

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 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 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 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 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.

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2. Location requested\_\_\_\_\_

3. Date and Time for activity\_\_\_\_\_

4. For what purpose is this activity being planned?\_\_\_\_\_

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

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

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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)

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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).

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Muncie Park and Recreation Department  
Application for Special Use Permit

Signature of Applicant \_\_\_\_\_

Title \_\_\_\_\_

Print Name \_\_\_\_\_

Address \_\_\_\_\_

E-Mail \_\_\_\_\_

Phone \_\_\_\_\_

Date \_\_\_\_\_

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 \_\_\_\_\_ ("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 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**

