

PARK RESERVATION & MAINTENANCE POLICIES

Revised 11/20/23

PARK RESERVATIONS : Facilities are open from May 1 to October 15.

WHEN:	Requests for shelter reservations begin at 8 am on the first working day in January of each year on a first-come, first-served basis.
EARLY RESERVATIONS:	All early reservations, except for the Gazebo weddings, must be approved by the PR&F Commission. Early Park Reservation status is considered for a group who is holding an event that is open to the public on the same annual date. A letter is sent to each approved group in November. By the date designated in the letter, the group is to return the early registration form to indicate which dates/facilities are desired. No fees are required at this time, each group is to make an appointment with dept staff to formalize arrangements and determine appropriate fees. Any groups who do not hold their annual event will forfeit their dates and early park reservation status.
FEES:	All reservations, other than large celebrations fees, should be paid at the time of making the reservations. Phone reservations must be paid within 5 business days, or we will not guarantee the reservation.
NON RESIDENT FEES:	Any person or organization located outside the city limits are considered non-residents and charged appropriately.
EXTRA EQUIP:	Extra picnic equipment is made available for a fee. See the Park Equipment Rental List in the park reservation book for availability.
DRIVING/PARKING:	No vehicles are allowed on restricted park or grass areas without a permit from the Department. All rentals must obtain a free driving/parking permit if vehicles will be driven or parked on park grounds. The permit authorizes a single vehicle and names a responsible person, who is responsible for the safe and responsible operation of the vehicle while on park grounds. The vehicle will be accompanied by a walking escort at all times with driving and, if necessary, will take care to park the vehicle so that it does not obstruct activities occurring on park grounds. Only one permit is required for a public event in which multiple vehicles will be driven or parked on park grounds. The authorized person will be liable and responsible for all vehicles and associated damages for a public event. A copy of the permit will be retained by the Department. A copy will also be prominently displayed on the vehicle or with the authorized person at all times the vehicle(s) are operating or parked on park grounds other than public streets or parking areas.
TENT/INFLATABLES:	Any groups planning on using large tents must get approval from the Parks Director as to the size and location of the tent. If any stakes are needed to secure the tent, the Department will contact Digger's Hotline at least five (5) days prior to the event. Tents under 10'x10' do not fall

Commented [AD1]: See the current Fee Schedule list for availability.

under this category. One-time \$25 per rental/event as an administrative cost for contacting a locating service provider to mark the park property.

TO CANCEL: Cancellations are to be made at least 14 days prior to the rental date to receive a refund.

WEDDINGS:

WHERE: Wedding reservations are accepted for the Riverside Park Island Gazebo.

RESERVATIONS: Reservations are accepted for the current year and for (1) one calendar year in advance. The reservation fees are to be paid within 10 days of making the reservation or we will not guarantee the reservation.

SEATING: The department will provide one bench for every (3) people, these are 6 foot benches.

DECORATIONS: Decorations are permitted. It is the responsibility of the renting party to clean up the wedding area.

DANCE FLOOR USE: The Dance Floor must be rented in combination with the Lower Pavilion, unless otherwise approved. Such approval will only be granted if it can be determined that no conflict exists with the Upper Pavilion. Equipment, such as tables & chairs, that are moved from either facility must be returned to their original location.

BANDSHELL:

WEEKEND & HOLIDAY: Weekend and Holiday reservations, will only be accepted in combination with rental of the Lower Pavilion.

WEEKDAY: Weekday reservations may be made without reserving either the Upper or Lower Pavilion, if neither of these facilities has been rented.

APPROVAL: The Director or Assist. Director must approve all bandshell rentals.

PERMITS: An **Amplified Music Permit** must be completed for all outside amplified music in the parks. **No music after 10:00 pm.**

BALL DIA. RESERVATIONS:

SOFTBALL PRACTICE: Reservations will be accepted beginning on Monday of each week.

YTH BASEBALL Reservations can be made during the current week as well as one week in advance.

& SOFTBALL :

PICNIC RESERVE: People making shelter reservations, may also reserve a ball diamond

Commented [AD2]: The entire year or just 365 days in advance?

Commented [KB3R2]: 365 days in advance

Commented [AD4]: No longer included?

Commented [KB5R4]: Correct

Commented [AD6]: Any details needed on this? Disclaimer to charging for extra cleaning?

Commented [KB7R6]: No Confetti, yes disclaimer to extra fee if excessive cleaning is needed.

Commented [MS8R6]: Added to rules

Commented [AD9]: We aren't doing this, should we be?

Commented [KB10R9]: Yes, we should.

Commented [MS11R9]: Added to the form front/back

Commented [AD12]: Do we follow this?

Commented [KB13R12]: We do not. Do you think the office could handle this?

Commented [MS14R12]: We had the "designated" person from each club group enter their stuff in as there are so many practices/games and rescheduling that it was hard to keep up at times. Once we get in the programmer he/she could work on it or admin/intern, too.

for up to 2 hours. **Reservations for the Riverside Park softball diamonds will not be accepted until April 1.**

SOFTBALL, BASEBALL AND VOLLEYBALL TOURNAMENTS:

TOURNAMENTS: All reservations to be approved by the **Director or Assistant Director**

AQUATIC CENTER:

RESERVATIONS: Reservations may be made at the PR & F Dept office or at the Aquatic Center. The facility is available for rental from 7:00 to 10:00 pm throughout the week. Reservations must be made 2 weeks prior to the anticipated rental date. All requests are referred to the Aquatic Supervisor.

FEES: Fees are to be paid at the time of reservation. Phone reservations must return the reservation form with the necessary payment within 10 days.

TO CANCEL: Cancellations are to be made at least **7** days prior to the rental date to receive a refund.

INDOOR POOL:

RESERVATIONS: All reservations are to be made through the Aquatic and Recreation Supervisor.

PLAYGROUND MANAGEMENT:

OPENING/CLOSING: All playground equipment will be closed during the winter months when the resiliant surfacing has the potential to freeze and create a safety hazard. (Approximate closing date November 15th) Playgrounds will be opened and made ready for play shortly after the resiliant surfacing is no longer frozen. (Approximate opening date is April 1st).

Commented [AD15]: This doesn't apply anymore? They would have to rent separately, or rent the whole park?

Commented [KB16R15]: This can be removed. It would be a separate rental.

Commented [AD17]: With a signed facility use agreement.

Commented [AD18]: Update times, etc.

Commented [KB19R18]: Yes to times and also reservations can be made anytime but refund policies is the same for park rentals. If they decide not to come due to weather but we stay open, they do not get a refund. If we close due to weather, they can pick another available date. We should ask Ali if she wants to do rentals outside of regular hours. I don't think we should until we have the staff to do that but I would like her opinion.

Commented [AD20]: No?

Commented [KB21R20]: Correct

Commented [AD22]: 14?

Commented [KB23R22]: Correct