

Town of Lovettsville

Town Green & Walker Pavilion Reservation Policy and Fees (Pilot Policy)

INTENT:

The Town of Lovettsville has directed public resources to develop quality park space for the community. It is the intent of the Mayor and Town Council to allow individuals, families, charitable, benevolent, and civic organizations the ability to rent these spaces for activities that promote the public good and add to the quality of life for the residents of Lovettsville and the surrounding area. These uses must be of value to the community, uphold the community's social norms and values and/or serve as a benefit to the Town.

NEED FOR RESERVATION:

1. Exclusive use for the Pavilion or a particular portion of the Green.
2. Use of electric supply or water
3. Any structures such as tents.
4. Any sale of items.
5. Use of more than 15% green

RESERVATIONS:

1. The Town Green and the Walker Pavilion may be reserved for events by Town residents, Community Groups, or out-of-town residents.
 - a. A "Community Group" is any non-profit or not-for-profit organization that provides a benefit to the Town of Lovettsville beyond a purely commercial enterprise. An organization wishing to reserve the Pavilion or Green as a "Community Group" must articulate on the application that group's contribution to the community; status as a "Community Group" will be granted at the discretion of the Town.
2. An approved reservation awards the patron the exclusive use of the Walker Pavilion and exclusive use of up to 50% of the Town Green. The remainder of the Town Green, picnic tables, portable restroom (if present), and any other public facilities must be shared with the public.

Adopted May 30, 2013

3. Tents and/or awnings may be erected, but may not be attached to existing structures or vegetation. Maximum tent size shall be 200 square feet)
4. Tables and chairs (one set = one table & six chairs) may be rented from the Town for use inside the Walker Pavilion.
5. A Corn hole set may be rented for use on the Town Green. The set may not be removed from the Town Green.
6. The renter must have a copy of the approved reservation with them during their use of the public space.
7. Any rentals for uses beyond that described above shall be considered, negotiated and approved on a case by case basis by the Town. Such uses may include but not limited to concerts, day long fairs or events, weddings, use of larger tents (20x20 or larger requires County Fire Marshall approval), rentals beyond the time periods available.
8. The Town reserves the right to reject future reservation requests if any of the guidelines are not followed.

Rules for Use:

1. No driving or parking on the grass or sidewalk, even for unloading. Cars must be parked on the street and all items carried in.
2. No grilling or cooking within 15 feet of the Pavilion or other structures. Use of crock pots and coffee pots in the Pavilion is acceptable to heat up and keep food warm.
3. No alcoholic beverages or tobacco products shall be consumed or used in the Town Green or Walker Pavilion. Exceptions may be made for groups with a valid ABC permit.
4. Pets must be on lead and picked up after.
5. No littering. All trash must be collected and removed by the renter and disposed of offsite. Renters using the Green for the sale of merchandise shall provide trash cans for the use of their customers in order to reduce overflow of park trash cans.
6. A portable restroom facility will be available at the Town Green during the summer months and is available for public use.
7. No inflatable amusements are permitted, unless specifically sanctioned by the Town Council.
8. No amplified sound shall be allowed unless specifically requested and approved. Noise must be kept to a reasonable level.
9. The Town reserves the right to charge for water if usage exceeds 1,000 gallons.
10. Table and chair rentals are available for rent for use inside the Pavilion.
11. Maximum tent size allowed is 200 square feet.
12. Use of the Town Green by Community Groups for the sale of goods and services requires an approved reservation.
13. An approved reservation is required before any structures or tents may be erected on the Town Green.
14. Damage to structures or property is the responsibility of the renter. No tape, nails or other fastening devices are permitted for use in the Pavilion.

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15. The Town has the right to refuse any requests for renting the Town property. The Town will work to provide equal access to park rental so that no one group monopolizes the property. If demand justifies, the Town may limit rental availability.
16. Renter shall provide proof that they are covered with a minimum of 1,000,000 of liability insurance with the Town Government being added as an additionally insured unless this requirement is waived by the Town. (The Town can provide information on how to obtain this insurance)

Sales by Community Groups:

1. Community Groups shall hold all necessary licenses, registrations, etc. to permit the sale of their products.
2. If rental use is for the purpose of selling products or services:
 - a. Organizations wishing to use the space for the sale of goods must be a registered nonprofit or not-for-profit Community Organization.
 - b. For-profit sales shall only be permitted during specific Town sanctioned events such as Mayfest or Oktoberfest.
 - c. Must provide a description of the event and a list of the vendors proposed for Town approval.
 - d. The Town has the right to refuse any proposed vendor or activity.
 - e. Sale of all items shall be subject to all appropriate taxes and fees to the Town and other entities as appropriate.
3. Community Groups must provide proof that they are covered with \$1,000,000 of liability insurance with the Town Government being added as an additionally insured. (The Town can provide information on how to obtain this insurance)
4. If continued set-up of tents causes damage to the grass, the renter will rotate tent locations, etc., to eliminate damage to the grass. Should grass damage continue to occur, renter will be responsible for repair of the grass damage in the fall and may lose future rental privileges.
5. No tents or other equipment shall be left on the Green past the approved reservation period.
6. All safety, health, and other regulations must be met at all times.
7. No holes larger than those made by a tent stake may be made on the Green.
8. If multiple vendors will be selling under one reservation each vendor must meet the vendor requirements stated above.
9. The Town reserves the right to reject future reservation requests if any of the guidelines are not followed.

Reservation and Use Fees:

	Town Residents and Community Groups	Out-of-Town Residents
Green reservation	\$25	\$50
Pavilion reservation	\$50	\$100
Pavilion & Green reservation	\$65	\$130
Electricity and water hook-up	\$25	\$25
Table & Chair Rental	\$10/set	\$10/set
Corn Hole Rental	\$10/set	\$10/set

1. Available reservation times: 10:00 AM to 3:00 PM 4:00 PM to 9:00 PM
2. Permit is for the time period specified only. Renters must be packed up and vacate the rented space within thirty minutes following the end of their rental time.
3. Individuals or groups wishing to reserve BOTH time periods on the same day must pay the reservation and use fee for EACH time period, but may use the facility continuously from 10:00 AM to 9:00 PM.
4. The reservation of BOTH time periods on the same day shall not require double Electricity and water hook-up fees, table/chair rental fees, or corn hole rental fees.
5. Reservation applications will not be accepted more than twelve months before the planned event.