
Subject: USE OF CITY PARKS**No. 80.7****Date: January 10, 1994****Page: 1 of: 3**

PURPOSE:

To designate the appropriate use of City parks.

SCOPE:

All events within the City of Kalamazoo parks.

POLICY:

Special events require permission to use and/or reserve a park for a defined temporary period of time. Such events are sufficiently removed from ordinary, day-to-day park usages and/or activities to necessitate such permission. They require a relative exclusivity of usage for a defined period of time, in that (generally) no other "special" event can reasonably be expected to take place at the same time in the same park. Special events which, by their nature interfere to a greater or lesser extent with day-to-day usage, require City Commission approval for the setting aside of generally accepted normal and unimpeded usage. No special event may bar general access to the park in which the event takes place. Sponsors and/or organizers of such an event may not erect barriers restricting normal access to the park, or for the purpose of collecting an admission charge (or other fee) simply to enter that park.

Events which, by their nature, necessitate waivers of City policies and/or ordinances require explicit City Commission approval for such requested waivers. By charter only the Commission may do so.

Use of a park will not be denied on the basis of religion, race, color, national origin, age, sex, or marital status.

Ordinances which regulate noise shall be observed. Amplified equipment is permitted only until 12:30a.m. unless an exemption is approved by the Special Events Committee.

Weddings, family reunions, class reunions, company picnics, and other gatherings of a basically social nature which involve a restrictively defined list of "guests" are essentially private affairs in public places, and not as special events. Parks may not be reserved for such activities, although they may, of course, take place in our parks. It is not the business of the Parks and Recreation Advisory board, nor of the City, to become involved in scheduling such private events. As they are generally not open to the public at large, it would be unfair to deny people access to a public park to accommodate such a gathering, no matter how laudable the purpose.

Acceptable uses and purposes which would define a special event include:

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1. Education
2. Entertainment
3. Political meetings and/or rallies
4. Cultural events
5. Ethnic celebrations
6. Community-building events
7. Showcasing: promotional events and exhibitions
8. Celebratory events of community significance
9. Athletic events such as Corporate Olympics
10. Religious activities
11. Fund-raising events, as long as such events also provide one or more of the above. (Rummage sales, or any sale of used items for less than the price when new, are not considered an appropriate activity for City parks.)

Each special event must provide a well-defined plan of organized activities with the request for park use. Such a request should be made at least 60 days before the planned event, which will allow enough time for Public Safety, Public Works, and any other involved City Department, as well as PRAB, to provide all pertinent data to the City Commission for a final decision.

The number of special events wishing to use a park will only increase in the future. In the past there have been some scheduling conflicts, when two or more groups wanted the same park on the same date. To deal with this, preference should be given to events which have a recognizable local element in the sponsoring group, and to well-established events with acceptable past performance. Preference shall also be given to annual events which are scheduled for the same day/date every year. Events which consistently violate park rules, City policies or ordinances, or other restrictions, should have that behavior weighed when requesting use of a park in the future.

PROPOSED RATES FOR STAGE USE

A.	In Bronson Park (Regular)	\$150*	\$575
B.	In Bronson Park (Overtime)	\$150	\$650
C.	Within the Central Business District (Regular)	\$300	\$575

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D.	Within the Central Business District (Overtime)	\$325	\$650
E.	Outside the Central Business District (Regular)	\$325	\$750
F.	Outside the Central Business District (Overtime)	\$350	\$850
G.	Outside the City	T & E**	T& E**

* The Century Stage is normally located in Bronson Park, therefore, no labor charges will be assessed.

**T & E -Charges shall be based on actual time and equipment costs incurred by the City plus any applicable administration charges.

NOTE: Organizers who require City personnel to open and close a stage after normal working hours, (7:00 a.m. to 4:00 p.m.) will be charged for this service.

EFFECTIVE DATE: January 10, 1994

SEE ALSO:

- Park Festival Rules/Vendor Booths (CC Policy)
- Special Events (CC Policy)
- City Park Rules (CC Policy)

HISTORY: