposit will not be returned and the event will not be permitted to occur at Boerne City Lake Park in the future.
- **RESTROOMS/Port-O-Potties:** There is one male and one female restroom at the park. They are not intended to support high traffic use during special events. Parks & Recreation will require an additional 2 port-o-potties for every 200 participants. We ask that port-o-potties not be placed in parking spaces or in the flow of traffic. The Parks & Recreation Department will help determine the most appropriate location with the event coordinator.
- **TRANSITION AREA:** The boat ramp area is now permitted as a transition area with proper signage.
- **KEY CHECK OUT:** Please check out a key the Friday before the event to Special Event Parking or any chained areas of the park. While these areas are unlocked we request that the event provide a volunteer at these points to monitor the flow of traffic. You will be responsible if any of the general public drives through these areas, and it will result in the loss of your deposit and will prevent the usage of the park in the future.

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- **RUNNING ON THE DAM:** Running on the dam is permitted however running past the water treatment plant to Ranger Creek Road is not an option without special approval from Michael Mann; Director of Public Works (249-9511 ext: 1149). The distance to the end of the dam and back is approximately one mile.
- **PAVILION RENTAL:** *It is required that you rent the pavilion for the day of your event.* A facilities reservation form will be included with your permit application. Amenities include electrical outlets, picnic tables and a bar-b-q pit (check out a key for this). Parks & Recreation reserves the right to rent this facility out to another entity on the day of the event unless it has previously been rented by the event coordinator.
- **SPECIAL EVENT PERMIT APPLICATION:** a special event permit is REQUIRED and a \$300 damage deposit will be collected in order to gain approval to have an athletic event at Boerne City Lake Park. This application must be approved by Parks & Recreation, Boerne Police, Boerne Fire, and Public Works before approval is granted. The application must include: the completed Special Event Permit Application, event layout (including the entire route, location of stationed volunteers, headquarters, location of port-o-potties, parking plan, (any location where chains will be dropped, etc.), a copy of your liability insurance with the CITY OF BOERNE listed as an additional insured (your insurance agent will need to know our address, 402 E. Blanco, Boerne, TX 78006 and phone number, 830-249-9511, fax to 830-331-9652, Attn: Tori Bellos)
- **UPPER CIBOLO CREEK ROAD:** if you choose to utilize roadways outside of the park this will need to be indicated on your event layout. A phone call to the Kendall County Sheriff's Department will need to be made to secure the appropriate number of officers for the event. You will need to contact Patrol Commander, Lt. Shad Prichard; 830-249-9721 ext: 124.
- **PARK ENTRY FEES:** As a part of your permit fee the event will be charged per athlete (See the Fees section in the special Event Permit Application). This will cover their entry fee for the park as well as spectators and volunteers associated with the event. Parks & Recreation will not charge an entry fee to anyone associated with the event on the day of your event until an agreed upon time by the race coordinator and Parks & Recreation .
- **SET UP:** Event coordinators are welcome to set up the day prior to the event but be aware that the City of Boerne does not offer overnight security and is not responsible for lost, stolen or damaged property. Overnight camping is not permitted. The Parks Curfew is 12:00am midnight- 5:00am. Boerne police officers can issue tickets for individuals in the park during those hours unless prior arrangements have been approved by the Parks & Recreation Department. *Please do not use spray paint of any variety on the roadways in the park.* Your damage deposit will be held and you will be charged for the removal of the paint at \$30 per man-hour.
- **Clean up:** The event coordinator is responsible for 100% of the cleanup of the athletic event. This includes checking the public restrooms for cleanliness, picking up litter generated by the event and hauling of trash from the trashcans and replacing the liners before you leave. Please bring replacement 55 gallon liners with you. Please note that the public restrooms are cleaned and are refilled with toilet paper once a day (in the morning). Any toilet paper needed beyond the provided amount will need to be provided by the event coordinator. Any clean up done on the part of Parks & Recreation after your event will be charged to you at \$30 per man-hour.

Lat Updated: 9/27/10