



Park Facility Rental & Special Events Policy

Purpose

This document sets forth guidelines for the implementation of a park facility rental and special events policy. “Facilities” shall include field space, park shelters, the pool, Town right-of-way (sidewalks and road systems), and event space. It is the purpose of this policy to regulate events on the Town of Woodstock’s property so that such events can occur with the safety and health of the participants in mind, the protection of public property considered, and the impact of the event on non-participating citizens minimized. It is also the purpose of this policy to ensure that those who benefit from the event bear the costs associated with the event.

Evaluation & Scheduling of Events

The Town Manager or his designee shall be charged with the responsibility of determining whether or not a particular applicant shall be entitled to hold a special event. Special events can include sports league practices, tournaments, games, and matches, community races/walks and fundraisers, business and family picnics, weddings, pool parties, animal shows, and other community events. Some events will be private; open to family and friends of the applicant only (weddings, use of the park shelters for picnics, etc.) and some events will be public in nature (sporting events open to public registrants, community movie nights, etc.) The Town will also take into account the frequency with which such events are held, convenience of the public in relation to said frequency, and the community priority of such events. The Town will also consider the following:

- How well the applicant, insofar as it can be determined, appears capable or incapable of executing the planned event
- Whether any inconvenience which may be suffered by the Town’s citizenry is outweighed by the potential benefit to the community as a whole
- Whether or not any financial and/or human resources will be significantly burdened so that it would not be practical to hold the proposed event at the time and date requested
- Whether the health and safety of the public would be compromised
- The extent to which the event increases cultural programming available to residents of the area
- Whether or not the public can have access to the event or space during the reserved time period
- The community priority (i.e., youth sports that may have a long-standing relationship with the Town where the Town provides field space on a regular basis)

Park Facility Rental & Special Event Applications

Parties who wish to make a request to hold an event should contact the Woodstock Municipal Office during regular office hours to review and complete an application form. The completed request form shall be submitted on a first-come, first-served basis for park shelters, for pool parties, etc. Requests for fundraiser races to occur on Town right-of-way and sports events shall be made greater than 30 days in advance. Requests for the W.O. Riley Park event space shall be on a first-

come, first-served basis, however, all Woodstock Enhancement Committee (Town) events shall take priority.

It is recognized that circumstances surrounding requests for special events may require varying amounts of attention, time, and effort devoted to the process and procedure of approving or denying the request. Therefore, it is understood that every effort will be made by Town staff to respond and make a decision on a request within a reasonable period of time. It is also expected that the party making the request will anticipate a reasonable length of lead time that may be required to make a decision.

The application will require the following information:

- Event Name
- Organization/Individual Name
- Contact Information
- Event Purpose
- Date/Time of Event
- Date/Time of Event Setup and Cleanup
- Facility Requested
- Town Right-of-Way Impacted (i.e. race, parade, etc.)
- Projected Number of Participants/Party Size
- Signage/Refreshments/Temporary Structures
- Music
- Restroom Facilities

The applicant will be notified of the approval or denial of the event request in writing and the user fee shall be paid in order to make the reservation. If approved, the area will be reserved for the requested party's event at the Municipal Office. Reservations will be posted every week.

Insurance

Sponsors of large-scale community events such as races, parades, movies, etc., where members of the public community are invited, shall furnish a Certificate of Insurance on a general liability policy, protecting the Town of Woodstock, its officers, agents, elected officials, and appointed officials, and employees from any and all claims which may result from or in connection to the special event. The Town shall be named as an 'Additional Insured' on the certificate. Sponsors must produce a copy of the policy with all endorsements and the Town must receive the certificate at least one week prior to the special event. Limits of insurance are generally \$1,000,000 for death or bodily injury and property damage. Limits and types of insurance may change because of the different activities of each special event. Failure to produce a valid Certificate of Insurance naming the Town as an additional insured will result in the cancellation of the special event.

Food & Beverages

Refreshments can be served at Town facilities with the proper Virginia Health Department approval, however family picnics and fundraisers are exempt from these requirements. Alcohol is currently prohibited on Town property unless provided as a part of a special event hosted by the Town of Woodstock.

Sanitation

The event sponsor shall make arrangements for the proper storage and cleanup of the event site during and after the event. An unkempt event site can result in additional charges as a result of the Town having to make repairs or complete additional cleanup.

There are restrooms at select locations at the Town parks, however, if it is necessary to accommodate more people than the restrooms provided, it is the applicant's responsibility to obtain, secure, and provide for extra facilities. It is also the applicant's responsibility to have facilities removed immediately upon the completion of the event.

Security

The need for Town police for traffic control shall be communicated during the event request application process. If several officers are necessary, the Town reserves the right to charge for costs associated with additional personnel.

Tents, Structures, Equipment, & Signage

Tents and extra equipment associated with the event shall be specified on the application and given review before approval. Structures that damage any portion of the facility space will not be permitted. If damage does occur, the applicant is responsible for the cost of remediation or replacement. Signage shall be made part of the event application and conform to the Town of Woodstock's Zoning Ordinance. Signs or structures shall not be taped or affixed to Town-owned poles or posts.

Schedule of Fees

The Town of Woodstock will maintain a schedule of fees at the Municipal Office for the rental of facilities, which may be amended by the Town Council from time-to-time.



Park Facility Rental & Special Events
Schedule of Fees

W.O. Riley Park	Rate
Rotary Shelter (15 Tables) <i>Capacity = Approx. 100</i>	\$25.00/Half Day
Ruritan Shelter (10 Tables) <i>Capacity = Approx. 100</i>	\$25.00/Half Day
Special Events Space <i>Capacity = Approx. 300+</i>	\$100.00/Half Day
Pool	\$175.00 (7-9 pm)
