

Homer-Center Recreation and Park Board
PO Box 45
Homer City, PA. 15748-0045
<https://hcparkandrec.com/>

Special Event Permit Application and Rules

Applicant/Permit Holder Information

Name:		
Organization:		
Address:		
Phone:		
Mobile Phone:		
Email:		
Event Dates	From:	To:
Event Times:		
Required Attachments: Payment <input type="checkbox"/> Security Deposit ID		
Other Attachments: Insurance Binder Event Plan Fundraiser Letter		

Official Use Only		
Received Date:	<input type="checkbox"/> Cash <input type="checkbox"/> Check # <input type="checkbox"/> PayPal	By:

Facilities Requested

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Rate Per Day	Number of Days	Fee

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Rate Per Day	Number of Days	Fee

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Rate Per Day	Number of Days	Fee

Fees Due

Security Deposit

Total Due

- Your application will *not* be processed unless the insurance binder, payment, Event Plan (if required), and Fundraising Letter (if required) are attached to the application.
- Your completed application, along with all required attachments, may be submitted:

By mail to: Homer-Center Recreation and Park Board
 PO Box 45
 Homer City, PA. 15748-0045

Online at: <http://hcparkandrec.com/parks/>

- **Your event is not permitted until approved by the Board.** The board meets on the second Monday of each month. It is your responsibility to submit your application to the Board well ahead of the event in order to secure timely approval. It is recommended you submit your application to the Board for consideration at the meeting the month before the event. For example: If your event is in May, submit the application before the second Monday in April. **Events held without a permit will subject the event holder to criminal and civil prosecution.**

General Park Rules

- “Board” refers to the Homer-Center Recreation and Park Board
- No firearms, rifles, shotguns, or weapons of any kind.
- No illegal drug possession or sales, or any other type of criminal activity.
- All fireworks and pyrotechnics are prohibited.
- No littering; violators subject to citation and/or fine.
- Camping in parks is prohibited.
- Fires of any kind are prohibited.
- Restrooms must be left in clean and orderly condition.
- No glass bottles/containers/items allowed.
- Noise levels, including sound equipment, must not be unreasonable or disturb the peace.
- Vehicles must park in paved, designated parking spots; service roads are for Authorized Vehicles Only.
- Parking on grass areas or fields is strictly prohibited.
- No alcoholic beverages.
- No smoking or tobacco use of any kind are allowed, including electronic cigarettes or vaporizing devices.
- No model airplanes or drones are allowed in parks.
- Park hours are sunrise until sunset for unlighted areas and sunrise until 11 pm for lighted areas.
- Animals, except service animals, are not permitted on playgrounds, courts, or ball fields at any time.
- Do not stake tents or equipment. Water, sand, or concrete ballasts are the only allowable means for securing these items.
- Do not attach any sign, advertisement or notice or otherwise cause damage to any tree or shrub.
- Any representative of the Board, any police officer, and/or any code officer has the right and the authority to eject from the park any person acting in violation of any park rule or regulation. Anyone refusing an order to leave the park will be prosecuted for trespassing.

- Any representative of the Board, any police officer, and/or any code officer has the right and the authority to seize and confiscate any property, thing, or device in the park that is in violation of any park rules and regulations.
- Refuse must be collected and properly disposed of in the receptacles provided. If there are no receptacles or the receptacles are full, the user is responsible for removing rubbish and debris from site. Plastic, paper, and cardboard must be recycled if recycling receptacles are provided.
- Vending without a Special Event Permit is prohibited.
- Facilities may be used on a first come-first served basis during the hours the parks are open. Facilities may be reserved by obtaining a Special Event Permit.
- No event with an expected attendance of 51 or more persons may be held without first obtaining a Special Event Permit.
- Signs or banners used as directional and/or informational signs must be removed at the end of the event.
- Signs and banners must be affixed so no damage is caused (i.e. no nails, push pins, or tape that will remove paint).
- Cooking is permitted only in designated areas and only using the outdoor grills provided. No personally owned grills or cooking appliances are permitted. Anyone using the outdoor grills provided must use their own charcoal, clean out the grill, and dispose of the used charcoal properly and safely. Ensure any fire is completely extinguished before leaving the premises.
- Egress routes shall not be blocked by items that would prevent the full width of the egress route from being utilized in an emergency.
- Propane, gasoline, diesel fuel, and other flammable or combustible materials are prohibited
- The use of candles, incense, luminaries, and other open flames is prohibited
- Property of the Board shall not be removed from the premises.
- Video surveillance cameras are in use in the parks.

Special Event Permits

- Definitions
 - “Events” are temporary grouping of individuals, public or private, for defined purposes, that take place over a limited timeframe, such as hours or days. Events include – but are not limited to – fairs, festivals, concerts, shows, performances, showings of movies, party, reception, walks, runs, weddings, political rallies, demonstrations, concerts, fundraisers, picnics, sports tournaments, and any for profit activity.
 - “Event Plan” is a written plan to bolster the community’s ability to respond to the exceptional demands that would be placed on emergency services, to reduce response times, and better enable agencies to respond should an emergency or disaster occur at the event. An event plan:
 - Addresses emergency preparedness for the event.
 - Provides emergency prevention strategies for the event.
 - Defines roles and responsibilities in advance for the response to an emergency or disaster at the event.
 - Conforms to federal, state, and local emergency planning requirements.
 - “Expected Attendees” is everyone attending or working at the event – vendors and customer; coaches, players, spectators; etc.
- Permits Required
 - Events with 50 or less expected attendees may be held at the park without prior permission from the Board or a permit. Facilities are on a first come, first served basis. All facilities are still open for use by the general public.
 - Events with 50 or less expected attendees may reserve facilities for their exclusive use by obtaining a Special Event Permit. Facilities will be reserved for the exclusive use of the event/permit holder for the dates and times indicated on the permit. Facilities will not be open for use by the general public.
 - ***The holder of any event with 51 or more expected attendees MUST obtain a Special Event Permit prior to the event being held.***
- Application Requirements
 - Permit Applications for events with **50 or less** expected attendees require:
 - Completed application
 - Paid Fee(s)
 - Paid \$150 security deposit.
 - Copy of event/permit holder’s government issued identification.

- If the event is a fundraising activity, a letter from the organization or individual the funds are raised for indicating the organization or individual gives permission for the event.
 - Liability insurance in the amount of \$1,000,000. The Homer-Center Recreation and Park Board, Homer City Borough, Center Township, and the Homer-Center School District must be named in the policy as additional insureds.

- Permit Applications for events with **51 or more** expected attendees require:
 - Completed application
 - Paid Fee(s)
 - Paid \$250 security deposit.
 - Copy of event/permit holder’s government issued identification.
 - If the event is a fundraising activity, a letter from the organization or individual the funds are raised for indicating the organization or individual gives permission for the event.
 - Liability insurance in the amount of \$1,000,000. The Homer-Center Recreation and Park Board, Homer City Borough, Center Township, and the Homer-Center School District must be named in the policy as additional insureds.
 - An Event Plan. The event/permit holder must contact the Homer City Borough/Center Twp. Emergency Management Coordinator (724-479-8005; 8:30 AM to 4:30 PM, Monday through Friday) to create an Event Plan.

- Fees
 - Fees are based on the number of expected attendees, per day, per facility.
 - For example: The fee for a three-day softball tournament with 100 expected attendees per day using two fields would be \$100 daily fee times 2 facilities times 3 days = \$600.

Number of Expected Attendees	Daily Rental Fee
1 – 50	\$50
51 – 100	\$100
101 – 200	\$200
201 – 300	\$300
301 – 400	\$400
401 – 500	\$500

- Occupancy

- The event/permit holder is responsible to ensure the maximum occupancy limitation at the park is not exceeded.
- Occupancy limits at the parks are as follows:
 - Aultman Park – 200
 - Floodway Park – 500
 - In Town Park – 350
 - Lucerne Park – 500
 - Parking Area at the Homer City Pool – 250
 - Risinger Park – 200
 - Syntron Field – 200
- The Board may stipulate a reduced occupancy in the permit based on the reduction of open space caused by event structures (food booths/trucks, carnival rides, stages, etc.); parking availability; and/or traffic and public safety concerns.
- The event/permit holder shall obey any additional occupancy limitations or restrictions on gatherings imposed by federal, state, or local order.

- Sanitation

- The event/permit holder shall provide an equal number of portable toilets and hand washing stations according to the number of people expected to attend and the expected length of the event as given in the chart below. The required number of portable toilets and handwashing stations shall be provided each day for a multi-day event. (For example: 100 expected attendees for a 5-hour event = 3 portable toilets *and* 3 handwashing stations for each day of the event.) Portable toilets and handwashing stations shall be serviced as needed during the event.

		Expected Length of Event, in Hours									
		1	2	3	4	5	6	7	8	9	10
Number of Expected Attendees	50	1	1	1	1	2	2	2	2	2	2
	100	2	2	2	2	3	3	3	3	3	4
	250	2	2	3	3	3	4	4	6	6	8
	500	3	4	5	5	5	6	6	7	7	8

- The event/permit holder shall provide 55-gallon trash cans with liners as given in the chart below. Trash shall be removed from the cans regularly during the event. Trash cans shall not be allowed to overflow onto the ground.

Number of Expected Attendees	Number of Trash Cans Required
1 – 100	5
101 – 150	8
151 – 200	10
201 – 250	13
251 – 300	15
301 – 350	18
350 – 400	20
401 – 450	23
451 – 500	25

- Neither electric nor water service is available at any park. The event/permit holder is responsible for providing adequate electric and water sources. All electric wiring and water piping shall comply with applicable laws and codes. The Board may require inspections prior to issuing a permit.
- Emergencies
 - Call 911 for all emergencies.
 - Event/permit holders for events with 50 or less expected attendees shall familiarize themselves with the ***Emergency Response Guidelines*** available on the Board’s website for procedures to follow should an emergency occur during the event.
 - Event/permit holders for events with 51 or more expected attendees shall follow the Event Plan should an emergency occur during the event.
- Security
 - Based on the type of event and the number of participants, the Board may require the event/permit holder to employ security guards and/or police officers at the event.

- Additional Special Event Permit Rules
 - All General Park Rules apply.
 - The event/permit holder is responsible to ensure all General Park Rules, Special Event Permit Rules, and conditions of Special Event Permits are obeyed. If necessary, the event/permit holder shall contact the Board, police, or code officer to have the rules enforced.
 - The hours stipulated in the permit include set up and clean up time.
 - Activities may be held only in the area designated by the permit. Premises must be vacated by park closing.
 - The permit must be displayed on demand of the Board, police, or code officer.
 - No markings are permitted on Board property. Violators will be charged for removal.
 - Parking food trucks, carnival ride trucks/trailers, and similar vehicles that are part of an event may be allowed on grassy areas as a condition of the permit – weather and ground conditions permitting. Vehicle are not allowed, even with a permit, to park on dirt infields. The event/permit holder is responsible for any damages to turf or fields and restoring them to their previous condition.
 - Food service shall always comply with applicable laws and regulations.
 - The event/permit holder is responsible for cleaning up after the event, disposing of all refuse, and all damages.
 - The park will be inspected by the Board before and after the event. The event/permit holder is encouraged to participate in the inspections. Any security deposit will be returned after the post event inspection. The cost of any damages or cleanup will be deducted from the security deposit.
 - Inspections may occur during the event. Any violations found are to be corrected immediately. Violations are cause for the Board, police, or code officer to revoke the permit and cancel the event.
 - No fees shall be returned unless the Board receives a written and dated request of cancellation at least seven (7) days prior to the date of the event. Returning fees based on weather cancellations will be decided by the Board on a case-by-case basis. Security deposits will be returned for all cancelled events.
 - Special Event Permits are non-transferable.
 - The event/permit holder is responsible for any damages
 - The event/permit holder is responsible to ensure any temporary orders issued by federal, state, or local authorities are obeyed.

- Any representative of the Board, police officer, or code officer has the right and the authority to revoke any Special Event Permit upon finding a violation of any law, rule, ordinance, or condition of the permit; falsified application; or upon good cause shown. No refunds will be given for revoked permits.

By renting this facility, I agree to abide by the applicable federal and state laws, local ordinances, and rules and regulations of the Homer-Center Recreation and Park Board and save and hold blameless the Homer-Center Recreation and Park Board, Homer City Borough, Center Township, and the Homer-Center School District from any and all claims for injuries and/or damages, personal or otherwise, that may arise out of the use of the property without regard to whether the injuries and/or damage, personal or otherwise is brought about or caused by negligence, whether on the part of the representative, its group or its individuals, Homer-Center Recreation and Park Board, Homer City Borough, Center Township, the Homer-Center School District or any combination thereof.

Under penalty of 18 PA C. S. 4904 (relating to Unsworn Falsification to Authorities) I certify that all of the information contained in this application and attachments is true and correct to the best of my knowledge, information, and belief.

Applicant/Permit Holder Signature

Date