

City of Suwanee

Park Gathering Policy

This document summarizes certain provisions of the City of Suwanee Special Events Policy and Public Assembly Ordinance to help define what events warrant an approval from the City and which gatherings do not need approval. It is intended to help maintain the use and enjoyment of parks and trails for all users. Large groups that gather can impact other park users and demands on City Services. As such, the city has guidelines and restrictions on certain gatherings. The purpose of this policy is to provide guidance to citizens wishing to gather with large groups, hold organized events, and other related situations. Every situation is different, please contact the city with any questions or to obtain any required formal or informal permission as appropriate. Some events may require approval of a Special Event Permit while others may be verbally approved by the city.

Definitions

Special Event – An activity sponsored by an organization or individual for profit or non-profit, other than the City of Suwanee, held on public property and designed for entertainment, competition, amusements or social, ethnic, religious and/or cultural awareness that generally: 1) requires restricted or exclusive use of any portion of public property, including but not limited to roped lawn areas, stages, tables, bleachers, tents, temporary barriers and/or boundaries; and/or 2) significantly impedes the normal flow of traffic; and/or 3) substantially impedes the enjoyment or use of the property by the general public. In such cases, the event requires approval by the City. Applications are generally taken in the fall of each year for the next calendar year. Once the schedule is determined, events may not be added.

Public Assembly – A meeting, demonstration, picket line, rally or gathering of more than eight persons for a common purpose as a result of prior planning that interferes with or has a tendency to interfere with the normal flow or regulation of pedestrian or vehicular traffic and occupies any public area in a place open to the general public. Public Assembly applications are available through the police department, may require up to 10 days processing time, and are approved by the Chief of Police.

General Prohibitions for events/gatherings considered a Special Event or Public Assembly

Generally, large gatherings which include the following items are not allowed in any of Suwanee's park properties including Town Center Park, Suwanee Creek Park, Sims Lake Park, PlayTown Suwanee, White Street Park, Suwanee Creek Greenway and all other City of Suwanee parks unless specifically approved by the city.

1. No reserved spaces or restricted areas of the park or parking area.
2. No rental equipment may be delivered to the park like tables, chairs, tents, or inflatables.
3. No special food, catering, or alcohol may be served.
4. No sound equipment or amplified sound systems.
5. No entertainment.
6. Any event that interferes with the normal use of the park.
7. Any event that is advertised in advance to increase attendance via web, mail, social media, signs or banners.
8. Any gathering with an anticipated attendance over 50 people.

9. Any use of the trail system that impedes the normal use of the trail, requires volunteers or a marked course, or any organized distance run/walk.
10. Any gathering that creates unusual quantities of trash or may not be in the interest of public safety.
11. Prior planned city sanctioned events have precedence over any park gathering or assembly.

Exceptions

Children's birthday parties, end of season sports parties, or informal gatherings that do not meet the above criteria may be considered an exception. Campaign rallies may fall under Public Assembly as long as the above criteria are met. Each circumstance may be evaluated on a case-by-case basis to ensure fairness.

Additional Alternatives

Several of Suwanee's parks have pavilion rentals for picnics, gatherings, family reunions, or other group functions. See the pavilion rental policy for fees, rules and regulations about renting a park pavilion and which parks have pavilions that are available for rent.

[Pavilion Rental Policy](#)

[Special Events Policy](#)

Public Assembly Ordinance – please call Suwanee Police at 770-945-8995

If you have further questions, please call the City of Suwanee events coordinator at 770-945-8996.

Please note: the city reserves the right to permit, waive, suspend or amend this policy at any time as the city deems appropriate and warranted.