



City of Camden

South Carolina

Park and/or Park Facility Use Policy (Includes Information on Town Green)

GENERAL STATEMENT:

The City of Camden encourages the use of its parks and park facilities by its citizens. The following document is provided to ensure coordination in the scheduling of park and/or park facility usage. It is also designed to communicate requirements for use of said parks and/or facilities to the public. This policy's intent is to help users of our parks and facilities enjoy them to their fullest benefit of their recreational, social and leisure needs.

A. Priority of use.

Decisions to grant use of parks and/or facilities will be made in accordance to the following prioritized ranking:

1. City of Camden programs.
2. Programs of community-wide interest approved, endorsed or co-sponsored by the City of Camden and supporting organizations.
3. City resident private functions and third-party functions.
4. Non-city resident private functions and third-party functions.

B. Policies, Rules and Regulations Governing Use of Parks and/or Park Facilities

The following requirements and practices apply to requests for use of Camden city parks and/or facilities.

1. A **Request Form** must be filed with the City Manager's secretary at least one (1) month in advance of the planned event to determine eligibility, availability, and consideration for approval. Requests filed within the one (1) month window will be approved on a first-come-first-served availability basis. In the event a Special Event Permit is required, that request must be submitted no later than sixty (60) days prior to the event. See City of Camden Code of Ordinances 10.003.
2. The person completing the **Request Form** will be required to sign the form as the official: (1) assuming responsibility for the park/facility; and (2) acknowledging all policies, rules and regulations will be adhered to. In cases where the person completing the form will not be at the event, a designated responsible official's name must be entered.
3. Solicitation of, out-reach to, approaches to, and advances toward individuals or groups using a park and/or facility and not under the umbrella of the individual, group or organization requesting use of the park is prohibited. The right of other park and/or facility visitors to not be disturbed with unsolicited causes, initiatives, campaigns, etc., must be respected.
4. Pets must be controlled in accordance with City leash ordinances.
5. Motorized vehicles - gas, electric or otherwise – are prohibited in the parks unless they meet one, two, or all of the following exceptions:
 - A. Service vehicles setting up or taking down staging/equipment for special programs, events, etc.
 - B. Assisted living equipment used by handicapped, disabled or injured park patrons.
6. It is unlawful to sell or distribute alcoholic beverages at Camden parks and/or facilities unless a Special Event Permit has been obtained and a resolution allowing for the sale and distribution of alcoholic beverages has been passed by City Council. (The service of alcoholic beverages by resolution applies only to functions occurring at the Camden Town Green for the purposes of this application).
7. Illegal drugs and substances of any kind at City of Camden parks and/or facilities are prohibited. Violators of this policy will be prosecuted.

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8. No reservation request will be issued on a repetitive basis. A new request must be made as described in B – 1 above.
9. No staples, nails or hole inducing device, tool or apparatus may be used on park and/or facility property.
10. Tables, trash receptacles, park equipment, and any other park or facility property may not be moved from its original location to another.
11. Weapons of any kind are prohibited.
12. Smoking in enclosed facilities is prohibited.
13. Behavior considered to be detrimental to the normal operation of the park and/or facility or the safety, health and general welfare of the public is also prohibited.
14. The person to whom the **Request Form** is issued (or a designee) must have the form in his or her possession during the time the park and/or facility is being set-up for use, during use, and during cleanup after use.
15. Unless prior arrangements have been made with Camden Public Works, trash and garbage incapable of being deposited in provided receptacles (excess garbage) must be removed from the park and/or facility by the requesting individual or organization. The requesting individual will be billed for any required City of Camden cleanup.
16. Parks and/or facilities must be returned to the state of cleanliness and orderliness from which they were obtained. Failure to comply will result in loss of deposits (if applicable) and possible denial of future use of that (or any other) park and/or facility. The requesting individual will be billed for required City of Camden cleanup.
17. Damages to property will be assessed and repaired by the City of Camden. The requesting individual will be billed for any required repairs.
18. Games of chance are not allowed. This does not apply to awarding prizes when there is no charge for participation.
19. City of Camden employees must be allowed to enter programs or events to carry out their necessary duties and responsibilities.
20. Keep radios, tape/CD players, and other electronic media players at a sound level that does not go beyond the area you've reserved.
21. Where available, electrical hook-ups will be provided upon request by City Public Works. There is a fee for this service. See the **Request Form**.
22. The use of amplification systems – where sound levels will go beyond the boundaries of the park and/or facility (reserved area) - require a City authorization.
23. The number of tents, their size, and their intended use must, be described on the request form. All tents must be pitched "stake free".
24. All stages must be notated on the **Request Form**.
25. **Request** fees and/or deposits will not be refunded if the planned event is cancelled within seven (7) days of the reservation date.
26. **A Special Event Permit is required for use of the Camden Town Green. At time of application for use of the Camden Town Green, applicants must designate if the request is for the use of the interior greenspace only or if the request is for the use of the interior greenspace and all periphery parking areas. Access to either option shall be granted only by the City Manager or his designee.**
27. **A Site Plan is required for use of the Camden Town Green and must be approved by the City Manager or his designee.**
28. Events occurring at the Camden Town Green require Camden Police Department, Camden Fire Department, and Camden Public Works coordination. A coordination meeting must be held no later than 3 weeks prior to the event. Items to be discussed include, but are not limited to: alcohol permitting requirements, business licensing requirements, parking mitigation, security, traffic management, EMS requirements, fire lanes/safety issues, trash collection/disposal, electrical power requirements, porta-jon requirements, site plan/staging, and set-up/breakdown schedules.
29. Use of the Camden Town Green will require the applicant to obtain a liability insurance policy naming the City of Camden as an additional insured. Additionally, in the event alcoholic beverages are being served,

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the event organizer, as well as the organization serving alcohol will need to obtain an alcohol liability insurance policy naming the City of Camden as an additional insured.

30. In the event an organization conducting business at City park facilities or the Camden Town Green is hired by the City of Camden to do so, they must obtain worker's compensation insurance.

C. Use of Parks and/or Park Facilities for private (personal) gain is prohibited.

D. Hours of Use

1. Normal start time shall be no earlier than sunrise.
2. Normal end time shall be no later than sunset.
3. Hours of operation required outside the stated normal start and end times must be documented on the **Request Form** and must be approved.

CITY OF CAMDEN CONTACTS:

Julie Lee, City Mgr's Secretary (803-432-2421 telephone or 803-424-2031 fax) OR Caitlin Corbett, Assistant City Manager (office: 803-432-2421; email: ccorbett@camdensc.org)

Upon approval of the "Request Form" for park use, a \$100 security deposit will be required. The deposit will be refunded after satisfactory inspection of the park area after the completion of the approved event.

Amended February 2013



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REQUEST FORM - Please Print Clearly

Name: _____
Group/Individual

Address: _____

City _____ State _____ Zip Code _____

Phone(s) (daytime) _____ (nighttime) _____ (cell/other) _____

Designated Responsible Official: _____

Describe **Type** of Event & **Number** of Participants Expected: _____

Event Location Request: _____ Alternate #1: _____ Alternate #2: _____

Date Requested ____ / ____ / _____, (day of week) _____ (time of day) _____

Food Sales? Yes ___ No ___ If yes, attach copy of Peddlers Permit from Camden Police Dept.
Alcoholic Drink (No alcoholic beverages are allowed in any City park or facilities Camden City Code of Ordinances 97.01 adopted July 22, 1974) **NOTE: No cooking is allowed in any of the green spaces of the Parks. Proof of Insurance may be required for any and all liability.**

Electrical Hook –up required? Yes ___ No ___ *If Yes, \$50.00 non-refundable flat fee is required.*

Trash Removal Required? Yes ___ No ___ If Yes, \$ _____ fee is required.

Sound System to be used? Yes ___ No ___ If Yes, City approval _____

Tents to be erected? Yes ___ No _____. If yes, how many _____ & size(s) _____, If more, document in back

Port-a-Jon Usage: Yes ___ No _____. If yes, you must handle delivery and pick-up. Port-a-Jon must be **removed no later than two (2) days after the event. (Days reduced April 2012)**

City's Mobile Restroom Trailer: Yes ___ No _____. (See separate policy.) (Option added February 2013)

I have read and do understand the Policies, Rules and Regulations Governing Park and/or Park Facility Use document. I have also read and understand the Request Form completed above. I, and the designated responsible official (if applicable), agree to be fully responsible for the requested park and/or park facility as outlined in the Policies, Rules and Regulations.

Signature: _____ Date: _____ / _____ / _____

Approved: _____ Not Approved: _____

City of Camden Official Signature

Comment(s): _____

Form revised February 2013