

# CITY OF ROGERS CITY PARK USE POLICY

Anyone wishing to use a City of Rogers City park or recreational property for a scheduled event must apply for a permit through the City of Rogers City at least 60 days in advance of the event for which the permit is being requested.

Permits for the following types of events cannot be issued by City staff until they are approved City Council:

- 1) Those that are commercial, for-profit, or charge a fee for entry
- 2) Those that include the erection of tents
- 3) Those for which attendance is estimated at 100 or more
- 4) Those that require the closure of streets or alleys
- 5) Those that include any overnight camping
- 6) Those that include the sale or consumption of alcohol

The following rules apply to public events that include the erection of a tent within a City park:

- 1) The event applicant must be a non-profit organization recognized by the State of Michigan
- 2) The applicant must notify City staff as to the precise location and size of the tent
- 3) The tent, and all other items within and surrounding the tent, associated with the event, cannot be set up more than 48 hours before the start time of the event
- 4) The tent, and all other items within and surrounding the tent, associated with the event, must be removed and the site completely cleaned up within 48 hours of the start time of the event
- 5) The organization responsible for the event must ensure that Michigan's MISSDIG law is followed
- 6) All music/loud noise of any kind must cease, and the event itself must conclude no later than midnight, with the exception of the Nautical City Festival, which can continue through 1 a.m.
- 7) The tent must be equipped with portable restroom facilities and trash receptacles to handle the anticipated guest load. No trash is to be disposed of in City trash cans
- 8) A liability insurance policy, with a minimum of \$2 million in coverage and the City named as additional insured, is required at least 15 days prior to the event
- 9) Though the tent and accompanying facilities associated with the event may be for guests only, the park itself can still be used by others throughout the day, including during the event
- 10) No other events can be scheduled in conflict with the Nautical City Festival
- 11) Parking surrounding the park must be able to accommodate the projected guest load
- 12) The City Council may establish a non-fundable fee for the use of its parks

The following rules apply to private events, such as receptions or reunions, that include the erection of a tent within a City park:

- 1) The applicant must notify City staff as to the precise location and size of the tent
- 2) The tent, and all other items within and surrounding the tent, associated with the event, cannot be set up more than 24 hours before the start time of the event
- 3) The tent, and all other items within and surrounding the tent, associated with the event, must be removed and the site completely cleaned up within 24 hours of the start time of the event
- 4) The person responsible for the event must ensure that Michigan's MISSDIG law is followed
- 5) All music/loud noise of any kind must cease no later than 11 p.m. and the event itself must conclude no later than midnight
- 6) The tent must be equipped with portable restroom facilities and trash receptacles to handle the anticipated guest load. No trash is to be disposed of in City trash cans
- 7) A liability insurance policy, with a minimum of \$2 million in coverage and the City named as additional insured, is required at least 15 days prior to the event
- 8) Though the tent and accompanying facilities associated with the event may be for guests only, the park itself can still be used by others throughout the day, including during the event
- 9) No such events can be scheduled in conflict with the Nautical City Festival or other annual public events hosted in the City
- 10) Parking surrounding the park must be able to accommodate the projected guest load
- 11) The City Council may establish a non-fundable fee for the use of its parks for private events
- 12) No such events can be scheduled at Lakeside Park, Westminster Park, or Sports Park, or at South Shore Park during the Little League season

The following rules apply to for-profit, commercial activities in a City park:

- 1) As they improve the public health, only those activities that involve fitness and exercise will be permitted
- 2) An applicant cannot utilize a park more than two hours per week and cannot use the City's entire park system more than six hours per week
- 3) The activity must be conducted entirely outdoors, and cannot use inside spaces such as pavilions, gazebos, band shells, or tents
- 4) A liability insurance policy, with a minimum of \$2 million in coverage and the City named as additional insured, is required at least 15 days prior to the event
- 5) No such events can be scheduled in conflict with the Nautical City Festival or other annual public events hosted in the City
- 6) The City Council may establish a non-fundable fee for the use of its parks for commercial activities

**Adopted by City Council on August 18, 2020**

**Resolution No. 2020-104**