

Neighborhood Block Party: Park Site Plan Guidelines





A block party in a city park requires a permit application and approval. The permit application also requires a site map of the park that shows how you plan to use the park and the location of items like bounce houses, electrical generators, food trucks and movie screens. This ensures that the park is used properly to minimize damage to the irrigation system and grassy areas. Follow these guidelines to prepare a park site plan for your neighborhood block party.

To find a map of your neighborhood park:

- Go to arvada.org
- Along the top blue banner click on the drop down next to **Explore**
- Under *Maps and More* click on **Map Gallery**
- Click on **Online Map Application Gallery**
- Scroll down the page and click on **Parks and Trails Interactive Map**
- When the blue box pop ups select **OK**
- In the white search box in the upper left corner type the name or address of the park

This will pull up a map of your park. You can use this to snip, copy, print, etc. the park map. You can then use the map to add the elements of your block party. Follow the key below to copy, paste or draw applicable items to your map to show the location of things such as bounce houses, electrical generators, food trucks or obstacle courses. When complete include with your permit application and upload to the Trakt system.

Key

For food trucks use a truck symbol	
For an obstacle course use X's	XXX
For bounce houses use a house symbol	
For generators use a lightning bolt symbol	
For a movie screen use a rectangle symbol	
For a tent use a triangle symbol	