

National Night Out 2024

Special Park Use Guidelines

The Special Park Use Unit of the Department of Parks, Recreation, and Neighborhood Services with the City of San José has developed the criteria for a National Night Out to be held in a neighborhood park that caters to the local surrounding community. Normally, a limited number of events are allowed in neighborhood parks, in which case, the Special Park Use Unit may deny any National Night Out application that does not follow the following criteria:

1. The primary purpose of the National Night Out is to provide a unique crime and drug prevention event in an approved area in a specific park and allow the public to attend the event for FREE and not to promote the organization.
2. Submit a completed Outdoor Special Event Permit Application no later than **Sunday, July 21, 2024 to the Special Park Use office.**
3. The event must be registered with the San Jose Police Department – Crime Prevention Unit to be considered an official National Night Out. To register please visit the following link:
<https://www.sjpd.org/community/crime-prevention/national-night-out>.
4. Events registered with the San Jose Police Department will NOT incur any Special Park Use permit fees. Events NOT registered with the San Jose Police Department will incur Special Park Use Permit fees.
5. You may distribute food/beverages on park property; however, the Santa Clara County Department of Environmental Health will require a Temporary Health Permit, permit fees and all health procedures must be followed. <https://cpd.sccgov.org/programs-and-services/temporary-events>.
6. The San Jose Fire may also require additional permits for festivals, two (2) or more on-site cooking booths/food trucks, generators (diesel generators only) and tents. <https://www.sanjoseca.gov/your-government/departments-offices/fire-department/fire-prevention-permits/fire-life-safety-inspections/special-events>.
7. Submit a detailed description including a timeline of the event and activities involved, making sure to disclose all elements of the event. Description must include the organization's proximity to the selected park.
8. Submit a detailed map with the proposed area of the park to be used and the location of the event, making sure to show the location of all equipment (i.e. tables, canopies, stage, air jumper, etc.).
9. Events must conclude by 10:00 p.m. and cleanup time must conclude by 11:59 p.m. If the cleanup exceeds this time, additional fees may apply.
10. The event may not use any portion of an existing sports field without direct coordination with the City-Wide Sports Program: Fieldreservations@sanjoseca.gov.

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11. Portable restroom facilities and hand washing units may be required for those parks that do not have restrooms for events longer than one (1) hour in duration that include a food/beverage component to meet Santa Clara County Department of Environmental Health regulations.
12. No raffles.
13. Amplified sound equipment may be used with placement and hours to be approved by the Special Park Use Unit.
14. On site trash receptacles can be utilized for event. Event organizer is responsible to remove from park premises any excessive event related trash and disposed of elsewhere off-site.
15. All picnic tables are on a first come, first serve basis.
16. The Special Park Use Unit may deny any National Night Out that exceeds the maximum number of attendees allowed in each park for such use.

To obtain an Outdoor Special Event Permit Application and for further information, please contact the Special Park Use Unit at (408) 794-6500 or SPUapplications@sanjoseca.gov. We look forward to working with you to celebrate National Night Out in the Parks!

For more resources, please visit the following websites:

Special Event Guidelines:

<https://www.sanjoseca.gov/home/showpublisheddocument/89051/637974788072300000>

Resource Documents: <https://www.sanjoseca.gov/your-government/departments-offices/cultural-affairs/special-events/venues-contacts-resources/resource-documents>

Community Outreach Guidelines:

<https://www.sanjoseca.gov/home/showpublisheddocument/2074/636625280529200000>

Event Contacts: <https://www.sanjoseca.gov/your-government/departments-offices/cultural-affairs/special-events/venues-contacts-resources/event-contacts>

Special Event Outdoor Permit Application:

<https://www.sanjoseca.gov/home/showpublisheddocument/93474/638088850667970000>