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## Sec. 30-7. Special events and facility rentals.

(a) Special event permits are required for organizations or individuals wishing to reserve town facilities for stipulated times. When the permit is not in effect, the facility will be open for public use. Special event permits shall only be issued to organizations based in Fayette County or individuals that reside in Fayette County. The holder of any special event permit shall ensure compliance with all rules and regulations contained in this chapter; failure to comply with said rules and regulations may result in forfeiture of the special event permit and may also result in any and all participants being asked to leave the facility. In addition to those rules and regulations contained in section 30-6 of this chapter, the following rules and regulations shall apply to all special events.

(1) ~~No facility may be reserved more than six months in advance.~~ Facilities may be reserved up to twelve (12) months in advance.

(2) ~~No facility may be reserved for more than four hours at a time.~~ Reservation time limits shall vary by facility type.

Outdoor facilities, including but not limited to pavilions and park spaces, may be reserved for no more than four (4) hours at a time, unless otherwise approved by the town manager or his or her designee. Indoor facilities, including but not limited to the Roger Spencer Community Center and the Community Room, may be reserved without a specified time limit, subject to availability and applicable rental agreements.

(3) At the time of making any reservation, organizations and individuals must pay a fee as established by a schedule of fees adopted by the town council. Reservations shall be on a first-paid basis and the town shall not hold an unpaid reservation. Government organizations, including public schools, shall be permitted to reserve facilities at no charge; however, these entities must reserve these facilities ahead of time with the town.

(4) Any request to waive rental fees shall be subject to approval by the town council and must be submitted in writing at least four weeks before the reservation. Any events where fees have been waived must be free to attend and open to the public. Commercial activity at such events is prohibited. Organizers of such events shall not charge participants for concessions and shall not engage vendors that will charge participants for concessions.

(5) Unless the town council has waived fees for the event, organizations and individuals must post a deposit at the time of making the reservation. Such deposit will be according to a schedule of fees and charges adopted by the town council. Such deposit may be forfeited in the event of any damage to town facilities or failure to comply with the rules and regulations contained in this chapter. Organizations and individuals shall have five working days after the event to retrieve any required deposit. After said period, such deposit may be forfeited.

(6) The organizer(s) of any special event that is open to the public must provide proof of insurance listing the Town of Tyrone as an additional insured in the amount of \$1,000,000.00.

(7) The organizer(s) of any special event that is open to the public must hire an off-duty Tyrone police officer to provide event security if the event is expected to draw more than 150 people. More than one officer may be required at the discretion of the town manager or his or her designee. Deputies from the Fayette County Sheriffs Office may be hired when Tyrone police officers are not available.

(8) Pavilion rental is limited to the number of people that it can safely hold according to the number of parking spaces provided.

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- (9) The organizer(s) of any special event shall be responsible for policing the area for trash and litter before, during and after the event and ensuring that it is disposed of properly. Failure to properly dispose of any trash or litter may result in forfeiture of the deposit.
  - (10) Utility fees may be charged for use of light or water. All lights must be turned off by 11:00 p.m.
- (b) Town sports fields may be reserved on a seasonal basis by youth sports leagues. Such reservation shall require an agreement approved and executed by the town council and the organizing league. Failure to comply with the rules and regulations of this chapter or the provisions of such agreement may result in forfeiture of the right to use town facilities. In addition, the following provisions shall apply:
- (1) Any league making such a reservation shall be composed predominantly (at least 50 percent) of participants residing in Fayette County, unless otherwise approved by the town council.
  - (2) Use of town facilities shall be subject to any fees provided for in the agreement pertaining to the reservation. The organizing league shall only require fees from participants as provided in said agreement.
  - (3) The organizing league shall be responsible for field preparations such as lining the field, dragging the field, and other related activities or as otherwise provided in the agreement pertaining to the reservation. The town may provide other major maintenance to facilities on request by contacting the town manager or his designee. Special maintenance requests shall be submitted in written form to the town manager or his designee at least three working days prior to date needed.
  - (4) No one will be allowed to construct any new facility, paint any facility or make changes in present facilities without written approval of the town, except as otherwise provided in the agreement pertaining to the reservation. To obtain approval, a written request should be submitted to the town manager or his designee.
  - (5) All damages to any facility shall be reported to the town manager or his or her designee, such as light failure, bleacher damage, facility damage, field damage, etc. Also, any injuries to players, coaches, or spectators must be reported within three working days from date of the injury.
  - (6) The organizing league shall be responsible for the conduct of its program participants including coaches, players, and spectators.
  - (7) The organizing league is responsible for policing litter before, during, and after each event and is responsible for disposing of it properly.
  - (8) Utility fees may be charged for light and water. All lights must be turned off by 11:00 p.m.

~~(Ord. No. 2025-08, § 1, 9-4-2025)~~

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~~(Supp. No. 19)~~

Created: 2026-03-13 16:39:12 [EST]