

SUPPLEMENT "A"

Central Blair Recreation and Park Commission

Policies and Procedures for Large Group Events

PURPOSE: The purpose of this policy is to specify and clarify procedures regarding the use of recreational facilities within the control of the Central Blair Recreation and Park Commission (CBRC) for special events or large group events. **A Large Group Event (LGE) is defined as any event that exceeds 75 people, or which is an open event to which the general public is invited where the number of visitors may exceed this number.** This policy applies to:

- All municipal park areas and ball fields
- Prospect Swimming Pool
- Juniata Memorial Spray Park
- Community Centers

Since each event is somewhat unique, the Director of the Central Blair Recreation and Park Commission (CBRC) will determine if the planned event falls within the scope of this policy. Such determination shall be based only upon the health, safety and welfare of the community in which the LGE is taking place and the individual attending the LGE. Each organization sponsoring an LGE must be sponsored by a group based in a participating municipality of the Central Blair Recreation and Park Commission, unless expressly waived by the Director or the CBRC Board.

EXAMPLES: The following types of LGEs are subject to the provisions of this policy:

- Community events sponsored by a central Blair County-based civic/social organization
- Fund-raising events to benefit a central Blair County-based nonprofit group or agency
- Central Blair County-based company picnic involving more than 75 visitors
- Special athletic or sporting events by a central Blair County-based group
- Concerts or public performance events at any park
- Other events as determined by the Director or the Parks and Recreation Board as determined above.

The base Permit Fee for issuing an LGE Permit shall be as established by the CBRC from time to time. Events held at Prospect Swimming Pool and Juniata Memorial Spray Park are exempt from the permit fee. The LGE Permit Fee is in addition to:

- Any Pavilion Reservation Fees that may be required,
- Field lights fees. (The Director is authorized to increase this fee if high-demand electrical devices are used).

- Reimbursements for event-related costs incurred by CBRC (for planning, set-up, operations or clean-up).

I. SCHEDULING Park facilities (including picnic pavilions) are available to be reserved by groups starting January 15 for that year. An LGE must be scheduled around previously-made facility reservations or dates blocked off by the CBRC. For that reason, early reservations are important. LGE organizers must pay the appropriate reservation fees in advance, according to standard procedures.

Since special events and rentals may restrict typical park uses, the CBRC Director may:

- Deny any event which is not compatible with the park facility or other scheduled events
- Restrict the total number of events which may be held per year at each park
- Deny or revoke permits to any event with the potential of overloading park visitor capacity with respect to public safety or facility damage
- Move activity locations or cancel specific activities if inclement weather has created hazardous conditions or the potential for excessive facility damage.

II. EVENT PLANNING All LGE must be made in writing to the Executive Director of the CBRC at least 30 days in advance. CBRC must approve event details in writing in advance.

III. PARK OPERATIONS CBRC is not able to financially assist special or fund-raising events. The Commission may assign staff for park maintenance before, during, and after the event (for trash collection, restroom maintenance, special setups/take downs, facility maintenance), based on the potential number of visitors the event may generate. The Commission will invoice the users for all expenses incurred that were in excess of the normal level of park operations (such as manpower & utilities), based on the potential number of visitors the event may generate. Only Commission employees are permitted to operate Commission vehicles and equipment.

Therefore, the organizing group can expect to pay for at least the following functions:

- Pavilion Reservation Fee(s)
- Light Use Fee(s)
- Extra Commission staff: expense depends on event details; an estimate can be provided in advance
- Repairs to park facilities, as required and if resulting from the group's use
- Portable toilet rentals (supplemental) from a private supplier, pending event details
- Insurance premiums for coverage of the park (see below)

IV. INSURANCE LGE organizers shall provide to CBRC, in advance of the event, a Certificate of Insurance which:

1. Evidences coverage in commercial general liability insurance for a minimum coverage amount of \$1,000,000 per occurrence, and \$2,000,000 umbrella coverage, and

Names Central Blair Recreation and Park Commission and the municipality owning the facility in which the LGE is held as an additional insured on the general liability policy which must provide primary and noncontributory basis insurance coverage in the amount required.

The type of insurance and minimum coverage amounts that is required by CBRC may be increased depending on the type of event. Food service operations may require additional insurance coverage, (as well as meeting the requirements of the applicable health regulations). In addition, other groups or businesses which use park facilities (pony rides, food concessionaires, etc.) must also present in advance a similar Certificate of Insurance for their operations. Please contact CBRC regarding specific insurance requirements for the planned event.

V. PARKING & VEHICLE ACCESS Parking at all events can be at a premium. Parking is permitted only in designated spaces. No parking on the grass or in driveways is permitted during an event, except with the express written permission of CBRC. The organizers should also make arrangements to furnish Parking Guides (volunteer or paid) to safely direct vehicles to the proper spaces, as well as providing safe pedestrian crossings of nearby roadways.

- Considerations should be given to making directional and information signs for your event.
- Vehicles parked illegally on park property or public roadways will be ticketed by Police and are subject to towing at the owner's expense.
- It is especially important that no emergency access areas be blocked during the event.

Vehicular access to any areas off the paved roadways must be approved by CBRC in advance, including by event contractors, caterers, event leaders, etc.

VI. COMMERCIAL ACTIVITIES A "commercial activity" involves selling goods or services to the public. Commercial activities are prohibited at all events. Organizers must allow 60 days prior to the event to obtain the necessary approvals.

VII. FEES TO PARTICIPANTS No LGE may charge an entrance fee to visitors for admittance to public park property. Similarly, no parking fee may be charged. Registered 501c3 nonprofit organizations may request a donation from participants during their event.

VIII. MISCELLANEOUS ITEMS

- The placement of all temporary structures and activity locations related to the event must be approved by CBRC staff.
- The sponsor should make provisions for adequate first aid care at the event during the event.
- Alcoholic beverages are strictly prohibited in all facilities at which a LGE is occurring.
- Open fires are strictly prohibited in all facilities at which a LGE is occurring.

