



Frisco Highline Trail Special Use Application

Applications must be submitted at least 30 days before proposed event. There is a non-refundable application fee of \$50



What this is

Ozark Greenways is a non-profit tax-exempt organization in Springfield, MO, who owns the 35-mile long Frisco Highline Trail (FHT) from Springfield to Bolivar. The south half of the FHT is in Greene County and maintained by the Springfield-Greene County Park Board. The Polk County section, the north half, is maintained by Ozark Greenways members and volunteers.

All event applications to use the FHT must be submitted at least 30 days prior to proposed event date, through: **Ozark Greenways — P.O. Box 50733, Springfield MO 65805 — (417) 501-4674— 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 route, purpose, features, promotion, etc.)

FHT Special Use Application—Continued

Further Details

You must provide a “certificate of insurance” (COI) for the event showing coverage of at least one million dollars, listing Ozark Greenways 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? _____

Will alcohol be sold or served at your event?* (Give details) _____

_____ *If so, you will be required to provide a copy of Missouri Permit to sell or serve.

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 FHT will require a special logo 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 FHT. Additionally, please tag “Frisco Highline Trail” on all of the event’s social media posts.

Anything else we should know about your event?

For Ozark Greenways Use

Date rec'd: _____ Rec'd by: _____

\$50 fee included? _____ Check # or Cash? _____ Insurance cert rec'd? _____

Approved by _____ Further info needed? _____

REVIEW NOTES

Requirements/FAQ

For Events Held on the Frisco Highline Trail

- Reservations through Ozark Greenway is required for all events on the Frisco Highline Trail, with a minimum of **30 days** prior to the proposed event date.
- A non-refundable **\$50** 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 FHT 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 FHT. Additionally, please tag “**Frisco Highline Trail**” on all of your event’s social media posts.
- 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.
- Please do not mark on the trails with permanent paint. Use chalk or something water-soluble.
- 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 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, (417) 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 timing manner, once locations are approved. Portable toilets cannot be placed in driveways, parking lots or public roads.
- No open fires allowed
- Springfield-Greene County Park ordinances apply to the trail portion in Greene County.

**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 / (417) 501-4674/ P.O. Box 50733, Springfield MO 65805