

Town of Coats

Park Use Agreement (PUA) Event Guidelines and Criteria

The Town of Coats Parks and Recreation Department is committed to providing safe, welcoming, and well-maintained park spaces that support recreation, community gatherings, and special events for residents and visitors. In addition to regular public use, the Town may allow organized events or activities to take place within Town parks when those uses align with park operations, available resources, and community values.

To help manage park use fairly and responsibly, the Town of Coats has established the following Park Use Agreement (PUA) guidelines. These guidelines outline when a PUA is required, the application process, expectations for event organizers, and applicable fees.

When Is a Park Use Agreement Required?

Informal, spontaneous, non-exclusive use of Town of Coats parks, such as casual picnics or small gatherings that do not interfere with general public use typically does not require a Park Use Agreement.

However, a Park Use Agreement **may be required** for events or activities that meet one or more of the following criteria:

Criteria Used to Determine the Need for a PUA

A Park Use Agreement may be required for events that:

- Go beyond normal, everyday park use
- Require amenities beyond existing park resources (such as tents, stages, generators, inflatables, timing equipment, or amplified sound)
- Include **50 or more participants**
- Use the park as a **regular or recurring gathering place**
- Require use of **two or more park facilities**
- Take place **outside of normal park operating hours**
- Require **exclusive use** of a portion of the park or an entire facility that is not otherwise available for general public use
- Exceed the capacity of park infrastructure, parking, or staffing
- Involve wild animals or large groupings of domestic animals
- Charge participant fees or collect donations
- Require a **Certificate of Insurance**
- Are organized or coordinated by a third-party organization
- Are publicized or advertised to encourage public participation

The Town of Coats reserves the right to determine when a Park Use Agreement is necessary based on event size, scope, frequency, and potential impacts.

Park Facilities Available for Reservation

The Town of Coats currently offers the following facilities for reservation through an approved Park Use Agreement:

- One picnic shelter
- Ball fields
- Ball field lighting
- Concession stand

The Town does **not** offer classroom space or photography-specific permits.

Park Use Agreement Process

Organizations or individuals seeking to host an event requiring a PUA must submit a **written request** to the Town of Coats Parks and Recreation Director for review.

- Requests for **exclusive use of the entire park** must be submitted **at least three (3) months in advance**.
- All other requests must be submitted **at least one (1) month in advance** of the proposed event date.
- Park Use Agreements will not be approved for events scheduled more than **one year in advance**.
- A **signed Park Use Agreement** is required no later than **two (2) weeks prior to the event date**.
- Public advertising or announcements of the event may occur **only after the PUA has been fully executed**.

Insurance and Waiver Requirements

Event organizers may be required to provide proof of liability insurance depending on the nature and size of the event.

- Insurance coverage must include limits of **\$1,000,000 per occurrence / \$2,000,000 aggregate**
- The **Town of Coats must be named as an additional insured**
- Proof of insurance must be submitted at least **two (2) weeks prior to the event**, or earlier if requested

If the organizer's general liability insurance is insufficient, **Special Event Insurance** may be required.

Additionally:

- Event organizers must require all participants to sign a **liability waiver** releasing the Town of Coats from responsibility, this could also be in the form of a sign at the entrance of the event in the case having everyone sign is not feasible.
- A copy of the waiver must be provided to the Town prior to participant registration
- Failure to provide required insurance or waiver documentation may result in cancellation of the Park Use Agreement

Event Organizer Responsibilities

Approved events must meet the following expectations:

- Maintain clear and timely communication before, during, and after the event
- Designate a **single event coordinator** as the primary point of contact
- Provide reliable “day-of-event” contact information (cell phone required)
- Supply adequate volunteers or staff for parking, traffic flow, setup, monitoring, and cleanup
- Provide additional facilities as needed, including portable restrooms
 - For larger events, portable restrooms may be required in addition to park restrooms
 - Recommended ratio: **1 portable restroom per 50 participants**
- Provide necessary event equipment (tents, tables, chairs, generators, etc.), unless otherwise approved by Town staff
- Comply with all applicable emergency services, safety, and notification requirements

Denied Requests

The Town of Coats reserves the right to deny or revoke a Park Use Agreement for reasons including, but not limited to:

- Conflicts with Town-sponsored events or previously approved agreements
- Failure to meet application deadlines
- Past failure to comply with park rules or prior agreements
- Event size exceeding park capacity
- Insufficient staffing or resources to support the event
- Excessive wear and tear on park facilities or grounds
- Events that negatively impact general public use
- Events deemed inconsistent with Town ordinances, State laws, or community standards
- Events that would detract from the public image of the Town of Coats

Fee Structure

All approved Park Use Agreements are subject to the following fees:

- **Picnic Shelter:**
 - \$50 for a **3-hour reservation**
- **Ball Field Rental:**
 - \$20 per hour (one field)
 - \$40 per hour if **ball field lights** are used
- **Ball Fields and Concession Stand (combined use):**
 - \$200 per day

Fees must be paid prior to the event unless otherwise approved by the Town.

Cancellation

If an event must be canceled or terminated, Town staff will notify the event organizer as soon as possible.

- Event organizers may cancel with **fourteen (14) days written notice** and receive a refund of applicable fees
- The Town of Coats is not responsible for any losses or damages incurred due to event cancellation