



& other Public Trails

Special Events Trail Use Registration

All individuals, businesses or non-profit groups must register special events that take place on any portion of the Trout Run Trail or other public trails. This registration form must be fully completed and filed no later than one month prior to the event date. This allows for Decorah Parks & Recreation and Winneshiek County Conservation to review and approve/deny the request and rule out scheduling conflicts.

Name of Event:	Name of Organization:
Event Date:	Estimated # of Participants:
Event Set-up and Start Times:	Event End Time:
Main Contact Person:	Email:
Address :	City, State, Zip:
Cell Phone of Main Contact:	Other Phone:
Description of event including specifics on which trail segments will be utilized. Please include a map and event flier, if possible.	

I have reviewed and understand the Special Events Rules listed on the reverse page.

I, the undersigned, hereby represent that I am 18 years of age or older and that I am authorized to make the request on behalf of the above mentioned business, organization or individual. I agree to be responsible for any damage to the trail that takes place while our group is conducting the special event. In addition, I agree to indemnify and hold the City of Decorah, Decorah Parks & Recreation, Winneshiek County, and Winneshiek County Conservation harmless from any liability arising from the conducts of myself or others in our party in connection with the use of this property.

Signature of Applicant: _____ Date: _____

Trout Run Trail & Other Public Trails Special Event Rules:

- Please inform your participants to be respectful of others. The trail is always open to the public; special events do not mean the trail is reserved for your event exclusively.
- No unauthorized motorized vehicles (i.e. ATV's or golf carts) allowed on the trail. Authorized vehicles are official maintenance and emergency vehicles only.
- Paved trails: acceptable competitive racing includes runs, walks. Off-road trails: acceptable competitive racing includes runs, walks, biking.
- The event committee is required to clean and dispose of event-generated debris including any warning/informational signage immediately following the event.
- No painting is allowed on the trail; chalk is allowed for race markings.
- No equipment and/or materials shall interfere with the movement of pedestrians or bicyclists on the trail surface at anytime during special events.

When is a Special Events Permit required from the City Clerk's Office?

- The site or area requested has not been designated as a normal site for large group gatherings.
- Admission is controlled either by donations, entry fees, or tickets.
- Anything is sold.
- Tents, canopies or stages are brought in.
- The event is advertised as a public event.
- The event requires a catering company.
- Additional restroom or garbage facilities are required.

Have Questions? We Can Help!

Winneshiek County Conservation (Barbara Schroeder)	563-534-7145
Decorah Park-Rec. Dept. (Andy Nimrod)	563-382-4158
Decorah Park Shop (Scott Ihde and Jon Geiger)	563-382-8256
Decorah Fish Hatchery (Brian Malaise)	563-382-8324
Decorah Area Chamber of Commerce	563-382-3990
Decorah City Clerk's Office	563-382-3651
Winneshiek County Sheriff	563-382-4268
Decorah Police Department	563-382-3667

Please submit your completed form to:

Decorah Parks & Recreation Office
PO Box 513 - 400 Claiborne Drive
Decorah, IA 52101

or

parkrec@decorahia.org



FOR OFFICE USE ONLY

I, the undersigned Decorah Park-Rec. or Winneshiek Co. Conservation representative have reviewed and approved the event.

Signature: _____ Date _____