

# **TOWN OF GREEN LEVEL**

## **PARK AMENITIES**

### **USE AND RENTAL POLICIES AND PROCEDURES**

#### **I. STATEMENT OF PRIORITIES:**

A **PARK USE PERMIT** is required when a group wishes to use an amenity or to reserve a portion of the park in order to ensure availability at a specified time. These permits are available in accordance listed below:

1. Civic or social organizations which conduct non-discriminatory, non-profit activities and church social events.
2. Town's residents non-profit private functions.
3. Non-resident non-profit private functions.

#### **II. RULES AND REGULATIONS:**

##### **A. GENERAL**

1. A **PARK USE PERMIT** is required for numbers 1, 2, and 3 in section I above.
2. The park open sunrise until sunset. (Subject to change)
3. Trash receptacles are located throughout the park. Please put trash in these receptacles.
4. The use, sale and/ or consumption for alcoholic beverages and/or illegal drugs are prohibited.
5. Firearms and weapons are NOT allowed in the park, except for authorized personnel.
6. Fireworks are NOT allowed in the park/shelter.
7. Larger grills or cooking systems (that are towed behind a vehicle) are NOT allowed in the shelter and/or picnic areas of the park.

8. The park is designed to accommodate foot traffic only. No bicyclers are allowed on the walking track.
9. Motorized vehicles, including motorcycles may park in the designed parking areas.
10. Specific areas in the park can be reserved when an application for a PARK USE PERMIT is submitted to, and approved by, the staff or/Park Director.
11. The application for a PARK USE PERMIT must be signed by a responsible person who is at least 21 years old and who agrees to be the Permit Holder upon approval of the application. The Permit Holder is responsible for compliance with all applicable rules by his/her group and must have possession of the PARK USE PERMIT during the event.
12. A PARK USE PERMIT is required for each event. Repetitive events are not covered in one permit.
13. Park areas can be rented or reserved for only one day.
14. All events are “litter free”. This means that the Permit Holder is responsible for the proper disposal of all litter and debris from the event.
15. Disruptive and disturbing behavior and abusive language will not be tolerated.
16. Permit Holder is responsible for any damage to the park or park amenities during the period of use. Property belonging to the Town of Green Level cannot be removed from the premises under any circumstances.
17. The Permit Holder and its group assume all risk and liability associated with the use of the park or amenity. The Town of Green Level will not be responsible for accidents, injuries or any lost or stolen items during the lease time.
18. Failure not to comply with any of the above rules is sufficient grounds to deny future requests for a permit.
19. Fees are refunded only if the reserved area is “litter free” and a written notice of cancellation 5 days prior to the scheduled date of use.
20. Park facilities are not available for commercial or profit making activities.
21. No trespassing after park hours.

## **B. BALL FIELDS**

1. Good sportsmanship is required at all times by players as well as spectators.
2. The restrooms and general area must be left clean and free of food and debris.
3. Bleachers are to be left clean and free of food and debris.

## **C. CONCESSION STAND/PRESS BOX**

1. Smoking is prohibited in all enclosed facilities.
2. In the event the concession stand is used to prepare or serve food, the area should be left clean.

## **D. VENDORS**

1. Fundraising is generally not allowed. A fundraiser that benefit's the park is allowed. The rental fee for these events can be waived at the discretion of the Town Administrator or Park Director.
2. A minimum of \$25.00 payment from each vendor is recommended for a small gathering and \$75.00 to \$150.00 from each vendor for large gatherings; or, the vendor has a profit sharing arrangement with the recreation department.
3. The Town Administrator or Park Director must contain a list of items to be sold at the event.
4. Seven days prior to the event, the vendor must provide the office proof of a Town vendor license and a certificate of (liability) insurance. In addition, the vendor is responsible for notifying the Alamance County Health Department if there are vendors serving food at the event.

5. Alcohol sales are strictly prohibited.
6. When programs or lessons are offered to the public for a fee, the fee schedule must be approved by the Town Administrator or Park Director and must not discriminate against any certain group of people.

### **III. SECURITY**

1. Security personnel are required at all outdoor events with 100 or more participants. The number required is as follows:
  - a. 100-175 participants requires 2 security person.
  - b. 175-250 participants requires 3 security person.
  - c. For each additional 100 participants add 1 more security person.
2. Security personnel are defined as:
  - a. Town of Green Level Park Director.
  - b. Alamance County Sheriff Department.
  - c. Off-duty law enforcement (Alamance County Sheriff Department).

### **IV. APPLICATION AND APPROVAL**

Information on obtaining a Park Use Permit is available at the Town Hall office located at 2510 Green Level Church Road or calling (336)578-3443 or (336)578-9494.

1. At least two weeks before the event, applicant should review the details of the event with staff in order to determine the eligibility of the group and the availability of the space desired.
2. The shelter is not reserved until all fees are paid and permit is issued.
3. The Park Use Permit is a copy of the application which has been signed by the Park Director.
4. The Park Use Permit must be in the possession of the Permit Holder during the event.

5. In the event an application is turned down, the applicant can present his/her case to the Town Administrator, to the Park Director, and to the Town Council.