

DEPARTMENT OF PARKS AND PARKWAYS  
**CITY OF NEW ORLEANS**

**HELENA MORENO**  
MAYOR

**MICHAEL KARAM**  
DIRECTOR

**GENERAL GUIDELINES AND PROCESS FOR BOOKING/RENTING A PARK**

1. A request is made to use a public park, green space, neutral ground or city-owned property.
2. The request is placed on the Department of Parks and Parkways calendar as a temporary request until the booking request form is received. The Booking Request Form is the written notice of an individual or organizational desire to use a specific site on a specific date for a specified event.
3. The booking request is reviewed by Parkways staff and the Director to determine viable use and appropriateness of event for the desired green space. Concerns are vetted and researched during the review process. Neighborhood impact is considered during this process.
4. Fees and deposits are determined in consideration of information provided by the Applicant. It is noted that no cash or credit cards are acceptable; we accept checks and money orders made payable to the *City of New Orleans*.
5. The Applicant is advised of rules/regulations, hours of operation, fees, deposits and any other concerns are discussed before permit is written to determine if the Applicant wants to move forward with rental.
6. A site visit with Parkway staff and the Applicant is scheduled to see the physical space and determine impact on surrounding area and park or green space. In most cases, a layout or diagram of the space is given to the Applicant to site all requests for placement of stages, equipment, structures, booths, tents, etc.
7. Specific to Film requests: ALL technical scene and filming needs are vetted during this process i.e.: low impact interview verses high impact street closures, pyrotechnics, simulated gunfire, chase scenes, etc.
8. In some cases, several site visits are necessary as needs evolve during the planning process, especially for festivals, weddings, and receptions.
9. A PERMIT LETTER is issued to the Applicant outlining all documentation needed to facilitate the request including fees, deposits, contracts, and guidelines for use.
10. The PERMIT LETTER becomes valid once all documents have been received and the event has been changed from a temporary request to a scheduled event on the Parkway Calendar.
11. In some cases, supervisory personnel is scheduled to be on site before, during, and after load in/out to ensure no site damages occur and to monitor the use of the green space as agreed to in contract.
12. Site visits are conducted after the event is complete to determine any damages to park amenities or landscaping.
13. Deposit is returned to Applicant once an inspection is completed by Parkway staff and it is determined: no damages occurred; all litter, debris and associated items (portable toilets, barricades, staging, equipment, etc.) are removed from the site; and, all rules have been complied with including scheduled permit time limitations.
14. The entire process is documented on the Parkways calendar. Applicants are given five (5) working days to accommodate all associated paperwork and turn in the required documents, fees and deposits. Parks and Parkways can issue permits within 24-72 hours once all associated documents are submitted by the Applicant.

For more information, please contact the Department of Parks and Parkways at (504) 658-3201 during weekday business hours.

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