

Subject: Town Hall Park and Old School Park Shelter Use
Effective date: January 1, 2021

Purpose:

The Town of McCordsville is pleased to provide residents of our community equitable access to the Town Hall Park Shelter and Old School Park Shelter, pending availability. The following definitions and guidelines will apply to the use of the Town Hall Park and Old School Park Shelters.

The Town Hall Park Shelters and Old School Park Shelters may be used for receptions, birthday parties, family reunions, family picnics, graduation parties, and any other use as deemed appropriate by the Town Manager.

Guidelines:

1. The park will be from dusk to dawn daily with exceptions for community events or group functions.
2. The Town Hall Park Shelter and Old School Park Shelter will be scheduled on a first come first served basis. One authorized individual from the qualifying group must contact the Town Manager's Office in order to reserve the Town Hall Shelter or Old School Park Shelter.
3. The authorized individual will serve as a contact person for the Town Manager's Office and is responsible for coordinating details with the Town.

Proper Treatment of the Town Hall Park Shelter and Old School Park Shelter:

1. All parking ordinances, including handicap spaces, reserved parking and no parking areas will be observed when using Town facilities.
2. Vehicles may not park in the grass.
3. Alcohol may be permitted with prior written approval by the Town Manager.
4. No overnight camping is allowed without prior written approval by the Town Manager.
5. Any persons or groups using the park facilities are to put their trash in designated containers.
6. No roller skates, skateboards or bicycles allowed in the shelter.
7. No off-road vehicles, 3 and 4 wheelers, off-road motorcycles, snowmobiles and go-carts are allowed in the park.
8. No person shall make or maintain an open fire except in the facilities provided for that purpose by the Town of McCordsville.
9. No fireworks are allowed in the park, other than those approved and supervised by Town officials.
10. All noise must be kept to a level so as not to disturb the peace of adjacent property owners and fellow park users. The Town's Noise Ordinance will be enforced.
11. Loose animals are not allowed on the premises, and all pet owners must pick up after their animals.

12. No profanity or other conduct that unreasonably interferes with the quiet enjoyment of the park by others is allowed on the premises.
13. The McCordsville Shelters or Parks shall not be used for commercial purposes or for any purposes not in the public interest.
14. The Town of McCordsville reserves the right to terminate any activity that becomes abusive or destructive to the Town or private property.
15. Park facilities must be left undamaged, clean and in an orderly condition.
16. The individual and activity sponsor requesting use of the facility shall be responsible for the event and must be present at the Park throughout the event. It is their responsibility to ensure that a participant or spectator does not possess a firearm, knife, archery equipment or any other dangerous items or illegal substances.
17. No person shall cut, injure, deface, remove or disturb any property of the Town.

Rental Fee:

- The qualifying organization must submit a check in the amount of \$50 to the Town Clerk-Treasurer's Office prior to the use of the **Community Room or**
- **Town Hall Park Shelter**. There is no fee to use the Old School Park Shelter, but a reservation is required.
- Accompanying the rental check, the applicant must sign the Town's release form and will be liable for any damages. Damages will be assessed and billed by the Town to the applicant.

Access to the Town Hall:

- Prior to your event at Town Hall Park and once the deposit is received you will be given a keycard for the door located on the **west side** of the building off the large parking lot for access to the restrooms located in Town Hall.

By signing the Park Shelter Reservation Request Form, you agree to these rules.