

GUIDELINES FOR EVENTS IN MIDLAND COUNTY PARKS AND RECREATION AREAS

PURPOSE

The Midland County Parks and Recreation Commission recognizes that Midland County park areas are requested for use as a location for charitable fund raising and private sector events. This policy has been developed to standardize the application process for use of the parks under County jurisdiction as a location for these events. Information is included to inform the event sponsor of requirements for conducting an event in the parks.

SCOPE

These guidelines cover any charitable fund raising and private sector event, or other special event, conducted in any park area under the jurisdiction of the Midland County Parks and Recreation Department (sometimes hereinafter referred to as the County or the Department) by any group other than the Department.

DEFINITIONS

Event – A fund raising event, or other special event, proposed to be held in any Midland County park (conducted by a charitable organization or private sector entity).

Recognized Organization – A non-profit, tax-exempt organization or private sector entity.

Sponsor – The identified individuals or contact persons conducting the event.

POLICY STATEMENT

County Parks are subject to Park Rules adopted by the Midland County Parks and Recreation Commission and the Midland County Board of Commissioners. A copy of the Park Rules accompanies event applications.

The public's access and use of any Midland County park will not be denied or limited by any event. Any event that would interfere with the public's right to use the parks will be denied or, if in progress, may be terminated without advance notice.

FEES

Fees may be assessed or waived for events held in any Midland County park area at the discretion of the Midland County Parks and Recreation Department.

CONDITIONS FOR CONDUCTING EVENTS

1. The Sponsor is responsible for all publicity, operational details, collection and security of any funds, and participant support and safety during the event. The Sponsor is responsible for managing the event while it is in progress. If the sponsor should for any reason be unavailable during the event, it is his/her responsibility to nominate a representative to act as a point of contact should parks staff have questions or concerns in regards to the event.
2. The Sponsor is responsible for the conduct of all event participants. The Sponsor will make Park Rules and regulations and safety information available to all participants.
3. The Sponsor is responsible for the set up and tear down of all of their equipment used in the event. The Midland County Parks and Recreation Department must approve all placement of equipment to be used for the event. Unless previously approved, all equipment must be set up and removed on the day of the event. The Department is not responsible for providing or insuring any equipment, whether privately owned or rented, that is used in the event.
4. The parks department must approve markers or signs used for the event. Sponsors may not cut, penetrate, or mark asphalt surfaces in any way. Markers may not be attached to any tree, fence, sign, guardrail, bridge, etc. in any manner without approval from the Department.
5. The Sponsor will have adequate and trained staff to conduct the event. This includes crossing guards, security personnel, parking attendants, and others as determined by the Parks and Recreation Department prior to the event.
6. The Sponsor will obtain liability insurance for their event if it is the opinion of the County that it is necessary. The County will be a necessary named insured to any such policy.
7. Specific activities require approval of the Midland County Parks and Recreation Commission and, upon approval; sponsor applicant must sign a Midland County Parks and Recreation Department *Release and Indemnification Agreement*. These activities include but are not limited to:
 - a. Operation of special amusements including, but not limited to carnival rides, dunk tanks, fireworks displays, pony rides, horse drawn wagons, etc.
 - b. Rallies, races, athletic games or practices, and other organized events.
 - c. Construction of tents, canopies, inflatable amusements, or other temporary structures.
 - d. Sale of food, beverages, other goods or services.
8. Any event that takes place within a Midland County park and that may extend outside the boundaries of an approved park must also have the permission of the appropriate government agency or landowners.
9. Sponsor will be responsible for signing a hold harmless/indemnification agreement and providing insurance as required in the event application.

PROCEDURE

Requests must be submitted in writing to the Midland County Parks Director or his/her designee and include the group or organization's name, location contact person, phone number, email address, and age group(s), if applicable, of the intended participants. The request must also include the number of people for the event, the park desired to hold the event, and dates, times, and areas being requested to be reserved. The request must outline the purpose and intent of the event. A request to use a Midland County park area for an event must be made a minimum of thirty days in advance of the proposed event. This will generally ensure adequate time for presentation to the Midland County Parks and Recreation Commission for approval and processing. An event application can be downloaded from the Midland County Parks and Recreation Commission's website at www.co.midland.mi.us or may be requested in writing or by telephone to the following address:

Midland County Parks and Recreation Department
220 West Ellsworth Street
Midland, MI 48640-5194
Phone: (989) 832-6870



All applications submitted will be reviewed in accordance with the Michigan Municipal Risk Management Authority's *Midland County Risk Transfer Manual Guidelines*.

If the event is approved, the Parks and Recreation Department reserves the right to alter, amend, or cancel it at any time in order to protect the interest of Midland County park patrons or the Department.