

<b>PARKS AND RECREATION DIVISION POLICY</b>	
<b>SUBJECT</b>	<b>Charles Brown Park Community Services Building Usage Policy</b>
<b>POLICY NUMBER</b>	
<b>ORIGINAL EFFECTIVE DATE</b>	<b>February 1, 2013</b>
<b>REVISION DATE</b>	
<b>HISTORICAL REFERENCE</b>	

Purpose: To establish policies, procedures and fees for the use of the Charles Brown Park Community Services Building

Background: The Charles Brown Park Community Services Building was opened in 1996. Construction was partially funded through a Community Development Block Grant (CDGB). With this grant certain restrictions were placed on its use until 2016. Its primary objective was to provide a space for community meetings, training and programs by local government agencies as well as community organizations for the citizens in the immediate and surrounding areas.

Procedures:

1. The Charles Brown Park Community Services Building and meeting rooms are to primarily be used for County, School and community sponsored activities. However, other groups may be allowed to use these rooms if the planned activities are deemed by the County not to be detrimental to the facilities.

Requests for facility use will be prioritized as follows:

- a. County sponsored activities
- b. School sponsored activities
- c. Community group/association activities
- d. Other activities

2. Building hours shall be as follows:

Daily - 8:00 a.m. to 10:00 p.m.

Building is subject to closure due to inclement weather (snow, ice, and hurricane.)

3. Facility limits for the building are 120 with chairs and 60 with use of tables and chairs. Approximately 70 chairs and 15 tables are available for use with the building and may not be removed from the building for any reasons. Also, if tables (72" X 32") are to be used the group must supply and use table covers on all tables.
4. Authorizations for use by non-County/School groups are dependent upon such groups satisfying the provisions of the Public Areas Ordinance (Chapter 17, York County Code) and upon the use being one that is consistent with the nature of, and not otherwise detrimental to, the facilities.
5. Applications for use by non-County/School groups are to be made in person at the Parks and Recreation office by the responsible person/key holder. Individual applicants or group representatives must be at least 21 years of age. When making application the following must be submitted at the Parks and Recreation Office:
  - A valid form of picture identification of the person responsible for the event
  - Completion and signature of a County of York Facility Use Permit Request

- Form
    - Signed acknowledgement of the facility's Policies and Conditions
6. Applications for use should be submitted at least 10 working days in advance of the date that the facilities are to be used. Requests may be submitted up to six months in advance and request for recurring usages within a six month period may be made on one request form (i.e. requests received on 1/2/13 will be accepted for dates through 7/2/13.)
  7. The key may be picked up two business days prior to the reservation date but no later than 3:00 p.m. on the day of the reservation or 3:00 p.m. on Friday for weekend usage. If the group does not pick up the key by 3:00 p.m. the reservation may be cancelled. A \$75.00 refundable deposit is required to pick up the key and the key must be returned within two business days of the event. The key may be placed in the outdoor drop box located at the Parks and Recreation Office after hours. Failure to return the key will result in forfeiture of deposit. It may also jeopardize future use of this facility and be subjected to a \$250.00 rekeying fee. Keys are not to be duplicated under any circumstances.
  8. Individuals/Groups that receive approval to use the facility must complete the following when picking up the key:
    - A provide a pictured identification of person responsible for event
    - A \$75.00 key deposit (**Check or Cash**)
    - Sign the Key Checkout Log Book for receipt of key and Facility Use Guidelines
  9. In general, all rules and regulations established in the Public Areas Ordinance (Chapter 17, York County Code) shall apply to these facilities. In addition, the following shall apply:
    - A. **VEHICLES**: Parking is only permitted in the marked spaces of the parking lot and along right side of entrance road heading out of the park. No vehicles allowed on sidewalks or grass areas.
    - B. **SETUP & CLEANUP**: Groups are responsible for set-up; clean-up and break down of all areas/equipment used. All food items must be cleared from the freezer/refrigerator before leaving and any spills must be wiped up with paper towels.
    - C. **DECORATIONS**: No tape is permitted on windows. Only masking tape is permitted on walls (no scotch tape or duct tape allowed). No nails, tacks or staples are permitted in the wood trim strip.
    - D. **KITCHENETTE**: The kitchenette area contains a small refrigerator/freezer, a double-sink and two small microwave ovens. Users must take all unused food, beverages and ice off site with them when they leave the park. NOTE: Warming trays/crock pots are permitted. However, no grilling, frying, toasting, baking or other cooking appliances are allowed. All food handling and service must comply with state health guidelines.
    - E. **OUTDOOR GRILLING & TENTS**: Grilling and the use of tents must be pre-approved by Parks and Recreation and so indicated on the Facility Permit Request Form. Only gas grills may be used and the grill must be attended at all times. All grills must be removed from the park at the conclusion of the event.
    - F. **TRASH**: needs to be placed inside large plastic bags and MUST be taken off site. Please do not use trash receptacles outside the building.
    - G. **CONDUCT**: The person(s) applying to reserve the park and signing for the key must insure that the **description, size** and **times** of the planned event as described on

the County's Facility Permit Request Form are identical to the actual event.

1. Users of County facilities are responsible for the proper conduct of members and guests.
2. Neither alcoholic beverages nor illegal drugs, nor any person under the influence of alcohol or illegal drugs, shall be allowed in the building or on the park premises.
3. Smoking is NOT permitted in County building facilities.
4. Betting or gambling in any form is prohibited.
5. Riotous, boisterous, threatening, or obscene conduct, or the use of abusive, threatening, profane, or obscene language, shall not be permitted. All music must be played inside the building with doors closed. No amplified music is allowed outside unless expressly requested and approved in writing beforehand by Parks and Recreation.
6. No pets or animals (with the exception of service dogs) are allowed in the building (dogs outside must be on a collar with maximum 8' leash and under complete and immediate control).

**H. ADMISSIONS, DONATIONS, FOR-PROFIT & FUND-RAISING ACTIVITIES:**

1. NO admission fees may be charged for activities.
2. NO donations may be advertised or collected.
3. NO for-profit commercial activities may take place.
4. NO fund-raising activities shall be conducted in the building or premises by civic or non-governmental organizations, groups or individuals.

**I. USE BY INDIVIDUALS & CIVIC OR NON-GOVERNMENTAL GROUPS:**

1. All publicity (posters, brochures/throw-aways, radio/television announcements, internet, etc.) must carry the name of the organization sponsoring the meeting. The County may not be identified as a sponsor or co-sponsor without written approval of the County.
  2. Neither the name nor the address of a County facility may be used as the official address or headquarters of an organization.
  3. The fact that a group is permitted to meet at a County facility does not in any way constitute an endorsement of the group's policies or beliefs by the County.
  4. In accordance with County policy, users are responsible for any costs incurred by the County as a result of their use (to include damages incurred by the facility or park site from the group's usage).
10. Individuals or Groups hosting activities may be subject to providing insurance depending on the type of event they are conducting. The Division of Parks and Recreation will provide the applicant any insurance requirements when the permit is reviewed. If required the insurance must be obtained prior to the approval of the permit.
11. Any individual or group that violates these policies and regulations may be subject to having the permit revoked at any time and may not be able to use County facilities in the future.