



Park Use and Event Policy

This policy outlines the standards for the use and rental of the Town park facilities. It also establishes criteria for temporary uses on Town owned facilities.

General Policy

Town Park facilities are provided for the use and enjoyment of Town residents, guests, and visitors. The Town desires to keep the park facilities open and available to the public as much as possible. The Town also desires to ensure park uses and users do not negatively impact the general public's access to or enjoyment of park facilities. The specific standards established in this policy are intended to help accomplish this general policy. Additionally, all use of park facilities must comply with the standards contained in Title 7, Chapter 6 of the Town Code.

Rental and Reservation Policy

The Ballfield, Gazebo, Tennis Courts, Volleyball area and other park facilities (with the exception of the River Park) may be rented for private, non-commercial events pursuant to the standards set forth in paragraph A below. These park facilities may also be rented to host larger events, festivals and commercial events in conjunction with the Town's Temporary Use Permit procedures and pursuant to the standards set forth in paragraph B below. The River Park may not be rented or reserved or occupied in such a way as to preclude other people from using the Park.

A. The following standards apply to rentals of park facilities for private, non-commercial events:

- 1- A rental fee is \$50 is required for each facility being rented.
- 2- A completed rental application and rental fee must be submitted to the Town before a reservation for park facilities can be made.
- 3- Reservations for rentals are taken on a first come, first served basis.
- 4- The rental period for park facilities is a maximum of four hours. Only two rental periods per day per facility are allowed.
- 5- No more than 50 people may attend the event, unless the event is held at the Ballfield in which case no more than 100 people may attend the event.
- 6- No temporary structures (including tents, awnings, shade canopies, stages, recreational and play structures, etc.) may be set up or installed in conjunction with the event.
- 7- No vendors or exhibitors are allowed at the event.
- 8- The event may not charge a fee for attendance or participation.

- 9- No vehicles may be driven on the Ballfield or other non-paved areas at any time, including for set up and take down.

B. The standards set forth in paragraph A do not apply to larger festivals and events, commercial events, or events lasting longer than four hours. Such events must be permitted through the Town's Temporary Use procedure. The following standards apply to events permitted through the Temporary Use procedure:

- 1- Pursuant to section 10-22-4(A) of the Town Code, park facilities with the exception of the River Park may be rented for the following types of events:
 - a. Nonprofit Fundraising Activities defined as: Any and all offering of products and services conducted as fundraising activities by a recognized nonprofit group or organization.
 - b. Organized Outdoor Events defined as: Educational, historic, religious and patriotic displays or exhibits, outdoor concerts, athletic or recreational events, festivals, street fairs, outdoor arts and crafts fairs and other organized events. Any individual, group, or organization (including commercial organizations) may host these events, as long as the event is consistent with the types of events listed above.
- 2- Reservations for events are taken on a first come, first served basis, determined by the time a complete temporary use application and associated fees have been submitted to the Town.
- 3- A Temporary Use Permit in accordance with section 10-22-4 of the Town Code is required, along with the required Temporary Use Permit fee.
- 4- In addition to the Temporary Use Permit fee, a park facility rental fee is required. The rental fee is based on the number of attendees, as listed below. A separate rental fee is required for each facility being rented.
 - a. 0-50 attendees: \$50.
 - b. 51-100 attendees: \$85.
 - c. Over 100 attendees: \$100 plus \$10 for each additional 50 attendees (or fraction thereof) over 100.
- 5- If the Temporary Use will require police support for crowd control, traffic control, or general security, an additional police coverage charge will be required. The Town fee schedule lists the rates for police coverage.
- 6- The Town Manager must approve any use of or connections to the Town's electric outlets to serve the event.
- 7- The event must provide a parking plan that demonstrates sufficient parking will be available for the event participants.
- 8- The event must provide temporary toilets, if either the nature of the event or the number of participants demands such.
- 9- The event must provide a plan for waste management and recycling.

C. Event organizers may reserve multiple park facilities. However, only one event requiring rental of park facilities may take place at park facilities at any given time. For example, if an event organizer reserves

the Gazebo, the Tennis Courts may not be rented or reserved for an unrelated event during the same time as the event at the Gazebo.

D. Park facilities that are not rented will remain open and accessible to the community at large on a first come, first served basis. Events that reserve a park facility may not monopolize use of or exclude other users from enjoying other park facilities that have not been rented. Event organizers that want to minimize potential for disturbance from other park users during their event are encouraged to rent multiple park facilities.

E. A damage deposit is required for all rentals of park facilities. The damage deposit is fully refundable one week after the event if no damage to park facilities has been done. The damage deposit is \$100 for rentals of the Gazebo, Tennis Courts, Volleyball area or other park facilities and for small private parties at the Ballfield. The damage deposit is \$1,000 for Temporary Use permit rentals of the Ballfield.

F. The River Park is intended to stay open and accessible to the community at large during all regular park hours established by ordinance. The River Park may not be rented or reserved. The Park is open to non-commercial, private events on a first come, first served basis. However, no single event may expressly or constructively exclude any other users or groups from enjoying and using the park facilities. No temporary structures may be erected in conjunction with any use of the River Park. No group or event may utilize park facilities beyond the extent necessary to accommodate the members of the group or event that are physically present to participate in the event.

Use Policy

All park users should respect the park facilities by keeping them neat, clean, and in good repair. Park users should be courteous to other park users. In addition to regulations found in Title 7, Chapter 6 of the Town Code, all park users (including those who have rented park facilities and those who have not) shall abide by the following policies:

- 1- Park users shall clean up all trash and debris their use of the park creates.
- 2- Park users shall leave park facilities in neat, clean, and tidy state.
- 3- Park users shall not make any changes or alterations to any park facilities. This includes changes to the electrical outlets, breakers, and other electrical devices at the Park.

Definitions

As used in this policy, these terms shall have the following meanings:

Ballfield: The portion of the Town Park on the northeast side of Black's Canyon Wash which contains a grass athletic field and softball infield, plaza, bleachers, and performance stage area.

Event: A gathering of two or more people at park facilities for the purpose of recreation, celebration, socialization, information, education, or other similar purposes.

Event, Commercial: An event which involves the collection of money for profit or fundraising, or which charges for goods or services, or to which an admission or entry fee is required for participation.

Event, Organized: An event where the host or organizer has planned the general nature, time, and duration of the event in advance. This is in contrast to a chance social gathering or impromptu event where the nature, duration, and participants of the event are not determined in advance.

Event, Private: An event where the host has invited a limited number of participants to attend, and where the general public is excluded.

Gazebo: The area of the Town Park to the northwest of the Canyon Community Center, including the gazebo structure itself, picnic tables, patio area and barbeque. The Gazebo does not include the playground, sand volleyball courts, tennis courts, or community garden.

Park Facility: The grounds, recreational areas, playground equipment, restrooms, picnic tables, barbeques, walking paths, benches, landscaping and vegetation, performance areas, built structures, lighting, electrical and water systems, and other associated improvements at the Ballfield, Town Park, and River Park.

River Park: The George Barker River Park and Marge Bonner Dog Park, including all picnic areas, barbeques, trails, and restroom facilities.

Temporary Structure: Anything that requires location on the ground and is intended to remain in the park for a limited period not exceeding one week. Examples include: tents, awnings, shade canopies, stages, vendor booths, moveable bleachers, recreational and play structures, etc.

Town Park: The park area surrounding the Canyon Community Center and including the Gazebo and accompanying picnic areas, the tennis courts, the volleyball courts, the playground, the Ballfield, and other associated areas.