



General Regulations for the Reservation of a Public Park for exclusive use for Special Events, Tournaments, and other large gatherings

The City of Muncie Parks are open to the public for a variety of recreational opportunities. Any individual or group wishing to utilize Public Park land for a privately organized special event must first obtain permission from the Muncie Board of Parks and Recreation. There are some general regulations which must be followed for these special uses. These regulations are in no way intended to discourage or hinder public use of public property. The regulations are intended to ensure public health and safety and to ensure that the integrity of the parks will be preserved.

Generally, the use of the park facilities is open to the public free of charge. However, any individual or group wishing to organize a special event, and reserve the exclusive use of park facilities, shall first contact the Superintendent of Parks (1800 S. Grant Street) at least thirty days in advance of the desired date. All facilities use is granted on a "first come, first served" basis. Applications for special use must be submitted with all information completed including the waiver of liability to the Park Office. Applications for special use will be accepted only at the Park Office (1800 S. Grant Street) and must be turned in no later than the Wednesday preceding the Parks Board meeting. The Board of Parks and Recreation meets on the third Tuesday of each month in the Auditorium of the Muncie City Hall (300 N. High Street) at 6:00 p.m. Failure to comply with the regulations will result in the denial of the special use application.

Facilitating the reservation of a public park facility for the exclusive use of any individual or group causes the City of Muncie Parks and Recreation Department to expend significant resources and incur costs. Additionally, large events may result in substantial damage to park facilities. Because of the costs incurred and significant resources expended, the reservation of park facilities for the exclusive use by any individual or group shall be subject to the following conditions:

Bleachers, Stages, Benches, Table Tops

The Parks Department has portable bleachers, stage sections, benches, and table tops which may be utilized for special events. There is a charge for renting this equipment. There is high demand for equipment so it shall be necessary for the Department to reserve this equipment on a first come, first served basis.

Security

The event organizer will be responsible to obtain and pay for security services. All public events shall require security.

Restroom Facilities

It shall be the responsibility of an event organizer to provide adequate restroom facilities for the expected attendance. The Park Department will do all that it can to keep existing Park facilities in good working order but will take no responsibility for the placement or maintenance of temporary or portable facilities.

Vendors

Vendor Fees of \$25.00 per vendor are to be collected by the event organizers and delivered to the Parks Department office located at 1800 S. Grant Street. Along with the appropriate fees, the organizer shall provide a list of vendors that includes the business name and contact information. The fee covers only the listed event/location and is not good for other times/locations.

Trash Collection

The Parks Department will happily call, at your written request (#8 on page 4) the Sanitation Department for extra trash totes. We will also call Community correction to assist your organization with litter clean-up at the end of your event. Event organizer must meet/supervise corrections workers if they request their assistance.

Fee, Size of Event, and Refundable Damage Deposit

Small Event: \$25 fee per event. Refundable Damage Deposit of \$100.00. Any event lasting more than one day will be considered a Large Event.

Large Event: \$50.00 fee per day. Refundable Damage Deposit of \$200.00 for a one day event and add \$50 to the deposit for each additional day with a maximum deposit of \$500.00.

Above information aside, the Superintendent, or designee, will define, mostly by anticipated size and scope, whether an event will be considered small or large.

Any event that intends to bring in any kind of mechanized rides will need to supply the Park Office with proof of liability insurance.

Any basketball court or baseball field can be requested, at no charge, by the event organizer. If a court/field exists in the location of the event, the Parks Department will grant the request if the facility is not previously spoken for.

Part or all of the damage deposit will be kept if damage occurs. Examples of what might constitute damage are: trash/debris, damage to sod/grass (parking on the grass is not allowed), damage to park property, damage to trees, spills that leave stains or smells. The Parks Superintendent, or designee, will evaluate the event space/property/supplies to ascertain if anything was damaged. The Parks Department will be under no obligation to leave trash strewn about or broken equipment in the parks just to justify the loss of all or part of the deposit to an organizer. The Parks Department will make every effort to communicate effectively with an organizer that will lose part or all of their deposit. The damage deposit shall be on file by noon on the last business day before the event. If the damage deposit is not paid, the event will be considered cancelled and the organizer should not host the event.

Prairie Creek Events

Due to the high impact on property and manpower of events at Prairie Creek, a daily event fee will be required of each event organizer. As events vary greatly in size and purpose, each event will be assessed a daily event fee as decided by the Parks Board. The Parks Board (with close collaboration with the Assistant Superintendent of Prairie Creek) will be transparent in their discussions and welcome input from event organizers.



Muncie Parks and Recreation Department Application for Special Use Permit

1. Name of Individual or Group responsible for the activity.

2. Location requested

3. Date and time for activity.

4. For what purpose is this activity being planned?

5. How many people do you expect to attend this activity?

6. Security will be provided, at organizers expense, by:

Attach a

brief description of security arrangements, listing the agency providing the security, number of security workers assigned for the event, and times security will be scheduled.

7. List any food or other vendors included in the planned activity. If vendors are included, list the type of materials to be sold and the names of the vendors. (See vendor section for details)

8. Please list any additional materials or services which you are requesting for the event such as bleachers or stage sections (there are fees for all delivered park equipment).



AGREEMENT FOR USE OF CITY PARK PROPERTY

THIS AGREEMENT is made and entered into between the City of Muncie ("Muncie") and

_____ ("User").

The parties mutually desire to reach an understanding that will result in making a city park facility available for use by User. It is mutually agreed between the parties as follows:

1. The City will make its facility, particularly _____, available for use by User on the _____ day of _____, 20____ from _____ to _____, for the following purpose:

2. User hereby agrees to indemnify and hold harmless the City of Muncie from any and all claims and demands for damages and expense, including Court costs and attorney's fees, suffered on account of any faulty or omission by User, or arising from the use and occupation of the City facility, whether due to the City's negligence or not.

3. User agrees to use the facility only for the purpose set forth above, and to maintain the facility in as good a condition as User finds it.

IN WITNESS THEREOF, the parties hereby execute this Agreement by their duly authorized representatives.

User Signature and Date



**Muncie Parks and Recreation Department
Application for Special Use Permit**

Signature of Applicant _____

Title _____

Print Name _____

Address _____

Email _____

Phone _____

Date _____

Attach copies of necessary permits as explained on attached sheets.

Submit application to: Superintendent of Parks
 811 E. Centennial Avenue
 Muncie, IN 47303

Phone: (765) 747-4858

Office Use Only:

Date application received: _____

Approved by: _____



Equipment Fee List

ALL FEES MUST BE PAID PRIOR TO THE EVENT DATE

Vendor Permit	\$25.00
Tables	\$5.00 per table/per day (top & 2 horses)
Folding Tables	\$5.00 each
Chairs	\$2.00 each
Bleachers (Wood)	\$25.00 each per day
Bleachers (3 row aluminum)	\$50.00 each per day
Bleachers (12 row aluminum)	\$75.00 each per day
4' x 8' Stage Platforms (Wood)	\$50.00 each per day
Additional stage sections	\$10.00 each per day/ per section
Stage (Metal)	\$150.00 per day
Port-a-Pots (Pump toilet)	\$45.00 each
Speakers	\$100.00 each
Sound System	\$50.00
Tent (large)	\$100.00
Tent (10x10 pop up)	\$50.00
Van	\$50.00 per day plus gas
DELIVERY FEE within city limits	\$25.00
DELIVERY FEE outside city limits	\$50.00

Damage/Replacement Fees

Speakers	\$250 per
Tent (Large)	\$480.00
Tent (10x10 pop up)	\$200.00
Stage (Wood)	\$50.00
Stage (Metal)	\$2,500.00
Bleachers (Metal)	\$15,000.00

Refundable Damage Deposit

Speakers	\$100.00
Sound System	\$50.00



FACILITY AND/OR EQUIPMENT FEE WAIVER REQUEST FORM

Organization Name: _____

Contact Name: _____

Email: _____

Address: _____

Type of Organization: _____ 51(c)(3) _____ 51(c)(4) _____ Governmental Agency

_____ City of Muncie Partner _____ Parks Department Partner

Date of Event: _____

Facility Requested: _____

Name of Event: _____

Purpose of Event: _____

Frequency of Event: _____

Reason for Request: _____

Printed Name: _____

Signature: _____

Date: _____

THIS SECTION FOR PARKS BOARD ONLY

Approved: Denied

Signature: _____

Date: _____