



SECURITY LOGISTICS PLAN - SPORTING EVENT

THANK YOU FOR WORKING WITH US TO ENSURE THAT YOUR SPORTING EVENT IS SUCCESSFUL AND OUR COMMUNITY'S PARKS REMAIN HEALTHY. THIS LOGISTICS PLAN WILL BE REVIEWED BY A CITY OF LAS VEGAS REPRESENTATIVE TO ENSURE THE PLAN IS ADEQUATE FOR THE DESIRED EVENT. BE SURE FORM IS COMPLETED ENTIRELY BEFORE SUBMITTING. ALL SECTIONS MUST BE ANSWERED. MARK N/A FOR NON-APPLICABLE SECTIONS.

INCOMPLETE SUBMISSIONS WILL NOT BE PROCESSED. ALL SUBMISSIONS ARE SUBJECT TO REVIEW. ALL PROPOSED ACTIVITIES AND EVENTS ARE SUBJECT TO THE APPROVAL OF THE CITY OF LAS VEGAS DEPARTMENT OF PARKS AND RECREATION. PLEASE FAX COMPLETED FORM TO THE ATTENTION OF **SPORTING EVENTS** AT FAX (702) 464-5795 OR SEND AS AN EMAIL ATTACHMENT TO MUNICIPALSPORTSUNIT@LASVEGASNEVADA.GOV. IF YOU HAVE QUESTIONS, PLEASE CALL (702) 229-1642.

NAME OF SPORTING EVENT		DESCRIPTION OF EVENT/SPORT TO OCCUR	
REQUESTED DATE(S) OF EVENT		REQUESTED SET-UP START DATE	TEAR DOWN COMPLETION DATE
FROM	TO	From	To
HOST ORGANIZATION/EVENT PRODUCER		PHONE	FAX
MAILING ADDRESS		CITY	STATE ZIP
NAME OF APPLICANT/EVENT CONTACT		DAYTIME PHONE	CELL PHONE
TITLE		EMAIL ADDRESS	
LIST OF ALL PARK COMPLEXES RESERVED FOR THE SPORTING EVENT			

PLEASE SELECT EACH AGE GROUP THAT BEST DESCRIBES YOUR EVENT PARTICIPANTS. CHECK ALL THAT APPLY.

YOUTH (0-17)
 ADULT (18-49)
 ACTIVE ADULT (50-59)
 SENIOR(60+)

EXPECTED EVENT ATTENDANCE -ENTIRE EVENT/ALL LOCATIONS/DAYS	# OF TEAMS EXPECTED	# OF COACHES PER TEAM	# OF EVENT STAFF PER DAY
ANTICIPATED NUMBER OF GAMES PLAYED DURING ENTIRE EVENT/ ALL DAYS/ALL FIELDS		MAXIMUM ANTICIPATED NUMBER OF GAMES PLAYED PER DAY	

PART 1 – SITE MAP

USING A MAP OF EACH CITY OF LAS VEGAS COMPLEX THAT WILL BE UTILIZED FOR THE PROPOSED SPORTING EVENT, INDICATE WHERE EACH OF THE FOLLOWING WILL BE LOCATED, IF APPLICABLE. ALL SITE MAPS ARE SUBJECT TO THE APPROVAL OF THE MUNICIPAL SPORTS UNIT AND CITY OF LAS VEGAS. YOU MAY OBTAIN AN ATHLETIC FIELD COMPLEX MAP UPON REQUEST.

- EMERGENCY ACCESS TO THE EVENT SITE
- FIRST AID STATIONS, LOST AND FOUND STATION
- ADDITIONAL DUMPSTERS/RECYCLING CONTAINERS PROVIDED BY HOST FOR BOTH ATTENDEES AND VENDORS
- TENTS/CANOPIES – IF YOU HAVE MORE THAN ONE SIZE TENT, INDICATE THE SIZE AT EACH TENT SITE
- TEMPORARY FENCING, BARRIERS, AND/OR BARRICADES
- VEHICLES/TRAILERS
- PLATFORMS, BLEACHERS, INFLATABLES
- PORTABLE TOILETS
- PORTABLE GENERATORS
- VENDOR AND/OR CONCESSIONAIRE LOCATIONS
- VENDOR LOADING AND UNLOADING AREAS
- INFORMATION AREA, TABLES, CHAIRS, STAGING
- ALL SOURCES OF AMPLIFIED SOUND AND DIRECTION OF SOUND

- IF ALCOHOL WILL BE PROVIDED, THE SITE PLAN **MUST** INCLUDE THE FOLLOWING:
 - LOCATION OF THE ALCOHOL DISTRIBUTION AREAS
 - LOCATION OF STAFF WHO WILL BE DISTRIBUTING ALCOHOL
 - LOCATION OF SECURITY STAFF
 - IF ALCOHOL WILL BE CONTAINED TO A SPECIFIC AREA.



PART 2 – ELEMENTS OF THE SPORTING EVENT

PLEASE DESCRIBE HOW YOU WILL ADDRESS:

- **EMERGENCY PLAN**

IN THE CASE OF AN EMERGENCY, DESCRIBE WHERE POLICE, FIRE, AMBULANCE OR DEPUTY MARSHAL VEHICLES AND PERSONNEL WILL ACCESS YOUR SPORTING EVENT. INCLUDE WHO WILL BE IN CHARGE OF THE SCENE AND THEIR CONTACT INFORMATION DURING THE SPORTING EVENT.

CONSIDERATIONS AND EXPECTATIONS:

- ALL ROADWAYS AND FIRE LANES MUST BE ACCESSIBLE FOR EMERGENCY ACCESS.



**City of Las Vegas
Parks and Recreation
Municipal Sports Unit**

PLEASE DESCRIBE HOW YOU WILL ADDRESS:

- TENTS, CANOPIES, TEMPORARY FENCING, PORTABLE TOILETS, ETC

IN ADDITION TO INDICATING THESE ITEMS ON YOUR SITE MAP, PLEASE PROVIDE A *MASTER LIST OF ALL TENTS, CANOPIES, TEMPORARY FENCING, PORTABLE TOILETS, AND ANY OTHER STRUCTURES* THAT WILL BE SET UP IN THE COMPLEXES DURING THE SPORTING EVENT. INCLUDE THE SIZE.

- NO STAKING IN FIELDS: TO AVOID POSSIBLE DAMAGE TO IRRIGATION LINES, WATER LINES, AND SPORTS FIELDS, THE CITY OF LAS VEGAS REQUIRES THAT TENTS/CANOPIES BE SECURED WITH WATER OR SAND WEIGHT INSTEAD OF STAKED. THIS INCLUDES 10 X 10 TENTS.
- TOILETS: IF THE USER ELECTS TO PROVIDE PORTABLE TOILETS, THE TOILETS MUST BE PLACED ON HARD SURFACES AND BE ACCESSIBLE FROM THE ROADWAY OR A HARD SURFACE. SUPPLY COMPANIES ARE NOT ALLOWED TO DRIVE ON THE SPORTS FIELDS.



PLEASE DESCRIBE THE FOLLOWING:

➤ SPORTING EVENT ACTIVITIES SCHEDULE

PLEASE PROVIDE A SCHEDULE OF ALL EVENT ACTIVITIES – USE ADDITIONAL SHEETS IF NEEDED

PART 3 - OTHER PARK CONSIDERATIONS AND EXPECTATIONS:

- PARKING IS ALLOWED IN DESIGNATED PARKING LANES ONLY, ONE VEHICLE PER SPACE. VEHICLES PARKED IN “NO PARKING” AREAS MAY BE TOWED AT THE OWNER’S RISK AND EXPENSE. SPORTING EVENT ORGANIZERS ARE RESPONSIBLE TO INFORM ATTENDEES OF SUCH.
- CITY OF LAS VEGAS PARKS, RECREATION AND NEIGHBORHOOD SERVICES DEPARTMENT EXPECTS ALL SPORTING EVENTS TO RECYCLE ALUMINUM, PLASTIC AND CARDBOARD BY PROVIDING RECYCLING CONTAINERS FOR BOTH ATTENDEES AND VENDORS.
- DISPOSAL OF GARBAGE AND RECYCLING MATERIAL IS THE RESPONSIBLY OF THE PERMITTED ORGANIZATION. DUMPSTERS AND ADDITIONAL TRASH BINS ARE REQUIRED FOR EVENTS ATTRACTING OR INVOLVING OVER 2,500 PEOPLE. THE PERMITTED ORGANIZATION WILL BE RESPONSIBLE FOR ALL ARRANGEMENTS FOR ADDITIONAL DUMPSTERS AND ENSURE THAT THEY ARE PLACED ON HARD SURFACES.
- PERMITTED ORGANIZATION WILL BE HELD RESPONSIBLE FOR CLEAN-UP OF THE COMPLEX AND SPORTS FIELDS DURING AND AFTER THE SCHEDULED SPORTING EVENT INCLUDING BAGGING AND REMOVING ALL TRASH ASSOCIATED WITH THE EVENT AND DEPOSITING IN THE COMPLEX TRASH AND RECYCLING DUMPSTERS.

THIS SECURITY LOGISTICS PLAN HAS BEEN APPROVED WITHOUT ANY FURTHER RECOMMENDATIONS

THIS SECURITY LOGISTICS PLAN HAS BEEN APPROVED WITH THE FOLLOWING STIPULATIONS

PRINT DEPUTY MARSHAL NAME

SIGNATURE

DATE