

National Pike Trail Council Trail Event & Special Activity Policy

August 2026

Preamble

Outside events are permitted and encouraged when appropriate, but the trail remains a public recreational facility first. Outside organizations do not obtain exclusive use and must operate under the trail organization's approval, insurance, safety and non-interference requirements

1. Purpose

The National Pike Trail is owned by deed or permanent easement and managed by the National Pike Trail Council (NPTC), a not-for-profit organization recognized as tax-exempt under Section 501(c)(3) of the Internal Revenue Code. The National Pike Trail is open to the public and operated for the benefit and enjoyment of all its users. Trail users are asked to have no greater impact on the trail than their footprints or bicycle tracks.

On occasion, groups or individuals may wish to hold a special event on the trail. This policy represents the NPTC's effort to balance the needs of all our users with those of groups wishing to hold an organized event or special activity.

This policy outlines the requirements for holding special events, describes the approval process for having an event approved, and states guidelines used in administering the policy.

This policy does not apply to events sponsored by the National Pike Trail Council of the Trail group.

2. General Event Requirements

Any person or organization sponsoring an event on the National Pike Trail, regardless of event size, must follow all requirements below:

2.1. Usage of trail property is in accordance with all trail rules. Sponsors must ensure that all participants are made aware of the trail rules.

2.2. The event may not conflict with an event sponsored or previously approved by the National Pike Trail Council.

2.3. The event must not require a trail closure or restrict use of the trail or parking lot by those who are not part of the event. The event is a guest on the National Pike Trail and should impact other users as little as possible. Sponsors must assure that all event participants are considerate of the other trail users who may not be aware of the event.

2.4. No event-related signage is permitted on the trail or its structures unless specifically authorized in advance by the National Pike Trail Council. (See Section 7.)

2.5. The Sponsor of the event or special activity is a not-for-profit entity.

2.6. Minors are provided with sufficient adult supervision.

2.7. Do not trespass on adjoining property owners' land.

2.8. No tables, tents, chairs, signs, or booths are set up on trail property or trailhead parking lots unless specifically authorized in advance. (See Section 7.)

2.9. All trash generated from the event is removed by the Sponsor immediately upon completion of the event. Trash may not be placed in NPTC receptacles. If you bring it in, take it out.

2. Small, Informal Events

3.1. Small, organized walks, runs, or rides involving 25 or fewer participants are encouraged. Small, informal events do not need to follow the approval process contained in this policy if all the following requirements are met:

3.1.1. No fee or donation is charged to participate.

3.1.2. Contributions are not solicited.

3.1.3. There is no organized distribution of food, beverages, literature, or promotional items.

3.1.4. Nothing is sold.

3.2. If these conditions cannot be met a formal event application must be submitted.

4. Formal Events

4.1. Any event not meeting the criteria for a Small / Informal event as outlined in Section 3 is considered a Formal Event, and the Sponsor must submit an event request application available from the National Pike Trail Council.

4.1.1. The submitter must be at least 18 years of age and authorized by the sponsoring organization to agree to the required indemnification statement.

4.1.2. The application must be completed, signed, and submitted to nationalpiketrailcouncil@gmail.com as

an attachment. Unsigned applications will be returned unprocessed.

4.1.3. The completed event application must be received by the NPTC at least 8 weeks prior to the event. Allow sufficient time for consideration by the NPTC and, if 100 or more participants, approval at a subsequent NPTC meeting, as applicable.

4.2. Requests for special use of items such as sound systems, on-trail use of motorized vehicles, and signage must be included in the application. See Section 7.

4.3. Events with more than 200 participants must present a plan with their application for monitoring/controlling participants to ensure the trail remains open to non-participants. Depending on the anticipated number of participants, this may be accomplished using some combination of staggered starts, trained staff from the organization, a professional security company, or other appropriate means.

4.4. Proposed events may not be advertised prior to receipt of written approval by the National Pike Trail Council.

4.5. Applicants will be notified within 7 days after a decision has been made regarding their application. If necessary, the notice sent to the applicant may identify modifications to the application necessary to ensure compliance with the policy and avoid interference with safe and normal use of the trail. The approval of the event is contingent on the applicant fully complying with the modifications.

4.6. While approval for a proposed event will not be unreasonably withheld, the NPTC reserves the right to deny any event request, or to require any proposed event to be relocated and/or rescheduled, if in its sole discretion:

4.6.1. The event or event Sponsors do not meet all the guidelines in this policy.

4.6.2. The event would unduly interfere with general trail usage, or another event or events already approved by the NPTC.

4.6.3. Failure to comply with this Event Policy and/or any conditions of your event's approval may result in denial of future event requests.

5. Event Approval Guidelines

5.1. Event requests anticipating fewer than 100 participants may be reviewed and approved by the NPTC event coordinator or other person designated by the NPTC. Events anticipating 100 or more participants require approval by the NPTC.

5.2. Before an application is submitted for approval, the NPTC event coordinator will review it for compliance with the requirements of this policy.

5.3. Preference will be given to proposed events that would benefit schools, scouting, charities, and non-profit organizations with missions similar to those of the National Pike Trail, as well as events that encourage exercise, fitness, and enjoyment of the trail.

5.4. Special events may not be for the benefit of a for-profit entity. An exception may be granted if the NPTC determines that there is an overriding benefit to the National Pike Trail Council's mission.

5.5. The NPTC may require the Sponsor to provide additional facilities or services as the NPTC deems necessary.

5.6. The NPTC may require the proposed event to be modified to minimize disruption to trail users who are not part of the event.

6. Sponsor's Responsibilities After Approval

6.1. The NPTC may assign an individual who will serve as the Sponsor's primary source of contact. Sponsors of events with more than 200 expected participants must provide the NPTC with a day-of-event point of contact (name and cell phone number).

6.2. The Sponsor must ensure full compliance with their event plan as submitted on the application as well as any special provisions listed by the NPTC as conditions of event approval.

6.2.1. The Sponsor has full responsibility to know and comply with all National Pike Trail rules, as well as all applicable federal, state, and local statutes, rules and regulations.

6.2.2. If these rules are not followed, the NPTC may place further conditions on, suspend, or terminate the activity at any time as deemed in the best interest of the trail and trail users, and may prohibit future events by the sponsor.

6.2.3. The NPTC shall be the sole judge of any conflict between the proposed event and normal

recreational activities carried on by the public. The NPTC retains full authority to resolve any conflict in the best interest of the NPTC.

6.3. The Sponsor shall contact the appropriate local EMS service(s) in advance to alert them of the event.

6.4. If the trail segment used by the event crosses roads at grade, the Sponsor must coordinate with the police department(s) responsible for those intersections. Police, local safety personnel from fire or EMS companies and volunteers may be used to monitor road crossings. Any use of volunteer flaggers at road crossings must be approved by the local police and the flaggers must wear safety vests and utilize warning flags.

6.5. The Sponsor shall indemnify and hold harmless the NPTC from and against damages to property or injuries including death to any persons and other losses, damages, expenses, claims, demands, suits, and actions by any party against the NPTC in connection with this activity. The NPTC assumes no responsibility for the consequences of the Sponsor's activity, nor shall event approval from the NPTC be construed as a waiver of any immunity from liability the NPTC may have.

6.6. For all Formal events, at least 14 days prior to the event:

6.6.1. For events with fewer than 200 participants, the Sponsor must provide a certificate of Public Liability Insurance with a minimum coverage of one million dollars (\$1,000,000) per occurrence naming the National Pike Trail Council as an additional insured.

6.6.2. For events with 200 or more participants, the Sponsor must provide a certificate of Public Liability Insurance with a minimum coverage of two million dollars (\$2,000,000) per occurrence naming the National Pike Trail Council as an additional insured.

6.6.3. If the Sponsor will use outside contractors for the event, the outside contractors must provide NPTC a certificate of liability insurance in the amounts listed above naming the National Pike Trail Council as additional insured.

7. Special Use Conditions

7.1. Parking arrangements. Consider staging the event at a local park or location other than a National Pike Trail access area. If you are expecting more than 25 vehicles, you will need to provide prior instructions for parking and/or flag persons to direct your participants to those areas.

7.2. Use of tables/booths. All registration tables and sign-in booths must be at least 20 feet from the edge of the trail.

7.3. Trash management. Plan on providing trash receptacles and for part of the event breakdown/cleanup team to police the trail and staging area(s) for litter. The Sponsor is responsible for cleaning up all litter and other debris resulting from the activity and removing it immediately upon completion of the event.

7.4. Portable restrooms. If deemed necessary by the NPTC due to an event's size and/or duration, Sponsors are responsible for providing portable restroom facilities at their own expense.

7.5. Use of vehicles on-trail. If limited use of motorized vehicles on the trail is required for event set-up, request authorization in advance as part of the event application. During the event vehicles must be operated in a manner that is safe and considerate of trail users. This includes yielding to trail users, minimizing dust creation, and driving with the vehicle's headlights and hazard lights/flashers on. A maximum speed limit of 15 MPH must be observed at all times.

7.6. Opened gates. If an opened gate is needed to facilitate event setup, request authorization as part of the event application. If the request is granted, the gates must be closed and locked at the event's conclusion. The NPTC reserves the right to withhold permission to open gates for any event.

7.7. On-trail signage. No event-related signage is permitted under this policy unless specific NPTC authorization is granted in advance. If signage is needed, request authorization as part of the event application.

7.7.1. All trailside signs related to the event and their locations must be approved in advance by the NPTC.

7.7.2. Signs may not be attached to existing trail bulletin boards mile- or sign-posts, or NPTC structures.

7.7.3. No permanent paint or material may be used to mark the trail or any trail property.

7.7.4. The NPTC must approve how far in advance of the event any signage may be posted, and any signs for your event must be removed on the day of the event.

7.7.5. Erected event signs must be at least 5 feet from the trail edge. No banners or other structures spanning over the trail surface are allowed at any time

7.7.6. Event signage posted along the trail without approval or in violation of these requirements will be removed by the NPTC and destroyed with no effort made to contact the Sponsor.

7.8. Use of sound system. If a public address system is required, request authorization as part of the event application. If approved, the volume should not be above conversational speaking level from a distance of 100 feet. Battery-operated systems are preferred, but a small, quiet generator may also be used as an alternative.

7.9. Event handouts. If event handouts are provided to participants, trail membership material must be included in the handouts.