

POLICY #520

COTTONWOOD HEIGHTS PARKS AND RECREATION SERVICE AREA

POLICY GOVERNING SPECIAL EVENTS

REFERENCE:

Previous Cottonwood Heights Parks and Recreation Service Area Facility Use Policy, Board of Trustee Meeting, Minutes, May 26, 1988

PURPOSE:

This policy defines the guidelines and procedures for hosting special events.

DEFINITIONS:

Cottonwood Heights Parks & Recreation Service Area – to be recognized as Service Area

Special Event – Any activity hosted by Cottonwood Heights Parks & Recreation Service Area which is not a regularly scheduled activity.

POLICY

1.0 SPECIAL EVENTS

- 1.1 Any league or group desiring exclusive use of the Service Area facility or playfields is required to make arrangements with the Service Area.
- 1.2 Preference is given to the programs sponsored by the Service Area or groups which have had the use of the facilities in prior years.
- 1.3 Normal group usage does not include the hosting of tournaments, meets, shows, etc. These will require specific authorization and will be limited to the best interest of the facilities and the residents of the Service Area.
- 1.4 All laws, rules and regulations imposed on such events by local government must be adhered to by the organizers of special events.

PROCEDURE

2.0 RESERVING THE SERVICE AREA FACILITIES FOR SPECIAL EVENTS

- 2.1 All requests for special events should be submitted in writing to the Service Area office a minimum of 14 days prior to hosting a special event or any invitation being made to any individual or group to use the facilities.
- 2.2 A Facility Use Agreement will be issued upon approval for special events documenting the date, location, and fees.
- 2.3 A minimum twenty-five percent deposit is due seven days before the scheduled activity. Full payment must be made according to the terms of the Facility Use Agreement.
- 2.4 Any activity which displaces public usage requires full payment seven days in advance of the scheduled special event and is non-refundable.
- 2.5 Groups requesting use of the facility or playfields must initial the liability waiver on the Facility Use Agreement indemnifying the Service Area from any liability.

APPROVED AND PASSED THIS _____ DAY OF _____, 20__

COTTONWOOD HEIGHTS
PARKS AND RECREATION SERVICE AREA

By: _____

Mike Peterson, Director

BOARD OF TRUSTEES

By: _____

Carl Evans, Chairman