ORDINANCE 11-34

ORDINANCE TO AMEND WESTFIELD CITY PARK FEES, RULES OF OPERATION AND SPECIAL EVENT POLICY

WHEREAS, The City of Westfield, ("City") is a duly formed municipal corporation within the State of Indiana, governed by its duly elected Mayor and Common Council ("Council"); and,

WHEREAS, the Council has the duty and authority to maintain current fees for the management. maintenance and policies of the facilities located within the Westfield City Parks; and,

WHEREAS, it has come to the attention of the Council that an amendment to the current fee structure, rules of operation and event policy is necessary.

NOW, THEREFORE, BE IT ORDAINED by the Westfield City Common Council meeting in session as follows:

Section 1. That the City hereby adopts the changes to the fees charged by the Westfield Parks Department as outlined by Exhibit "A", attached hereto and incorporated by reference herein.

Section 2. That the amendments to the Parks Rules of Operation, attached hereto as Exhibit "B" and incorporated by reference herein are hereby adopted.

Section 3. That the amendments to the Parks Special Event Policy attached hereto as Exhibit "C" and incorporated by reference herein are hereby adopted.

Section 4. The Westfield Parks Department is hereby authorized to institute these changes immediately.

Section 5. This Ordinance shall be in full force and effect in accordance with Indiana law, upon the passage of any applicable waiting periods, all as provided by the laws of the State of Indiana. All ordinances or parts thereof that are in conflict herewith are hereby ordered repealed, all acts necessary in the creation of these amendments are hereby ratified.

ALL OF WHICH IS ORDAINED THIS _____DAY OF _____2011.

WESTFIELD CITY COUNCIL

Voting For	**Voting Against**	**Abstain**
_____	_____	_____
John Dippel	John Dippel	John Dippel
_____	_____	_____
Steven Hoover	Steven Hoover	Steven Hoover
_____	_____	_____
Robert L. Horkay	Robert L. Horkay	Robert L. Horkay
_____	_____	_____
Kenneth Kingshill	Kenneth Kingshill	Kenneth Kingshill
_____	_____	_____
Robert J. Smith	Robert J. Smith	Robert J. Smith
_____	_____	_____
Thomas Smith	Thomas Smith	Thomas Smith
_____	_____	_____
Robert W. Stokes	Robert W. Stokes	Robert W. Stokes

ATTEST:

_____

Cindy J. Gossard, Clerk Treasurer

I hereby certify that ORDINANCE 11-34 was delivered to the Mayor of Westfield

on the _____ day of _____, 2011, at _____ ____ m.

_____
Cindy J. Gossard, Clerk-Treasurer

I hereby APPROVE ORDINANCE 11-34

this _____ day of _____, 2011.

_____
J. Andrew Cook, Mayor

I hereby VETO ORDINANCE 11-34

this _____ day of _____, 2011.

_____
J. Andrew Cook, Mayor

ATTEST:

_____
Cindy J. Gossard, Clerk Treasurer

This document prepared by
Brian J. Zaiger, Esq.
KRIEG DEVAULT, LLP
(317) 238-6266

EXHIBIT A
CITY OF WESTFIELD
PARKS AND RECREATION DEPARTMENT
SPECIAL EVENT FEES AND CHARGES
(PK 01-11)
2011

Asa Bales Park – North (205 W. Hoover Street) **$150** for up to four (4) hours, $20 for each additional hour. Based upon the number of attendees, public safety fees may be charged. Amenities include: three shelters, fourteen picnic tables, large permanent grill, drinking fountain, restrooms, skate park, playground, large open grass field, lots of trees, creek, paved trails and paved parking lot (twenty spaces). Asa Bales North is located across the street from Westfield High School, next to the Westfield Middle School, the Public Library and just two blocks from Freedom Trail Park.

Asa Bales Park – South (200 Camilla Court) **$100** for up to four (4) hours, $20 for each additional hour. Based upon the number of attendees, public safety fees may be charged. Amenities include: playground, natural amphitheater, paved trail, lots of trees, creek, paved parking lot (eighteen spaces), and stone trail access from Union Street.

Freedom Trail Park Fields (500 Deer Walk Trace) $200 for up to four (4) hours, $20 for each additional hour. This includes use of three football fields. The fields can be rented individually for $100 for up to four (4) hours, $20 for each additional hour.

Freedom Trail Park Play Area (500 Deer Walk Trace) $150 for up to four (4) hours, $20 for each additional hour. Amenities include: all inclusive playground, sensory garden, paved and gravel trails, prairie establishment, and a paved parking lot.

Hadley Park (100 W. Main Street) **$40** for up to four (4) hours, $20 for each additional hour. Based upon the number of attendees, public safety fees may be charged. Hadley Park is a small intimate space ideal for small weddings or small gatherings. It is located in the center of downtown Westfield. Amenities include: a portico, benches, memorial brick walkway, beautiful gardens, and trees. It is adjacent to Asa Bales Park.

Quaker Park (17501 Dartown Road) **$150** for up to four (4) hours, $20 for each additional hour. Based upon the number of attendees, public safety fees may be charged. Amenities include: Shelters 2, 3 & 4, eighteen picnic tables, playground, splash park, basketball goals, Midland Trace Trail, which includes Born Learning Trail, drinking fountain, permanent grill, restrooms, paved parking (44 spaces), large open grass field, trees, and creek. Shelter #1 cannot be included in special event rentals.

Simon Moon Park (2710 E. 171st Street) **$100** for up to four (4) hours, $20 for each additional hour. Based upon the number of attendees, public safety fees may be charged. Anyone wanting

to rent the shelter and use the Council Circle Fire Pit must apply as a special event. Amenities include: Shelter with six picnic tables, additional picnic tables on top of hill, sledding hill,

Council Circle with Fire Pit, Fire Host (park staff), wood and fuel for fire, fire maintenance and extinguishing of fire, trail connection to Midland Trace Trail, 2-5 playground, 5-12 playground, drinking fountain, permanent grill, paved parking (eight spaces) and additional parking at the City Services Center.

Old Friends Cemetery Park (302 S. Union Street) **$100** for up to four (4) hours, $20 for each additional hour. Based upon the number of attendees, public safety fees may be charged. Amenities include: 1834 Historical Friends (Quaker) Cemetery in a beautiful serene setting in the heart of downtown Westfield, plaza, gazebo, Martha Doan Memorial Garden, stoned walkways, interpretive signage that shares Westfield's story, benches, drinking fountain, bike racks, adjacent to the Midland Trace Trail and Grand Junction Trail across the street.

Monon Trail - $100 for up to four (4) hours, $20 for each additional hour. Based upon the number of attendees, public safety fees may be charged. Amenities include: 12-foot paved asphalt trails with two-foot stone shoulders, drinking fountain, benches, Greyhound Pass Trail Head (1155 E. Greyhound Pass) with parking, bike racks and restrooms, connection to Carmel/Indy Monon Trail and the Midland Trace Trail.

Midland Trace Trail - $100 for up to four (4) hours, $20 for each additional hour. Based upon the number of attendees, public safety fees may be charged. Amenities include: Three sections of the trail now open (Carey Road to Union Street; Oak Ridge Road to Quaker Park and Springmill Road toward Ditch); 12-foot paved asphalt trails with two-foot stone shoulders, drinking fountains, benches, bike racks, connections to Simon Moon Park, Old Friends Cemetery Park, Grand Junction Trail/Natalie Wheeler Trail, Downtown Westfield and Quaker Park; parking available at Simon Moon Park and Quaker Park.

Grand Junction Trail - $100 for up to four (4) hours, $20 for each additional hour. Based upon the number of attendees, public safety fees may be charged. Amenities include: 10-foot paved asphalt/brick trail with granite shoulder, benches, landscaping and bio-swales, leisure urban feeling; connections to Midland Trace Trail, Natalie Wheeler Trail, Old Friends Cemetery Park, Union Bible College, close proximity to Hadley Park and Asa Bales Park.

Natalie Wheeler Trail - $100 for up to four (4) hours, $20 for each additional hour. Based upon the number of attendees, public safety fees may be charged. Amenities include: 12-foot paved asphalt trails, connecting to Grand Junction Trail, Cool Creek Park, future Cool Creek Trail extension and Liberty Park. Parking at Liberty Park and Cool Creek Park.

NOTE: A refundable damage deposit of $200 is required for all special events; if alcohol is served, the deposit increases to $600.

Rental fees include: Clean up prior to event, set up of additional trash receptacles (if needed), and trash removal after the event, any necessary furniture moving and on-site staff during event.

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Policy PK 02-11
Policy Title: Rules of Operations
Policy Purpose: Set forth rules and regulations to be posted in Park facilities to keep park visitors safe
Implementation Date: March 1, 2011
Revision Date: NA

This policy has been created with the intent to set forth rules and regulations to assure Westfield parks, trails and facilities are safe and being used as intended. These rules will be posted in all parks where applicable so all that visit will have an understanding of appropriate use. These rules and regulations along with all applicable state, federal and local laws, including but not limited to, laws governing vandalism, nuisance, litter, animal control, alcohol and drugs will be enforced. Signage in the parks will read:

CITY OF WESTFIELD
PARKS AND RECREATION DEPARTMENT
Rules of Operations

All applicable state, federal and local laws, including but not limited to, laws governing vandalism, nuisance, litter, animal control, alcohol and drugs will be enforced.

The following rules are provided to supplement the laws and ensure a safe and nurturing experience while visiting Westfield Parks and Recreation Facilities. If you do not find answers to your questions under the following outline, please call the Westfield Parks and Recreation Administration Office at 317-804-3184 during regular business hours.

GENERAL RULES

1. **Park Hours**: Unless otherwise posted, all parks and trails are open from sunrise to sunset seven (7) days a week.
2. **Parking:** Parking is allowed in designated parking lots only. No one shall park in a parking space designated for the physically challenged without a handicap permit. NO OVERNIGHT PARKING IS ALLOWED IN WESTFIELD CITY PARKS.
3. **Use of Vehicles:** It is strictly prohibited for any motorized vehicles,~~;~~ with the exception of motorized wheelchairs or official city vehicles being operated by city employees, to be operated within park boundaries. All vehicles shall be operated on roadways specifically designated for vehicular traffic.
4. **Shelter Rentals:** Shelters can be reserved for a fee. Reservations can be made on a first come first serve~~d~~ basis by calling Customer Service at 317-804-3150 during regular business hours. Rental fees must be paid to confirm the reservation. For more information on facilities, please visit the Westfield Parks and Recreation Department webpage.
5. **Alcohol:** Use of alcohol in parks is prohibited. Special Event permits may be considered, and require filing liability and insurance documents along with a Special Event Permit Application with the Westfield Parks and Recreation Administration Office.

6. **Use of Fire:** Fires are only allowed in the designated charcoal grills at the shelters. Portable gas grills may be used in the shelter areas. Bonfires are prohibited. The use of the Council Circle Fire Pit at Simon Moon Park must be approved through the Westfield Parks and Recreation Administration Office and have staff on site during use.
7. **Smoking:** All parks and trails are ~~a~~ smoke-free zones.
8. **Fireworks:** NO personal fireworks are allowed in Westfield City Parks.
9. **Camping:** Overnight camping is not allowed.
10. **Water Ways:** ~~Use of w~~Water ways or ditches within the parks are for wildlife use only unless designated otherwise.
11. **Trash:** It is strictly prohibited for any person to deposit any refuse (as that term is defined by the Indiana Code) into a park or within a park refuse disposal receptacle, except for garbage defined as paper goods, food wrappers or food container used in the park.
12. **Animals:** Any animal in a park must be restrained by a leash or lead no longer than six~~6~~ feet, or be under the physical control of the animal's owner or attending party. Pet owners must have and use a container or device for the holding of their pet's waste while they are in a park, on a trail or pathway. Violations will result in fines. Dogs or other pets are not permitted on any athletic playing field, or children's playground area. Horses or ponies are not allowed to be brought into Westfield City Parks. It is prohibited for any person to knowingly cause or directly abandon any animal in a Westfield City Park.
13. **Hunting:** ~~To bring, carry or possess a firearm, or bow and arrow or to carry, possess or set a snare, trap, net or similar device or other weapon capable of c~~Capturing or harming any wild animal or bird in the parks or on the trails is prohibited.
14. **Weapons:** ~~Firearms, m~~Missile propelling devices, ~~ammunition,~~ fireworks, bombs or other explosive devices, knives, paintball equipment or any other objects that can reasonably be considered a weapon, are strictly prohibited in any park for any reason. This prohibition does not apply to law enforcement officers as defined in Indiana Code.
15. **Vandalism:** It is strictly prohibited for any person to remove, destroy, break, injure, mutilate or deface in any way any structure, sign, fence, wall, trail, railing, bench, tree, shrub, plant, flower or any other property of Westfield City Parks. No person shall climb any tree,~~;~~ walk, stand or sit upon monuments or any other property not designated for that use.
16. **Inappropriate Behavior:** ~~Any~~No sexual activity or nudity is ~~not~~ allowed in Westfield City Parks. No person shall use profane or abusive language, or conduct oneself in a disorderly manner in Westfield City Parks.
17. **Special Events and/or Programs:** All special events must be coordinated through the Westfield Parks and Recreation Administration Office using the Special Event Application procedure.
18. **Inflatables or Dunk Tanks:** Are not allowed.
19. **Music Entertainment:** It is prohibited to use radios, tape machines, CD Players, IPODS, live musical entertainment or amplification systems in a loud manner, which will interfere with others using the park or the park neighbors.
20. **Soliciting/ Conducting Business:** It is prohibited for any person to solicit for or conduct any business, ~~or~~ to sell or to offer to sell any parcel or service, or to solicit for charitable contributions in Westfield City Parks.

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21. **Trails:** No motorized vehicle, including golf carts, are allowed on any trails in the Westfield City Parks trail system, with the exception of motorized wheelchairs or official city vehicles being operated by City employees. Ride, walk, run and skate on the RIGHT, except when passing. Cyclists are asked to announce and slow down when they are approaching a pedestrian on the trail and to observe all of the other rules of the road for cyclists. Do not disturb or harass wildlife. Observe additional trail rules as posted on/or along the trail corridors. Please remember the YIELD rules:
    a. **Bicycles yield to rollerbladers**
    b. **Bicycles and rollerbladers yield to skateboarders**
    c. **Bicycles, rollerbladers, skateboarders yield to runners**
    d. **All yield to pedestrians**

NOTE:
Violation of any of these rules can mean expulsion from the park.

There is a $500 fine for damaging or defacing public property.

If you notice broken equipment or anything that requires immediate attention, please call the Westfield Parks and Recreation Administrative Office at 317-804-3184. We appreciate your cooperation.

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CITY OF WESTFIELD
PARKS AND RECREATION DEPARTMENT
Skate Park Rules of Operations

Skate Park: Use of this facility may cause injury or potential death. The City of Westfield is not responsible for injuries. Know your ability and participate at your own risk! All rules stated in the Parks and Recreation Rules of Operation apply to the Skate Park. In addition, the following rules must be adhered to.

1. **Personal Safety:** For personal safety, safety equipment such as helmets, knee pads, elbow pads and wrist guards are recommended.
2. **Food and Beverages:** Food and beverages are not permitted within the skate park.
3. **Pets:** No pets are allowed in the skate park.
4. **Skate Park Usage:** The Westfield Parks and Recreation Department and the Police Department reserve the right to revoke the use of the skate park to individuals who violate the rules and regulations. We also maintain the right to close the skate park if there are persistent problems with rules or vandalism.
5. **Hours of Operation:** The skate park is open daily sunrise to sunset, unless closed for maintenance or rules violations.
6. **Fees:** There are no fees for the use of the skate park.
7. **Respect:** Treat the skate park and others with respect.

NOTE:
Violation of any of these rules can mean expulsion from the park.

There is a $500 fine for damaging or defacing public property.

If you notice broken equipment or anything that requires immediate attention, please call the Westfield Parks and Recreation Administrative Office at 317-804-3184. We appreciate your cooperation.

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CITY OF WESTFIELD
PARKS AND RECREATION DEPARTMENT
Splash Park Rules of Operations

Quaker Park Splash Park: Use of this facility may cause injury. The City of Westfield is not responsible for injuries. All rules stated in the Parks and Recreation Rules of Operation apply to the Splash Park. In addition, the following rules must be adhered to.

1. **The Season of Operation:** The season begins on Memorial Day Weekend and runs until late September, weather permitting.
2. **Hours of Operation:** Hours of operation~~s~~ during the season are daily from 10:00AM to 7:00PM.
3. **Fees:** There are no fees for the use of the splash park.
4. **Parents or Guardians Responsibility:** Parents/Guardians are responsible for children's safety. Children using the splash park must be accompanied by an adult.
5. **Diapers:** Children who are not restroom trained must wear a water diaper.
6. **Running:** Running in the splash park is prohibited.
7. **Glass:** Glass containers should not be used on or near the splash park.
8. **Pets:** No pets are allowed in the splash park.

NOTE:
Violation of any of these rules can mean expulsion from the park.

There is a $500 fine for damaging or defacing public property.

If you notice broken equipment or anything that requires immediate attention, please call the Westfield Parks and Recreation Administrative Office at 317-804-3184. We appreciate your cooperation.

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CITY OF WESTFIELD
PARKS AND RECREATION DEPARTMENT
Playground Rules of Operations

Public Playground Safety Guidelines: For your play enjoyment, please obey the following or you may cause injury to yourself or others around you. Play safely and be courteous of others. Use of this facility may cause injury. The City of Westfield is not responsible for injuries. All rules stated in the Parks and Recreation Rules of Operation apply to Playgrounds. In addition, the following rules must be adhered to.

1. **Hours of Operation:** Hours of operation~~s~~ are daily sunrise to sun~~-~~set.
2. **Pets:** No pets allowed on the playgrounds.
3. **Parents or Guardians Responsibility:** Children 7 and under should be accompanied by a parent or guardian.
4. **Use of Play Equipment:** Note age-appropriate use for equipment and adhere to guidelines.
5. **Be Aware**: For everyone's safety, inspect play area before starting to play and remove litter.
6. **Prohibited Uses:** No bicycles, rollerblades, or skateboards ~~use~~are allowed within the play area.
7. **CAUTION:**
   - Bare feet may cause injury~~;~~
   - Throwing sand or any other objects within play area may cause injury~~;~~
   - Playing on this equipment when wet may cause injury
8. **SWINGS:**
   - Hold on with both hands
   - Standing on swings may cause injury
   - Stop swinging before getting off
   - Never swing or twist empty seats
   - Stand clear of moving swings to avoid contact and possible injury
9. **SLIDES:**
   - Slide feet first only
   - No running or walking up slide
9. **CLIMBERS:** No pushing, running or shoving
   - ~~No pushing, running or shoving~~

NOTE:
Violation of any of these rules can mean expulsion from the park.

There is a $500 fine for damaging or defacing public property.

If you notice broken equipment or anything that requires immediate attention, please call the Westfield Parks and Recreation Administrative Office at 317-804-3184. We appreciate your cooperation.

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CITY OF WESTFIELD
PARKS AND RECREATION DEPARTMENT
The Hill at Simon Moon Park Rules of Operations

The Hill at Simon Moon Park: Use of this facility may cause injury. The City of Westfield is not responsible for injuries. All rules stated in the Parks and Recreation Rules of Operation apply to The Hill at Simon Moon Park. In addition, the following rules must be adhered to.

1. **Hours of Operation:** Hours of operation are daily from sunrise to sunset
2. **Risk:** Use at your own risk. The City of Westfield provides no supervision of hill conditions or activities. Users assume full responsibility for determining if conditions are safe.
3. **Supervision:** Children are to be supervised by an adult
4. **Sledding:**
    - Use of skis and snowboards is strictly prohibited.
    - Standing on or overloading sleds is prohibited.
    - Sled only in designated areas.
    - Keep a safe distance from others when sledding.
    - Wait for others to clear bottom before sledding.
    - Exit bottom of hill promptly.
    - Walk up hill on designated trails only.
    - Construction of jumps, ramps or moguls is prohibited.
    - No pets are allowed on the sledding hill.
5. **Prohibited:** No bikes or motorized vehicles allowed on the hill at any time.

NOTE:
Violation of any of these rules can mean expulsion from the park.

There is a $500 fine for damaging or defacing public property.

If you notice broken equipment or anything that requires immediate attention, please call the Westfield Parks and Recreation Administrative Office at 317-804-3184. We appreciate your cooperation.

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Policy: PK 01-11
Policy Title: Westfield Parks & Recreation Special Event Policy
Policy Purpose: Establish Non-Park Special Event Protocol
Implementation Date: March 1, 2011
Revision Date: NA

CITY OF WESTFIELD
PARKS AND RECREATION DEPARTMENT
NON-CITY SPONSORED SPECIAL EVENT POLICY

A. **Purpose and Intent**

1. The Westfield Parks and Recreation Department assists in bringing group events to Westfield that contribute to the community's quality of life. In the continuing efforts by the City to provide the public with quality recreational choices in well maintained, clean, and safe parks, Westfield has developed the following standard operating procedures to review requests for Special Events to be held in the City Parks.

2. Park facilities may be made available for non park related uses consistent with the policies herein and subject to availability.

B. **Definition**

1**. Special Event.**
"Special Event" means a group activity including, but not limited to, a performance, meeting, assembly, contest, exhibit, ceremony, parade, athletic competition, reading, or picnic involving more people than an individual shelter rental could accommodate or a group activity in which a specific park space is requested to be reserved. Special Events are not defined as casual park use by visitors or tourists, or individual shelter rental.

C. Uses

1. Priority shall be given to groups and individuals whose request reflects significant community interest and general value. The Westfield Parks Director or his/her designee will review and balance each request. The Westfield Parks Director or designee reserves the right to refuse rental/use.

2. Applicants wishing to use the park facilities shall meet requirements as outlined in the Eligible User Groups as developed by the Westfield Parks and Recreation Department.

D. Consideration

1. Scheduling priority will be given according to the order indicated below with Group 1 having the first priority and Group 4 having the last. Scheduling will be on a first come – first served basis within a group. A Group 1 organization may bump a lower priority group with a one month or greater notification.

2. In order to recover some of our utility costs associated with special events a Special Event Utility Fee may be charged.

3. The Westfield Parks Director reserves the right to waive rental fees.

4. Facilities shall be available for only non profit uses. Any exceptions shall be at the sole discretion of the Westfield Parks Director or designee and shall be evaluated by the benefit to the public.

5. In an emergency, the Parks Department shall cooperate with recognized state or federal agencies in the use of all park facilities without charge, superceding all other scheduled events and uses.

6. Special Events such as weddings or funerals shall be scheduled under exceptional conditions and as schedules allow.

7. City employees wishing to host a special event other than a shelter rental for individual use will adhere to this same policy.

E. Process

1. Applicants wishing to use a park facility shall complete a **Permit for Special Event Use of Park Facilities** and submit it to the Westfield Parks and Recreation Administrative Office. Applicants shall comply with Rules of Park Operations set forth in – Ordinance 10-28 PK 02-11. Rental of facilities will be made to responsible adults representing a group or organization. A responsible adult is defined as a person at least 21 years of age who is financially responsible as defined in G. 1 below. All permits maybe subject to cancellation.

F. Eligible User Groups

Group 1: Direct City Related Activities E.g. City department meetings, classes, special events Or activity	No Rental Fee No Maintenance Fee No Public Safety Fee
Group 2: Joint City Sponsored Events E.g. DWNA, Township Park Department, And Hamilton County Park Departments, Schools and Education Foundation, Library	No Rental Fee No Maintenance Fee No Public Safety Fee

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Group 3: Civic and Service Organizations & Not-for-Profits E.g. Scouts, 4-H Clubs, Youth Athletics, Youth Organizations Rotary, Lions, Kiwanis, Churches, Chamber of Commerce, other Community Groups	Rental Fee Maintenance Fee Public Safety Fee (if necessary)
Group 4: Private Businesses, Organizations and Citizens Acceptable events will be determined by Director	Rental Fee Maintenance Fee Public Safety Fee (If necessary)

G. Application Procedure

1. All requests should be made in writing on the **Permit for Special Event Use** form (Exhibit B) and submitted to the Westfield Parks and Recreation Administration Office at a minimum of 30 days prior to the use. Applications are available online at the Westfield Parks and Recreation website below; at City Service Center – Customer Service and at the Westfield Parks and Recreation Administration Office.

   http://www.westfield.in.gov/department/?fDD=6-0

   Please note: if a large scale event (an event with estimated 500+ people in attendance) is being proposed you may need as much as a year's preparation.

2. The application must state the specific time and date of the event as well as all facility needs to be furnished by the City.

3. The Westfield Parks Director will determine the merits of the application and availability of the location. A copy of the signed application will be given to the Westfield Fire Department and the Westfield Police Department for their comments regarding public safety fee and to determine if any public safety will be charged.

4. Upon approval of the special event, a~~A~~ll rental, maintenance and public safety fees will be invoiced ~~and due 30 days from the invoice date~~with the due date indicated on the invoice.

5. A refundable damage deposit of $200 is required for all special events. If alcohol is served, the deposit increases to $600. The damage deposit should be paid with a separate check from any rental and public safety fees. Renters agree to be responsible for any additional charges incurred or damages caused by renter's activities.

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~~4.~~6. Upon receipt of certificate of insurance (please see Section H), and payment of damage deposit and fees, a copy of the approved application will be returned to serve as the permit.

~~5.~~7. Permits granted may be subject to cancellation at any time by the Westfield Parks Director or his/her designee.

~~6. Holders of permits shall confine their use strictly to the specific area approved and will not be permitted to use any other space, equipment or apparatus unless it is approved in the application.~~

H. Insurance and liability

1. Any group using the Westfield City Parks for any purpose must provide a certificate of insurance showing proof of liability insurance in the amount of $100,000 property damage per occurrence and $1,000,000 bodily injury per occurrence naming the City of Westfield as an additional insured.

2. The requesting party shall protect and hold harmless the City of Westfield and its **elected officials, employees, staff and representatives, and each of them,** from any and all claims, suits, liabilities, damages or causes of action of any kind, provided such person was acting in the discharge of his/her duties.

I. Rules and Regulations

1. Applicants shall comply with all Rules of Park Operations set forth in – Ordinance 10-28 PK 02-11. A copy is posted on the Parks Department webpage and available upon request.

~~1.~~2. Holders of permits shall confine their use strictly to the specific area approved and will not be permitted to use any other space, equipment or apparatus unless it is approved in the application.

~~2.~~3. The applicant and his/her organization shall be held strictly accountable for complying with the rules and regulations that govern use of the City Parks, and shall be responsible for damages, losses, or accidents, which might occur while the organization is using the site. If proper care is not exercised, the continued use of the City Parks may be denied.

~~3.~~4. The sponsoring organization must provide adequate supervision and must ensure visitors use only the areas approved for rental/use. The organization will also provide all necessary supporting personnel such as medical personnel, parking attendants, set up and cleanup crews. A Public Safety fee may be charged if these services are deemed necessary to be provided by the City.

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4.5. It is the sole responsibility of the user to secure additional trash receptacles or have trash hauled away if park containers will not accommodate the needs of the event. Bagged trash (5 bag maximum) may be placed next to a park trash receptacle after an event for park staff to remove. Trash that is not disposed of properly or overfills a receptacle may result in a loss of deposit. The Westfield Parks and Recreation Administration will determine if the size of the event requires a rental of an outside dumpster. Dumpsters are only to be placed in designated areas approved by the Westfield Parks and Recreation Administration.

5.6. The sponsoring organization is required to provide port-o-lets if the special event will have attendance of over 500 persons. The requirement is 1 port-o-let per 500 attendees. At least one in every 3 rented must be handicap accessible. Delivery must be at the latest date and time possible prior to the event and removed from Park property no later than 24 hours after the event. Westfield Parks and Recreation Department is not responsible for any damage to port-o-lets. Port-0o-lets are to be placed only in designated areas approved by Westfield Parks and Recreation Administration. Vendors are responsible for any port-o-let water supply hoses.

6.7. Vehicles are not allowed on Park property not designated for parking. Deliveries or setup needs that require a vehicle to enter the park must be approved in advance by the Westfield Parks and Recreation Administration.

7.8. The sponsoring organization is responsible for providing information if tents are being proposed and calling in .u Utility locates are required to prevent interference with irrigation, fiber and utility infrastructures.

8.9. Users are encouraged to exercise Universal Precautions (Universal Precautions refers to the practice, in medicine, of avoiding contact with bodily fluids, by means of wearing medical gloves, goggles and face shields) and to have the necessary emergency first aid kits issued to their members.

9.10. A report of any personal injury must be submitted to the Westfield Parks and Recreation Administration Office by the person securing the permit within 24 hours after an injury.

10.11. Property damage must be reported immediately to the City representative on duty, and an itemized list of any property damage must be provided to the Westfield Parks and Recreation Administrative Office by the person securing the permit within 24 hours after any such damage.

12. No signs, displays, or materials may be attached, nailed or otherwise affixed to shelters, trees, buildings or existing signs.

11.13. For tTemporary signage at locations outside of the park, or road closures or blockages, the sponsoring organization must obtain an Encroachment Permit through may be used for the event, once approval is given by the City of Westfield

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Community Development Department, which may carry an additional fee. ~~and the Westfield Parks and Recreation departments~~. The Encroachment Permit Application is available online at www.westfield.in.gov or at the City Service Center. Please allow ten (10) working days from receipt for approval.

~~12.~~14. No Park fixtures may be moved without consent of the Westfield Parks Director.

~~13.~~15. The use of special equipment, including but not limited to, cooking equipment, musical instruments, and public address systems and sports equipment will be reviewed per application.

~~14.~~16. Alcohol use is restricted and will be reviewed per application. All necessary licensing and insurance is required. If approved, the damage deposit increases from $200 to $600.

~~15.~~17. Use of the Park facilities will be terminated if the City determines the use is being diminished or compromised by the rental organization.

~~16.~~18. No group may monopolize more space and time than is needed to meet the needs of the approved event.

~~17.~~19. Failure to comply with these rules and regulation will be sufficient reason to cancel future privileges.

~~18. A refundable damage deposit of $200 is required for all special events; if alcohol is served the deposit increases to $600.~~

~~19.~~20. No Park Facility may be used for a special event without the presence of a City representative.

J. Fees and Charges

1. See Exhibit A.
   Titled: CITY OF WESTFIELD PARKS AND RECREATION DEPARTMENT SPECIAL EVENT FEES AND CHARGES

DRAFT

PERMIT FOR SPECIAL EVENT USE
WESTFIELD PARKS AND RECREATION DEPARTMENT

ALL REQUESTS ARE TO BE SUBMITTED AT LEAST 30 DAYS PRIOR TO USE (Exhibit B-Policy PK 01-11)

TODAY'S DATE: _____ ORGANIZATION: _____

EVENT LOCATION: _____ SPECIFIC AREA: _____

DATE(S): _____ HOURS: _____ APPROX. ATTENDANCE: _____

EVENT NAME: _____ EVENT PURPOSE: _____

Specify, in as much detail as possible, what will be required for the event. Include set up (tents, tables, chairs), technology needs, use of public address systems, power, and who is supplying and setting up this equipment. Also, include event signage. Attach a map of the event layout.

A Certificate of Liability Insurance in the amount of $100,000 property damage per occurrence and $1,000,000 bodily injury per occurrence naming the City of Westfield as additional insured required. Certificate is due with payment of damage deposit and fees. ~~must be on file with the City prior to the event.~~

A signed Permit For Special Event Use form must be on file with the Park Administration Office to confirm scheduling of your event.

REPRESENTATIVE _____ **ALTERNATE CONTACT NAME & PHONE** _____

SIGNATURE OF REPRESENTATIVE _____ **MAILING ADDRESS** _____

HOME PHONE _____ **WORK PHONE** _____ **CITY/STATE** _____ **ZIP** _____

EMAIL _____ **DATE** _____

FOR OFFICE USE ONLY: ~~FEE INFORMATION: (MAKE CHECKS PAYABLE TO WESTFIELD PARKS & RECREATION)~~

DEPOSIT AMT: _____ DATE RECEIVED: _____ RENTAL FEE: _____ DATE RECEIVED: _____

PUBLIC SAFETY FEE: _____ DATE RECEIVED: _____ APPROVED/DENIED: _____

CERTIFICATE OF INSURANCE RECEIVED: _____ PERMIT NUMBER: _____

DRAFT