



The Town of Urbana  
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## Application for **Exclusive** Use of Park Facilities

Park Facility Desired \_\_\_\_\_ Type of Event \_\_\_\_\_

Date of Use \_\_\_\_\_ Hours of Use \_\_\_\_\_

Name \_\_\_\_\_ Organization \_\_\_\_\_

Address \_\_\_\_\_

Telephone \_\_\_\_\_ Cell \_\_\_\_\_ Email \_\_\_\_\_

A **Certificate of Insurance** in the general liability amount of **\$1,000,000.00/\$2,000,000.00** naming the *Town of Urbana* as **Primary Additional Insured** for the day(s) of the event must be presented to the Town of Urbana Clerk not less than 10 calendar days before the opening day of the scheduled event.

I have read and understand my responsibilities as outlined in the **Town of Urbana Park Use and Event Guidelines**. It is understood that if no certificate of liability insurance naming the Town of Urbana as a primary insured is received, by the Town Clerk, that the scheduled event will be cancelled.

Number of attendees at the event \_\_\_\_\_ Tax Payer and/or resident YES NO circle one

User Fee \$ \_\_\_\_\_

Applicant Signature \_\_\_\_\_ Date \_\_\_\_\_

Date of Board Acceptance \_\_\_\_\_ Supervisor's signature \_\_\_\_\_

Board Comments \_\_\_\_\_

# Town of Urbana Park Use and Event Guidelines

These guidelines outline standards for the use of Town park facilities. They also establish criteria for temporary uses of Town owned facilities and fees for such uses. All events must have prior approval of the Town Board.

## **General guidelines for use of parks:**

Urbana park facilities are provided for the use and enjoyment of Urbana 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 minimize the impact of park uses and users on the general public's access to or enjoyment of park facilities. The specific guidelines established in this policy are intended to help accomplish the general policy.

## **Use and Reservation Policy**

Parks owned by the Town of Urbana may be used for private, non-commercial events pursuant to the standards set forth in paragraph A below. These areas may also be used to host larger festivals and events pursuant to the standards set forth in paragraph B below.

**A.** The following standards apply to non-exclusive use of Town Park areas for private, non-commercial events for up to 50 persons (Small Events).

1. A use fee of \$50 is required for each park area used by an Urbana taxpayer or resident and a fee of \$100 is required for non-resident and non-taxpayers.
2. A completed use application and use fee must be submitted to the Town Clerk before a reservation for park facilities may be processed.
3. Reservations for uses are taken on a first come, first served basis and are subject to Board approval.
4. The use period for park facilities is a maximum of four hours unless another duration is expressly permitted by the Board. Only one use period per day per facility is allowed.
5. Park facilities may be reserved for private, non-commercial events only.
6. No more than 50 people may attend events under this section.
7. No temporary structures (including tents, awnings, shade canopies, stages, and play structures, etc. may be set up in conjunction with the event without express prior permission by the Board.
8. No vendors or exhibitors are allowed at these events.
9. Events under this section may not charge for attendance or participation.
10. No vehicles may be driven on the grass areas at any time, including for set up and take down.
11. Insurance (per application) is required for events under this section.

12. The Board may specify other requirements, if deemed appropriate
13. The Town Board reserves the right to make exceptions.
14. The Board may deny any use whenever it determines appropriate.

**B.** The standards set forth in paragraph A do not apply to events with expected attendances of more than fifty people (Large Events) which are otherwise permitted through the Town's Temporary Use process. The following standards apply to Large Events.

1. A Town Park area may be reserved for the following type of events:
  - a. Non-profit fundraising activities defined as: Any and all offering of products and services as fundraising activities by a recognized non-profit group or organization (for ex. Boy Scouts)
  - b. Organized outdoor events defined as educational, historic, religious and patriotic displays or exhibits, outdoor concerts, athletic or recreational events, festivals, street fairs, arts and craft fairs, and other such events. Any individual, group or organization (including a commercial for profit organization) may host these events as long as the event is consistent with the types of events listed above.
2. A Town Park area may be reserved for Large Events. Reservations are processed on a first come first served basis, determined by the time a complete temporary use application and required fees have been submitted to the Town Clerk.
3. All permit applications require a \$50 fee (\$100 if non-resident or non-taxpayer).
4. In addition to the temporary use permit fee, a park facility use fee is required. The fee is based on the number of expected attendees as listed below:
  - a. 1 - 100 attendees ... \$100 if resident or taxpayer. If not resident or taxpayer then \$200.
  - b. Over 100 attendees, \$100 plus \$10 for each additional 50 attendees (for resident or taxpayer) and \$200 plus \$20 for each additional 50 attendees if non-resident or non-taxpayer.
  - c. For profit events, use fees are double that stated in 4(a) and 4(b).
5. If the use will require police or security for crowd control, traffic control, or general security, it shall be the responsibility of the applicant to provide a security plan.
6. A damage deposit of \$1000 is required for Large Events uses. The deposit is fully refundable after the event if there is no damage to Town property.
7. The Town must approve any use of, or connections to the Town's electric outlets to serve the event.
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 supply a plan for waste management and recycling.
10. The Town Board may demand special requirements if it deems appropriate.
11. The Town Board reserves the right to deny any use request.
12. Insurance (per application) is required for events under this section.

13. The Town Board reserves the right to make exceptions (for ex. the 1st come 1st served rule may be waived in favor of a returning annual event).

**C.** It is the intention of the Town to keep the swim area and boat launch open and accessible to the community during all regular park hours. The swim area may not be reserved. No group or event may utilize the park facilities beyond the extent necessary to accommodate the members of the group or event that are present to participate in the event.

### **Use Policy**

All park users are to 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 posted park rules and hours, all park users shall abide by the following policies:

1. Park users shall clean up all trash and debris generated by them.
2. Park users shall leave park facilities in a neat, clean, and tidy state.
3. Park users shall not make any changes or alterations to any park facilities. This includes changes to electrical outlets, breakers, lights and other electrical devices in the parks.

Revised 2.19.14 JR