

Muncie Park and Recreation Park Board Meeting September 18, 2018 at 6:00 p.m.

City Hall Auditorium

1. Call to order at 6:05 p.m.

President, Beverly Kelley called the meeting to order at 6:005p.m. Ms. Kelley asked everyone to stand for the pledge of allegiance. Bev. Kelley thanked everyone for being at the meeting. Bev Kelley had to make sure video of meeting was working.

2. **Pledge:** We stood for the pledge of Allegiance to the U.S. flag.

3. **Roll Call:** Bruce Reynolds (Present), Yolanda Carey (Present), Adrian Leavell (Present), Bev Kelley (Present).

4. **Approval of previous Park Board Meeting minutes**

First motion to approve the minutes was by Adrian Leavell. 2nd. Motion to approve the minutes was Bruce Reynolds. There was a vote taken and was unanimously approved by members present. Motion cares.

5. **Superintendent's report:**

Given by Harvey Wright Superintendent of Parks Dept. What we have been doing in the parks . We have closed Tuhey Pool and the beach area at Prairie Creek . The season is over with. Lots of days we could not close because of the temperature. Got behind in mowing at the parks because of the rain. We are catching up . Couple of projects we are doing in the parks.

We've been asking the city council to come up with a price for the new park playground equipment for Haltman Park we just took over. We are still figuring things out about Haltman Park with the Neighbor Hood Association. We might not be able to do anything at this time but are working on this. When and if there is anything to bring before the board I will do that.

We are raping up the season of camping at Paririe Creek campground at the end of Oct. We're also taking the piers out and we have had a better financial year this year.

Bev. Kelley asked about P.C. concessions. Harvey stated she can look at the Income Statement in New World. He told her he world get her a copy of that.

6. Event Applications:

We have two events for October. Both are for Halloween. First one is Boys and Girls club called Trunk or Treat. It's where the adults have cars decorated and candy in the trunks of the cars to give out to children. This s on Oct. 26,2018 from 4p.m. to 6 p.m. by the Boys and Girls club building given by the CEO Jason Newman with helpers Police Dept is helping with this, for security. Yolanda Carey voted to have event for Boys and Girls club. Adrian Leavell seconded it . Vote was unanimous. Motioned carried.

Next Trunk or Treat event is given by Dee Dee Walker on Oct. 30th 2018 from 6p.m. to 8p.m. at Heekin Park to give away candy for the Community Kids.. Vehicles will be parked on side of Heekin park down 9th st. . Security will be provided by assigned parents. Bruce Reynolds motion to have event in Heekin. Seconded by Adrian Leavell. Vote was taken and it was unanimous. Motioned carried.

See both event applications for more details.

7. Old Business- Harvey Wright

A. PCR campground letter- Harvey Wright

A letter was sent out to all campers at PCR about rules and regulations.

See letter for more details.

Harvey has another item for old business. He met with Orion about renaming just the Disc Golf game at Mcculloch . Not the Park just the Golf Disk Course to Andy Munsen Memorial Disk Golf Course. Orion Nothagel at 3700 W. Ewing dr. Muncie In. stated the name of the Disc Golf course. Harvey stated there would be a marker at the beginning of the course. Approximate date for this is June 12,2019 grand opening. With the Mayor, City Council and the public with a ribbon cutting ceremony. Yolanda Carey would like to table this name change of the Disk Golf course to futher discussion. She stated she was not ready to make a vote on it. Harvey asked if they wanted to table it till the next meeting. She agreed to do that. Motion was made to table the name change. Adrian seconded the motion. Vote was made and it was unanimous. Motion carried.

8. New Business

A. Grant for a new rental lodge at PCR- Harvey Wright

There is a business in Muncie that wants to build PCR a new lodge.

Matt and Harvey have drove around PC and the old lodge needs to be tore down. The Street Dept. and the Sanitary District are going to help them with this project.

As there is more info on this Harvey will let the Parks Board know what's going on.

Harvey wanted to make the Park Board aware of this. Bev Kelley asked if the grant was going to take care of the cost. Harvey stated. The business was going to donate the material.

B. Looking at new piers for Grant- Harvey Wright

Harvey is looking at new piers for PC. Called floating Piers. They go three inches deep in the water. You don't have to take the piers out of the water which will be a cost saver. Harvey stated He is just making the Park Board aware of this. Nothing is being done yet. Harvey also stated the only way we can do this, is if there is a grant to cover the cost. There are about three hundred and seventy five piers at PC that are put in and taken out of the water which takes a lot of man power and time. Bruce Reynolds asked if the grant would cover expenses of all piers taken out. Harvey stated he has to apply for the grant and then be approved for them. He is going through the DNR and a couple other places.

Bev Kelley asked about the letter that went out to the campers at P. whether there had been any feed back to the letter that was sent out. Harvey stated there has been none.

Bruce asked about signs for Basket Ball hours and PC. Harvey stated there are signs already made and put out. Harvey read some of the rules on PC. See attached letter.

He made changes to the rules. Rules changed are as fellows # 1, 9, 15, 17, 18, 21, 23 and 24.

Motion was made to send letter out to campers at PC. by Bruce Reynolds Yolanda Carey seconded motion. Vote was take and it was unanimous. Motion carried. Bev Kelley asked when letter was to be sent out. Harvey stated it would be sent out after the meeting with campers at the end of season. The second or third week of Oct. is set for meeting. Bev stated it would be nice for some of the Park Board member to be present at this meeting. Harvey stated he would let them know.

9. Other Business- This is a call to the audience that may have items that need the Board vote. None.

10. Action Items- None.

11. Public Input- Three Minute Limit- Please state your name and address.

The next park board meeting is November 20, 2018 City Hall 6pm.

S.I.T. P. will be Morrison Woods. Phyllis will be hosting .

Respectfully submitted by

Phyllis Mills secretary

Muncie Parks and Recreation Board Meeting
September 18, 2018 – 6 PM
City Hall

1. Call To Order
2. Pledge
3. Roll Call
4. Approval of Minutes from previous Park Board Meeting
5. Superintendents Reports – Harvey Wright
6. Event Applications
7. Old Business
 - A. PCR Campground letter – Harvey Wright
8. New Business
 - A. Grant for a new rental lodge at PCR – Harvey Wright
 - B. Looking at new piers for Grant – Harvey Wright
9. Other Business – This is a call to the audience that may have items that needs the Boards vote.
10. Action Items
 - A.
11. Public Input – Three Minute Limit – Please state your name and Address.

Remember to please call the Park Office or the Board President if you want an item placed on the Park Board agenda.

Next Park Board meeting – November 20, 2018 6 PM at City Hall

PRAIRIE CREEK CAMPGROUND

2019 CAMPING / CABIN RULES

1. ^{Chg} The campground fee is to be paid in advance of set up. **Groups are allowed one camper and one tent OR two tents per site in South Shore Primitive Area. No more than 8 people per campsite. Cabin rentals are restricted to no more than 6 adults**
2. **Check out time is 12:00 pm, Check in is at 3:00 pm.**
3. One responsible individual 18 years or older is required to register personally for his/her group or family with the Park Office. Campers under 18 years must be accompanied by an adult.
4. **Refunds will be given only in unusual circumstances such as serious injury or accident.** Rain, cold, or inclement weather is not a valid reason to make a refund. Contact the Park Office. Refund is at the Park Superintendent's discretion.
5. The receipt issued by the Park must be retained by the customer
6. **Daily Campers / Cabin Rentals are limited to a period not to exceed 14 consecutive days.** After 14 days, the group must completely vacate the campsite / cabin for a minimum period of 48 hours.
7. Any firewood kept at campsites / cabins must be kept in a neat stack no larger than 8', no higher than 4' and no wider than 4'.
8. **No charcoal or gas grills allowed inside cabins. A charcoal grill will be provided near your cabin.**
9. Campers may request a specific site if available. Reservations can be made in the Park Office. Park Office Phone # 765-747-4776
10. **HOLIDAY RESERVATIONS MUST BE AT LEAST 3 NIGHTS, NO EXCEPTIONS.** Payment must be received 2 weeks prior to reservation date if it falls on a holiday weekend.
11. No firearms or bow / arrows are allowed. Park's Code 95.04 states no firearms allowed in Parks.
12. **Fireworks are prohibited in the campground at all times.** This includes "sparklers"
13. **ALL ALCOHOLIC BEVERAGES MUST BE KEPT AT THE CAMPSITE / CABIN AND IN A CONCEALED CONTAINER.**
14. No mopeds, dirt bikes, 4-wheelers, or other like motorized vehicles allowed. **Speed limit is 10 MPH for all authorized vehicles.**
15. No more than 2 golf carts will be allowed per campsite / cabin and they must be registered at the Park Office prior to being brought into the campground. **There will be a \$25 per year fee or \$5 per day fee per golf cart. No person under the age of 16 years old will be allowed to operate a golf cart on Park property.** Any golf cart being used after dark must be equipped with lights. **Daily Campers / Cabin Renters who have golf carts must also pay the golf cart fees.** Annual Golf Cart Permit Sticker must be placed on the front of the cart. Leasers are responsible for who they let operate their golf cart and failure to abide by these rules can result in anything from golf cart privileges revoked to loss of campsite without refund.
16. **ABSOLUTELY NO PETS ARE ALLOWED IN THE CABINS!** RV and Tent campers: **Dogs, cats or other pets must be on a leash and be attended at all times.** No fenced dog kennels are allowed at campsite. Portable kennels only. Those at campsite are responsible for cleaning up after pet anywhere in campground.
17. The washing of dishes or pots at drinking fountains or lavatories is prohibited. Washing of automobiles and boats in the camping area is prohibited. All campsites and campers must be kept clean and maintained at all times while on PCR property.
18. All refuse and garbage is to be placed in receptacles provided for that purpose. Please have all trash receptacles that you wish to have emptied out by the road on Monday by 8 A.M.
19. Horses will not be permitted in the campgrounds or any undesignated Park property.
20. Pontoon piers are rented by private individuals. Piers and watercraft docked there are restricted to owners only. **Piers and watercraft are strictly OFF LIMITS to anyone other than the owners.**
21. **No overnight parking of pontoons and/or trailers in the campground; Except for in designated areas. (No prolonged parking of more than 14 days.)**
22. No type of business can be operated on a campground site. No workshops on campsites. No campground utilities can be used for any type of business. **Advertising for personal gain is not allowed.**
23. **Fires must be contained to fire rings or fire pits, no fires can be started in any grassy area. Fires shall be entirely extinguished immediately after use. Lighted matches, cigarettes, cigars or other articles afire shall be extinguished before being discarded. The**

Parks Department authorized representative may prohibit all fires in any area when deemed necessary. There will be **NO SMOKING allowed in any Cabin, Park restroom, or shower house facility. The Burning of Trash is Strictly Prohibited. (No Exceptions)**

24. Quiet hours shall be observed from 11 pm to 7 am Monday-Thursday. On weekends and holidays, quiet hours shall be from 12 am to 7 am. Campers are to be respectful of others around them. Abusive language, encroachment on other visitor's property, ignoring quiet hours, or drunken and disorderly conduct will not be tolerated. First offense verbal warning, second offense will result in the loss of your campsite / cabin and being ordered to leave the Park area.
25. It shall be unlawful to locate any camp, tent, trailer, truck camper, van or motor home at any place except as specifically provided, designated, or assigned. It shall be unlawful to leave any camp, tent, trailer, truck camper, van or motor home at any designated or assigned place for a longer period of time than specified. It shall be unlawful to sleep in or occupy between 11 pm and 6 am, any camp tent, trailer, truck camper, van or motor home or other vehicle in any area other than those specifically designated or assigned except as authorized by written permit from the Parks Department or its authorized representative.
26. It shall be unlawful to injure, cut, destroy, remove, mutilate, or deface any building, structure, pontoon dock, watercraft, sign, rock, tree, shrub, vine or property whatsoever, nor picking of flowers, nor take, molest, or rifle the nest of any bird, or den, or abode, of any wild animal on land owned licensed or leased to the Park Department or Indiana American Water Co.
27. Campers / Cabin Renters will abide by all rules and ordinances set by the City of Muncie and Muncie Park and Recreations Board or face expulsion from Park property without a refund.

Seasonal Regulations

1. The only type of frame work allowed in the campground will be a canopy that can be no bigger than 10 feet by 20 feet. It may not obstruct the view of any other camper. ONE PER SITE!
2. Lights cannot be strung from tree to tree or camper to tree. Extension cords can only be plugged into electrical outlets on your campsite. The electric service at your camp site is for your camper only. No swings hanging from trees.
3. The only privacy fences allowed will be fences around the tongue of trailers. There can be no other fences anywhere else on campsite.
4. Campers are allowed portable decks and small storage units. Any decks or storage buildings must be maintained neatly. NO CEMENT. Must be portable.
5. Absolutely no sun decks or any other structure up above or over the camper or site will be allowed.
6. No refrigerators will be allowed on the outside of a camper.
7. No addition to your campsite can infringe on the campsites surrounding yours.
8. No subleasing your campsite
9. You must completely vacate your site at the end of the season, or pay a storage fee to leave your camper during the winter. Decks, woodpiles, and other possessions must be removed if no storage fee is paid.
10. Address and/or Phone Number changes must be reported to park office to keep records up to date.
11. All Camper Transfers, Switches, Selling/Purchasing must be approved by the Superintendent.
12. All Campsite Transfers must have both party's present at Park Office to complete the Transfer Form.
13. All seasonal campers are permitted to have only one seasonal campsite.
14. The campsites are leased by Prairie Creek Reservoir on a year to year basis.
15. Prairie Creek Reservoir maintains the right to refuse service.



City of **MUNCIE**
MUNCIE, INDIANA

July 31, 2018

Re: Campground Rules

Dear Campers:

Due to several complaints received by some seasonal campers at Prairie Creek Reservoir (PCR), the Muncie Parks & Recreation Board and Muncie Parks Department felt it necessary to reiterate some of the rules that all campers should be aware of:

- ALL sides must be off of the easy up tents, so not to obstruct views or breezes of other campers. **NO EXCEPTIONS.**
- ALL watercrafts must be parked in the overflow parking on the north side of the campground at the bottom of the hill. **NO EXCEPTIONS.**
- The basketball court will be closed at 11:00 PM each night. **NO EXCEPTIONS.**
- Do not block the gravel drive between the new building and the shower house.
- **ABSOLUTELY NO** drug use or dealing will be tolerated on the grounds of Prairie Creek Reservoir. Anyone found to be participating in such acts will have their campsite revoked immediately.
- Do not allow your children 15 years of age or younger to operate golf carts around the campsite. All individuals authorized to operate golf carts must have your carts registered with the PCR office and have them tagged with a permit. Golf carts are expected to be driven responsibly.

Please understand that these rules are **NON-NEGOTIABLE** and will be enforced to the full effect. Any violation of these rules will be dealt with accordingly and may result in revocation of your campsite.

If you have any questions regarding these or any other Prairie Creek Reservoir rules, or have some concerns to share, please feel free to contact Harvey Wright, Parks Department Superintendent at (765) 212-9371 or Matt Walker, Prairie Creek Park Superintendent at (765) 212-7159.

Thank you for your cooperation with these matters and with keeping Prairie Creek Reservoir a safe and enjoyable place for all.

Sincerely,

Harvey Wright,
Muncie Parks Superintendent

Sincerely,

Beverly Kelley,
Muncie Parks & Recreation Board President

Oct 30th. 18

General Regulations for:
Special Events, Tournaments and other large gatherings,
In the Public Parks

The City of Muncie Parks is 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 insure public health and safety and to insure that the integrity of the parks will be preserved.

Any individual or group wishing to organize a special event that requires the use of park facilities should first contact the Superintendent of Parks (1800 S. Grant St.) 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 complete including the waiver of liability to Park Office. Application for special use will be accepted only at the Park Office (1800 S. Grant St.) and must be turned in no later than the Wednesday preceding the Park 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 St.) at 6:00 p.m. Failure to comply with the regulations will result in the denial of the special use application. Small or large event will have a \$25.00 fee per day, long with a refundable damage deposit. Must be paid before event.

Bleachers, Stages, Benches, Table Tops

The Park 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. An event organizer will be responsible for any overtime wage costs associated to moving equipment for the event. There is high demand for the equipment so it shall be necessary for the Department to reserve this equipment of a first come -first served basis.

Security

The Park Department recognizes that each event is different. The need for on site security is dependent on several factors. The application for any special event, complete with details of type of security planned, will be submitted to Park Office. If it is deemed that police security is necessary, each Police Officer will cost approximately \$25.00 per hour. The Park Department will assist any group with security arrangements but it shall be the responsibility of the event organizer to pay any fees for security services.

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

All vendors who wish to sell any product on Park property at any time must obtain permission from the Superintendent of Parks. Limited term vendor permits may be purchased from the Park headquarters. Copies of all appropriate city and county permits must be filed with the Park office before a Park Vendor permit will be issued. A \$25.00 fee is charges for each permit requested and the permits will be issued for individual events only, not for the entire season. Vendors wishing concession rights for the entire season must request such permission from the Board of Park and Recreation.

Small Event: \$25.00 fee per event. Refundable Damage Deposit \$100.00. Any event lasting more than one day will be considered a Large Event.

Large Event: \$25.00 fee per day. Refundable Damage Deposit \$200.00 for a one day event and add \$50.00 to deposit for each additional day. Max 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 maybe requested, at no charge, by the event organizer.

If a court/field exists in the location of the event, the Parks Dept. will grant the request if the facility is not previously spoken for.

Part/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 grass is not allowed), damage to park property, damage to trees, spills that leave stains or smells. The Superintendent, or designee, will evaluate the event space/property/supplies to ascertain if anything was damaged. The Parks Dept. will be under no obligation to leave trash strewn about or broken equipment in the parks just to justify the loss of all/part of the deposit to an organizer. The Park Dept. will make every effort to communicate effectively with any organizer that will lose part/all of the deposit. Damage Deposit should be on file by noon on 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 Large Scale Events

Due to the high impact on property and manpower of large events at Prairie Creek, a daily event fee will be required of each large 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 Assist. Supt. of Prairie Creek) will be transparent in their discussions and welcome input from event organizers.

Muncie Park and Recreation Department
Application for Special Use Permit

pg.3

1. Name of Individual or Group Organizing activity, please list names and phone numbers of the people responsible for the activity.

DeDee Walker

2. Location requested HEEKIN PARK

3. Date and Time for activity Oct 30 - 6pm - 8pm

4. Nature of event GIVING AWAY CANDY FOR HALLOWEEN
TRUNK OR TREAT

5. For what purpose is this activity being planned? GIVING CANDY
TO THE COMMUNITY KIDS

6. How many people do you expect to attend this activity? 20+ CARS

7. Security will be provided by Assigned parents

Attach a brief description of security arrangements, listing the agency providing the security, number of security workers, and times security will be scheduled.

8. 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 detail.)

N/A

9. Please list any additional materials or services which you requesting for the event, (such as bleachers or stage sections).

N/A

Cars will be parked
Along 9th Street close to Penn St. lined up
in grass area.

Muncie Park and Recreation Department
Application for Special Use Permit

pg.4

Signature of Applicant

DeDee Walker

Title

Print Name

DeDee Walker

Address

1332 E Jackson St

E-Mail

Rnewalker@gmail.com

Phone

(765) 713-9655

Date

9/4/18

Attach copies of necessary permits as explained on attached sheets.

Submit application to; Superintendent of Parks
1800 South Grant Street
Muncie, IN.47302

Phone: 765-747-4858 Fax: 765-747-4727

Office use only: Date application
received: _____

Approved: _____

AGREEMENT FOR USE OF CITY PARK PROPERTY

THIS AGREEMENT is made and entered into between the City of Muncie ("Muncie") and De Dee Walker ("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 HEEKIN PARK, available for use by User on the 30 day of October, 2018 from 10p to 8p, for the following purpose: Giving Out Candy For Halloween.

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 attorneys' fees, suffered on account of any fault 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.

CITY OF MUNCIE,
BOARD OF PARKS & RECREATION

USER Signature and Date

Oct 26th. 18

General Regulations for:
Reservation of 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 St.) 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 complete including the waiver of liability to the Park Office. Application for special use will be accepted only at the Park Office (1800 S. Grant St.) and must be turned in no later than the Wednesday preceding the Park 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 St.) 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 shall be responsible to obtain and pay for security services. All public events 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 Dept. office located at 1800 S. Grant St. Along with the appropriate fees, the organizer shall provide a list of vendors that includes, 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 Dept. will happily call, at your written request (#8 on page4), the Sanitation Dept. for extra trash totes. We will also call Comm. Corrections 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: \$25.00 fee per event. Refundable Damage Deposit---\$100.00.
---Any event lasting more than one day will be considered a Large Event.

Large Event: \$25.00 fee per day. Refundable Damage Deposit---\$200.00 for a one day event and add \$50.00 to deposit for each additional day with 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 Dept. will grant the request if the facility is not previously booked for.

Part/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 grass is not allowed), damage to park property, damage to trees, spills that leave stains or smells. The Park Superintendent, or designee, will evaluate the event space/property/supplies to ascertain if anything was damaged. The Parks Dept. will be under no obligation to leave trash strewn about or broken equipment in the parks just to justify the loss of all/part of the deposit to an organizer. The Parks Dept. will make every effort to communicate effectively with any organizer that will lose part/all of the 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 decided by the Parks Board. The Parks Board (with close collaboration with the Assist. Supt. of Prairie Creek) will be transparent in their discussions and welcome input from event organizers.

Muncie Park and Recreation Department
Application for Special Use Permit

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

Boys & Girls Clubs of Muncie

2. Location requested Heekin Park - by the Boys & Girls Club (not the cabins)

3. Date and Time for activity October 26th 4-6 p.m.

4. For what purpose is this activity being planned? Trunk or Treat

5. How many people do you expect to attend this activity? 500+

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

Muncie Police Department

Attach a brief description of security arrangements, listing the agency providing the security, number of security workers, 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)

N/A

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).

N/A

Vehicles will be parking in the grass around the Boys & Girls Club and down the path (road) towards the fire station.

Muncie Park and Recreation Department
Application for Special Use Permit

Signature of Applicant



Title

CEO

Print Name

Jason Newman

Address

P.O. Box 820, Muncie, IN 47308

E-Mail

jnewman@bgcmuncie.org

Phone

765-282-4461 ext 105

Date

9-4-18

Attach copies of necessary permits as explained on attached sheets.
Submit application to; Superintendent of Parks
1800 South Grant Street
Muncie, IN. 47302

Phone: 765-747-4858

Fax: 765-747-4727

Office use only: Date application received:

Approved: _____

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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 attorneys' 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
