



## **DOWNTOWN POCKET PARK** **RENTAL AGREEMENT**

1. The City of Douglas reserves the right to reject or refuse a reservation request or rental agreement. As a condition of permitting an applicant the use of an area as contemplated herein, the City shall not assume any liability for injury to person nor damage to property suffered to or occasioned by any applicant, officer, agent, employee of the applicant, or any guest, invitee, declared that the purpose of this policy is to provide a convenience to applicants and others for the use of the designated areas.
2. **A RESERVATION IS REQUIRED TO UTILIZE THE DOWNTOWN POCKET PARK.** Anyone wishing to reserve the Downtown Pocket Park will be charged a \$100.00 rental fee and a \$50.00 refundable cleanup/damage deposit. Any costs for damages and any unusual cleaning costs shall be assessed and paid in addition to the rental fee.
3. Reservations must be made by an adult (age 18 or older) with proper picture I.D.
4. **Reservation times are 8:00am – 10:00pm.** All activities, cleanup, breakdown, etc. must be completed and park vacated **prior to 10:00pm.**
5. Reservations may be made no earlier than one year in advance unless prior approval is given by the Parks and Recreation Director or designee.
6. When an event requires consecutive days of park usage, a Special Event Permit must be completed with the City of Douglas Code Enforcement Division prior to 45 days of the event. Liability insurance may be required for all special events with an attendance of 100 or more people and for all special events that are open to the public. The insurance policy should be submitted to the City of Douglas Code Enforcement Division office naming the City of Douglas as an additional insured. No reservation is valid until the Special Event Permit is approved and all fees associated with the permit are paid in full.
7. Any event that allows vendors, sales, etc. will require a Special Event Permit. The Special Event permit may be obtained from the City of Douglas Code Enforcement Division office and should be completed, returned and approved (45) forty-five days prior to event date. No reservation is valid until the Special Event Permit is approved and all fees associated with the permit are paid in full.
8. Alcoholic beverages and illegal drugs use are not permitted. If User wishes to serve alcohol, a Special Event Permit from the City of Douglas Code Enforcement Division office must be completed, returned, and approved (45) forty-five days prior to use. No reservation is valid until the Special Event Permit is approved and all fees associated with the permit are paid in full.
9. If deemed necessary by the Special Event Permit, the Douglas Police Department or other

approved security methods must be provided for special events held in city parks at the expense of the User. No reservation is valid until the Special Event Permit is approved and all fees associated with the permit are paid in full.

10. No teenage parties/gatherings shall be held without parental supervision/security on premises at all times.

11. No pets are permitted unless in compliance with City of Douglas “Running At Large” (Leash Law) Ordinance (Section 10-42) or in coordination with City sponsored events.

12. **NO PARKING ON THE GRASS OR WITHIN PARK.** There is limited parking at the Downtown Pocket Park. Public parking is available at on the side of the street and at Central Square Complex. Any damages to the grass or irrigation system will be the responsibility of the reservation holder. There is no area to unload or load items inside the park.

13. No utilities are provided at the Downtown Pocket Park. It shall be the responsibility of the User to provide electricity or water if needed during event.

14. Bouncy houses, water slides, staked tents, dance floors, or any type of heavy equipment or amusement functions are not allowed.

15. Do not stick bows, banners, signs, tape, glue, nails, etc. on trees, poles, or walls. Damages to private business buildings or costs incurred from the use of the pocket park will be the responsibility of the User. Banners, placards, etc., are not to be attached to trees or poles.

16. Sidewalk chalk or paint is not allowed to be used on the sidewalks or any other structures. User will be responsible for all costs associated with the removal or cleanup if drawing on sidewalk occurs.

17. Private, family, or social cooking and grilling is permissible. If grilling occurs, it is the User’s responsibility to ensure the grass and trees will not be damaged due to heat, ashes, smoke, etc. No grill may be driven onto the grass area. User is responsible for providing grease/ash traps, a fire extinguisher, and proper disposal of ashes. If damages occur, repairs or replacement of trees or grass will be charged to the User.

18. The provision of this policy and any use pursuant hereto do not authorize the reservations nor closing of any street, alley, sidewalk or other public right-of-way. Authority to close off a street must be obtained through the City Manager’s office. Please refer to City Code “Parades”, Chapter 78 - Article 2 for additional information on vehicles, animal or pedestrian assembling on sidewalks or streets.

19. It is the User’s responsibility to comply with all city rules and regulations regardless of whether or not they are stated.

### Sound/Loudspeakers

1. If a public address (PA) system will be used, a Special Event Permit must be obtained from the City of Douglas Code Enforcement Division, (912) 383-0277.
2. Security may be required for sound permits and is responsible for monitoring events with sound to ensure sound is within limits specified on Special Event Permit.

### Restrooms/Portable Toilets

1. No restrooms are available nor will be made available at the Downtown Pocket Park.
2. A special event permit is required if portable toilets are needed by the User for an event. If approved, the placing of portable toilets will be permitted in areas designated by the Douglas-Coffee County Parks & Recreation Director, Facility Coordinator, or designee.
3. It is the responsibility of the User to ensure removal and cleaning of the portable toilets. If damages occur due to the placement or removal of portable toilets, it is the responsibility of the User to reimburse the City of Douglas for any repairs.

### Maintenance

1. Cleanup must occur during events as needed. Trash receptacles should be emptied and litter picked up. All trash accumulated must be secured in trash receptacles or removed from site immediately following the event. If litter pickup continues the day following the event (providing there is no conflicting reservation), efforts should begin early enough in order to return the park to its original condition by 9:00 a.m.
2. **NO DUMPSTERS ARE ALLOWED IN THE PARK.** If dumpsters are needed for the event, a Special Event Permit should be completed. The User is responsible for the cost and receiving permission for the placement of the dumpster outside of the park. If the Special Event Permit is approved, it is the User's responsibility to contact Solid Waste Management to arrange for dumpsters, (912) 384-6001.
3. **Reservation times are 8:00am – 10:00pm.** All activities, cleanup, etc. must be completed and park vacated **prior to 10:00pm.** At the conclusion of any period of use, the area will be inspected by the Parks Coordinator or designee. The applicant will be charged with the cost for cleanup or other necessary activities to restore the premises to the existing condition prior to use by the User.

### Vehicular Traffic

1. Absolutely **no** vehicular traffic is permitted on the lawn or sidewalks of the Downtown Pocket Park; including motorized or golf carts.
2. Any deviations will result in the forfeiture of deposit to be used for cost of repairs and User is responsible for any additional costs associated with repair.

### Staging

A Special Event Permit must be approved for temporary staging to be placed at the Downtown Pocket Park. A Special Event Permit application must be completed through the Code Enforcement Division.

