



Steps to planning a 5K in a Metro Park

Step 1:

Choose a Date. Metro Parks accepts event date requests 1 calendar year in advance. All dates are reserved on a first come, first served basis. Event dates are not confirmed until an event application has been received and approved.

Step 2:

Choose a park location

Step 3:

Submit a Special Event Permit Application to the Special Events Coordinator in Metro Parks. If your 5K requires sound amplification, is a fundraiser, or serving alcohol Park Board approval must be granted 60 days in advance of proposed event date. ** Routes for all run or walk events in Metro Parks must be reviewed and approved by Parks staff before a final special events permit is issued.*

Step 4:

Submit a Security /Traffic Plan to Park Police or their approved designee for events with an estimated crowd size of 500 or more. Event organizers must provide Park Police the name of the security company working the event. Park Police may be contacted at (615) 880-3429

Step 5:

Contact Gordon Richard in Public Works (615) 862-8597 and submit an application if your event route includes street closures or impacts public right of ways outside of a Metro Park. Applications can be downloaded on the Public Works' website www.nashville.gov/specialevents Completed applications should be emailed to gordon.richard@nashville.gov

Step 6:

It is the event organizers responsibility to contact vendors to provide event delivery and setup of elements such as road closure barricades, portable restrooms, and tents. Event organizers must also provide the name of the company serving the event.

Step 7:

Once your 5K route has been approved by Metro Parks' event organizers will be invoiced. A \$1,000,000 certificate of insurance policy naming Metro Parks & Recreation as additionally insured will also be required no later than 30 days prior to event.

