



# Municipal Park Events

## Policy #REC 07-14

**PURPOSE:** To establish a consistent policy regarding the use of Municipal Park Facilities by the public for the purpose of charity or non-profit events. Events in community parks enhance the quality of life, provide entertainment, promote local economic health, attract visitors, and contribute to the dynamic atmosphere of the community.

**POLICY:**

In addition to the normal use of municipal parks, these areas are also meant to be used for special events. Not-for-profit organizations (or charity groups), may use the municipal park facilities at the discretion of the Chief Administrative Officer (CAO) of the Town of Claresholm.

**PARAMETERS:**

Formal requests to use any Municipal Park for any event must be presented to the CAO in writing (email or letter). The request must include details of the event such as:

- Date(s) and time(s) of the event
- Location(s) of the event
- Exact premises involved (use of structures of facilities, ex: restrooms)
- The name(s) of the individuals and/or groups involved
- The exact reason for the event
- The signatures of all parties involved

Requests should be submitted 14 days prior to the scheduled event to allow the Town of Claresholm appropriate amount of time for review and preparation of the municipal park facilities accordingly. Requests submitted on a shorter timeframe will still be considered, but restrictions may apply. A detailed sketch may be required with the request if you plan to use an outdoor tent, equipment, trailers, stages etc. Any requests for the use of Municipal Park Facilities that are for profit purposes or private functions will be referred to Town Council for approval. All users, regardless of usage, may be required to enter into a User Agreement.

**NOTE:**

The Town of Claresholm Administration will review each request and provide written response to the involved parties. The event must adhere to applicable Provincial, Federal and Municipal regulations. If an event is found to contravene Provincial, Federal or Municipal regulations, bylaws or policies, the event may be shut down immediately and future use of these municipal park facilities may be restricted from the user.

**EFFECTIVE DATE: JULY 15, 2014**