



ORDINANCE

Amending Chapter 3, Section 3-50 of the Code of Ordinances – Reservation of Facilities Within Town Parks

The Hillsborough Board of Commissioners ordains:

Section 1. Chapter 3, Article VII, of the Hillsborough Code of Ordinances is amended as follows:

Section 3-50. Reservation of facilities within town parks.

- (a) The town may allow the reservation of certain facilities within town parks for private use for limited periods when such use does not conflict with enjoyment of the park by the general public or other town policies.
- (b) A person seeking to reserve a town park facility must submit a reservation permit application a minimum of 14 days in advance of the reservation date. The reservation request must be approved by town staff in advance of the reservation date for the reservation to be effective. Fees associated with the reservation are non-refundable and are due on the date specified by town staff after the reservation request is reviewed. Cancellations made 7 days prior to the reservation date may be issued a credit toward a future reservation of the facility, to be used within one calendar year. Reservation cancellations made within 7 days of the reservation date are not eligible for credit.
- (c) The reservation shall be on a form provided by town staff and require sufficient information to identify the person requesting the permit, emergency contact information, the facility to be reserved, the proposed use and duration of use, and proof of liability insurance if deemed necessary by the town.
- (d) The public space manager or their designee is authorized to approve park facility reservation permits.
- (e) The reservation permit-issuing staff may issue a reservation permit when they find that the proposed activity or use of the park:
 - (1) Will not unreasonably interfere or detract from the general public enjoyment of the park;
 - (2) Will not unreasonably interfere with or detract from the promotion of public health, welfare, safety and recreation;
 - (3) Is not reasonably anticipated to incite violence, crime or disorderly conduct;
 - (4) Will not entail unusual, extraordinary or burdensome expense or police operation by the town;
 - (5) Has not been reserved for other use at the day and hour required in the application.
- (f) Not to limit the generality of paragraph (e), the following activities are prohibited and may not be permitted as part of a park reservation but can be considered and approved during the review of a special event permit:

- (1) Archery;
 - (2) Sound amplifying equipment including but not limited to PA systems and stereos;
 - (3) Temporary chalk markings associated with sports and games on playing fields.
- g) Events that meet a threshold specified in section 7-18 shall seek a special event permit rather than a park reservation permit. Special event fees and park reservation fees apply to all events, unless hosted by the Town of Hillsborough. The following regulations apply to all special events and park reservations in town parks excluding Town of Hillsborough hosted events:
- (1) Events at town parks are limited to a total number of 75 persons excluding events conducted by schools and academic institutions held during school operating hours which may be permitted through a special event permit for up to 150 persons up to 4 times per calendar year.
 - (2) Events at town parks must comply with Section 5 of the Code of Ordinances: Noise.
 - (3) Event sponsors and hosts are responsible for the collection and disposal of all trash and waste that is not located within a provided trash bin or receptacle. No trash may be left on site or placed outside of the provided waste receptacles.
- h) Town parks and greenways may not be reserved for exclusive, non-public use unless approved by the Hillsborough Board of Commissioners through a special event permit.
- (i) Town parks and greenways may not be reserved as the starting or ending point for walk, run, or bicycle events but may be used as a portion of the route for permitted events.

Section 2. All provisions of any town ordinance in conflict with this ordinance are repealed.

Section 3. This ordinance shall become effective upon adoption.

The foregoing ordinance having been submitted to a vote, received the following vote and was duly adopted this 14th day of October in the year 2024.

Ayes:

Noes:

Absent or excused:

Sarah E. Kimrey, Town Clerk