Special Events/Fundraisers Requirements

PURPOSE: The purpose of this policy is to specify and clarify procedures regarding the use of municipal parks for special events or fundraising events. A Special Event or Fundraiser can be defined as any event that exceeds 66 people, which is open to the general public, and/or where fundraising may occur through an event pre-registration or where donations will be accepted. This policy applies to:
- all municipal park areas, including the Sidney Friedman Park
- the community swimming pools*, and
- Orchard Park Amphitheater

Millbrook Marsh Nature Center’s rates for rentals related to Special Events/Fundraisers can be found starting on page 19. All special events/fundraisers must follow the rules and regulations posted here, but the Marsh’s rate structure is different.

*The community swimming pools also have a separate fee schedule for Funbrella rentals as well as general pool rentals. A fundraiser or special event request for a community pool would be subject to this policy.

Permits must be secured for special events/fundraisers AT LEAST 60 days in advance.

Special requirements are necessary to balance the use at the various municipal parks and to ensure that parking is available for all events scheduled at the parks as well as for general drop-in users. The municipal parks are popular areas and are used for family and group picnics, sports activities such as tennis, softball, baseball, soccer, and general park enjoyment along various walking paths and trails. CRPR is charged by the various municipalities with overseeing large group activities at the parks including pavilion rentals, special events requests, and fundraisers.

The following types of large group events are subject to the provisions of this policy:
- Community events sponsored by Centre Region-based civic or social organizations,
- Fundraising events sponsored by a Centre Region-based non-profit group or agency to benefit a Centre Region-based program,
- Centre Region-based company picnic involving more than 66 visitors;
- Special athletic or sporting events by a Centre Region-based group,
- Concerts or public performance events at any park,
- Special events at Tudek Dog Park,
- Other events as determined by the Director or the Centre Region Parks and Recreation Authority

The following rules apply:
- Since each event is somewhat unique, the Director of Parks & Recreation will determine if the planned event shall be covered by this policy.
- Each organization sponsoring a special event/fundraiser must be sponsored by a group based in a participating municipality of Centre Region Parks & Recreation, unless expressly waived by the Director or the CRPR Authority.
- None of the municipal pavilions can singly accommodate more than 68 people; therefore, multiple pavilions are required as part of the rental process.

The following fees apply:

| Special Events/Fundraisers (seating for 66+ people) | $150 / 3 hr. block (minimum)  
+$20 electric use fee for Holmes-Foster and Sidney Friedman Park pavilions  
$50/hr. for additional hours.  
$350 / 8 hr. block (maximum) “All Day” rate  
+$50 electric use fee for Holmes-Foster and Sidney Friedman Park pavilions. |
Rentals are limited to:

- Holmes-Foster pavilions #1 and #2
- Sunset pavilions #1 and #2
- Sidney Friedman Parklet Performance Canopy
- Spring Creek Park pavilions #1 and #2
- Tudrek Park pavilions #1 and #3 (#2 would be added if needed)
- Circleville Park pavilions #1 and #2

Special Event/Fundraiser Organizers must be recognized as an officially organized group or a PSU-recognized group in good standing; all PSU-recognized groups must provide an “in good standing letter” from the Penn State Office of Student Activities.

For Fundraisers, sponsoring group must be recognized as an official non-profit, and must provide a copy of the current IRS-determination letter and/or the PA Bureau of Charitable Organizations letter.

Special Events requests will be considered on a case-by-case basis, but only a few locations can accommodate a large special event. Approval is at the discretion of the Centre Region Parks and Recreation Director.

**SCHEDULING**  
Picnic pavilions are available to be reserved by groups no more than one year in advance. A large group event form must be completed and all documentation supplied before a rental is scheduled; in addition, no rental will be booked without all fees paid at the time of booking. **Permits must be secured for special events/fundraisers AT LEAST 60 days in advance.** In addition, the Director may:

- deny or revoke permits to any event which is not compatible with the park facility or other scheduled events;
- restrict the total number of Special Events/Fundraisers which may be held per year at each park;
- deny or revoke permits to any event with the potential of overloading park visitor capacity with respect to public safety or facility damage;
- suggest alternate locations in order to better accommodate Special Events/Fundraisers with respect to public safety, parking, visitor capacity;
- move activity locations or cancel specific activities if inclement weather has created hazardous conditions or the potential for excessive facility damage.

All cases of permit denial or revocation may be appealed to the Centre Region Parks & Recreation Authority at their next regularly-scheduled monthly meeting.

**EVENT PLANNING:** Special event/fundraiser organizers shall meet with the Director or designee at least 60 days prior to the event to review preliminary event plans, determine activity locations in the park, and confirm all operational details. A second meeting 7-10 days prior to the event may also be scheduled. Provisions for rain should be made by the sponsoring group with regard to all event operations (parking areas, activities, food service, etc.). CRPR must approve event details in advance.

**TENT POLICY:** If you intend to erect tents of your own or tents owned by a third party, you will need to adhere to the following policies regarding tents:

- Any tents greater than 400 sq. ft. that will have side panels will require a Centre Region Code Agency permit.
- Any tents greater than 900 sq. ft. that will not have side panels will require a Centre Region Code Agency permit.
- The permit fee is $25 and should be applied for no less than one full week in advance of your approved event.
- Once a permit is filed, an inspection of the tent will be scheduled, and the resulting approval/form must be attached to one of the tent poles and visible at all times.
- A tent’s Fire Retardant Certificate must be provided to the Code Inspector.
- The tent owner must provide to CRPR a Certificate of Insurance proving that the owner carries liability insurance.
- Tents under 900 sq. ft. must have one (1) 5 lb. fire extinguisher on-hand during inspection and the duration of the event.
- Tents 900 sq. ft. and larger must have two (2) 5 lb. fire extinguishers on-hand during inspection and the duration of the event.
- A drawing of the location of the tent must be provided with the permit request in addition to being provided to CRPR during the planning stages.
- Tent stakes/support guy wires must be 12’ or more from any structures, parking lots, trees, vehicles, signage, etc.
- Installation areas must be marked for utilities in advance of any tent installation if there is even the slightest chance that underground utilities are in the area. Utility marking is the sole responsibility of the permit holder and should only be scheduled once permit holder has an approved tent location from CRPR.

**PARK OPERATIONS:** Centre Region Parks and Recreation is not able to financially assist special or fundraising events. The agency may assign staff for park maintenance before, during, and after the event (for trash collection, restroom maintenance, special setups/take downs, facility maintenance), based on the potential number of visitors the event may generate. The agency will invoice the event sponsors for all expenses incurred that were in excess of the normal level of park operations (such as manpower and utilities), based on the potential number of visitors the event may generate. Only agency employees are permitted to operate agency vehicles and equipment. The large event sponsors may also be required to provide volunteers to direct event parking and pedestrian access or to provide overflow parking at a non-municipal owned area, and to assist with trash collection duties. Therefore, the organizing group can expect to pay for these functions:
- Permit fees
- Tent Permit fees,
- Food Service Permit fees,
- Extra agency staff expense depends on event details; an estimate can be provided in advance,
- Repairs to park facilities, as required and if resulting from the group’s use,
- Portable toilet rentals (supplemental) from a private supplier, pending event details,
- Additional insurance premiums for coverage of the park and, if needed, for any private parking areas near the park (see below).

**INSURANCE:** All rentals except family rentals shall provide to CRPR, in advance of the event, a Certificate of Insurance which:
1. Provides evidence of coverage in both commercial general liability insurance and automobile liability insurance (if applicable) for a minimum coverage amount of $1,000,000 per occurrence, combined single limit, and
2. For pavilion rentals, a Certificate of Insurance must include:
   - Centre Region Parks & Recreation Authority and the owning municipality as additional insureds.
   - Be date specific to the event.
   - Example: Additional insureds: Centre Region Parks and Recreation Authority and Patton Township (Circleville Park) for Saturday, June 8.
3. For Millbrook Marsh Nature Center rentals, a Certificate of Insurance must list Centre Region Parks & Recreation Authority and the Pennsylvania State University as additional insureds and should be date specific; in addition, if a third-party is renting the Nature Center and enacting an alcohol permit, the Certificate of Insurance must list Millbrook Marsh Nature Center (MMNC), the MMNC Advisory Committee, Centre Region Parks & Recreation Authority, the Council of Governments (COG), and the Pennsylvania State University, and the general liability limits must follow the specific policy noted on page 19.
4. Family rentals do not need to provide a Certificate of Insurance.

The minimum coverage amount that is required by CRPR may be increased pending the event or an additional rider may be requested. Food service operations may require additional permits, and these are typically approved by the municipality that owns the particular site where the special event is to be held. Additional insurance coverage for food service (as well as meeting the requirements of the municipal health department) may be required. In addition, other groups or businesses which use park facilities during special events (i.e., third-party concessionaires like food vendors) must also present in advance a similar Certificate of Insurance for their operations. Please contact CRPR regarding specific insurance requirements for the planned event.

**PARKING & VEHICLE ACCESS:** Parking at all parks can be at a premium. Parking is permitted only in designated spaces. No parking on the grass or in driveways is permitted during a large group event, except with the express written permission of CRPR. The organizers should also make arrangements to furnish Parking Guides (volunteer or paid) to safely direct vehicles to the proper spaces, as well as providing safe pedestrian crossings of nearby roadways.
- Considerations should be given to making directional and information signs for your event.
- Vehicles parked illegally on park property or public roadways will be ticketed by Police and are subject to towing at the owner’s expense.
- It is especially important that no emergency access areas be blocked during the event.
- Vehicular access to any areas off the paved roadways must be approved by CRPR in advance, including by event contractors, caterers, event leaders, etc.

COMMERCIAL ACTIVITIES: Commercial activities involve, but are not limited to, selling goods or services to the public, holding private classes or activities in the parks where participants register with a third-party, or political activities involving campaigning for votes, stumping, political speeches, candidate endorsements, or political fundraising. Commercial activities are prohibited in all parks, except as specifically permitted by the Director of Parks & Recreation or the elected officials of the municipality that owns the park. In the case of the two public swimming pools, the Centre Region Parks & Recreation Authority must approve all requests for commercial activities. Organizers must allow 60 days prior to the event to obtain the necessary approvals.

If a commercial activity is found operating within a park without a permit, the Director of CRPR has the right to request that the vendor cease all activity immediately. Additional steps will be taken if that request is not heeded by the vendor.

FEES TO PARTICIPANTS: No private group may charge an entrance fee to visitors for admittance to public park property. Similarly, no parking fee may be charged. For fundraisers, it is required to host registration in advance for a 5K for example. However, donations may be requested from event participants, and donations may be requested for special services, products or events offered by the organizer (i.e., food, family or individual games).

MISCELLANEOUS ITEMS
- The placement of all temporary structures and activity locations related to the event must be approved by CRPR staff.
- The sponsor shall advise the municipal Police Department (for the park site) of all event details at least three (3) weeks prior to the event.
- If the event involves any food services, municipal Health Department requirements may apply, and a pre-event Health Dept. inspection may be required. The sponsors should call the municipal Health Department for information at least three (3) weeks prior to the event.
- The sponsor should make provisions for adequate first aid care at the park during the event.
- All provisions of the municipal park ordinances apply to Special Events/Fundraisers.
- Alcoholic beverages and illegal drugs are strictly prohibited in all municipal parks.
- Pets are prohibited in all Borough parks (exception: they are permitted on-leash at Lederer Park & Walnut Springs Park) and must be kept on a leash in all Township parks (except inside the Tudek Dog Park).

THIRD-PARTY VENDORS and/or THIRD-PARTY RENTED SERVICES/EQUIPMENT:
Often, CRPR receives requests with pavilion rentals and large group events, special events, and fundraisers for additional entertainment activities or rented equipment. The following items are NOT permitted in any municipal- or regionally-owned park unless special permission is granted by the CRPR Director.

- Inflatables (ex.: bounce houses, inflatable obstacle courses)
- Pony Rides
- Third-Party Concessionaires
- Party Equipment (ex.: dunk tanks, basketball tosses, climbing walls)
- Party Services (DJs, specialty vehicles, Bubble Football)
- Generators
- Food trucks
- DJs

Items that are allowed to accompany events, rentals, or fundraisers:
- Caterers who deliver food and set-up food serving lines; no on-site cooking is allowed and no food trucks.
- Portable Gas Grills and they must be utilized outside of the pavilion (not under cover). Most pavilions do have permanently-installed charcoal grills.
- Ipods and Bluetooth Speakers (speakers cannot be larger than 8” high); music must be kept very low and should not be heard outside of the pavilion.