

Elgin Parks System: Reservations for Exclusive Use Policies and Fees

(NOTE: this is not a complete list and is used for informational purposes, for all park regulations see Section 14 Park Regulations in the City Code of Ordinances, City of Elgin)

The City of Elgin and its authorized representative reserve the right to reserve specific dates and times for community events and/or events sponsored by the City. The City has the right to refuse exclusive use of its facilities.

Reservations are on a first come first served basis and are accepted in person at City Hall on 310 N Main St. or via the mail.

Reservations are not final until payment has been received and processed. Receipt of reservation is used as proof of reservation on the day of your event.

There will be a service charge on returned checks. The reservation contact is responsible for all fees where applicable.

Park Facility	Amenities		Reservation Fees	
	Grills	G	One Time Use	Multi-Use Sport Fields \$1/hour, 20 hour minimum
	Tables	T		
	Electricity	E		
	Water	W		
Elgin Memorial Park	G, T, E, W		\$ 800.00	N/A
Softball Field	T, E		\$ 20.00	\$1.00/hour, 20 hour min.
Hwy 95 Ball Field	T, E, W		\$ 20.00	\$1.00/hour, 20 hour min.
Sand Volleyball Courts	T, E, W		\$ 20.00	\$1.00/hour, 20 hour min.
Tennis Courts			\$ 20.00	\$1.00/hour, 20 hour min.
Pavilion 1	G, E, W		\$ 35.00	N/A
Pavilion 2	G, T, E, W		\$ 75.00	N/A
Concession 1	E, W		\$ 25.00	N/A
Park and Ride			\$ 275.00	N/A
Thomas Memorial Park	G, T, E, W		\$ 550.00	N/A
Softball Field	T, E		\$ 20.00	\$1.00/hour, 20 hour min.
Basketball Courts	W		\$ 20.00	\$1.00/hour, 20 hour min.
Concession	E, W		\$ 25.00	N/A
Pavilion 1	E, W		\$ 35.00	N/A
Pavilion 2	G, T, E, W		\$ 75.00	N/A
Morris Memorial Park	G, T, E, W		\$ 400.00	N/A
Basketball Courts	W		\$ 20.00	\$1.00/hour, 20 hour min.
Veterans' Memorial Park	G, T, E, W		\$ 275.00	N/A
Gazebo	T, E		\$ 75.00	N/A
Shenandoah Soccer Park and Greenbelt	T, W		\$ 275.00	N/A
Goins Picnic Area	T		\$ 125.00	N/A
Open Areas			\$ 20.00	N/A

Pool Reservation for Private Party

- Pool Area Reservation **50** people or less: **\$75/2 hours**
- Pool Area Reservation **51 - 100** people: **\$175/2 hours**
- Pool Area Reservation **101 to capacity**: **\$275/2 hours**
- Concession Building with Pool Reservation Use: \$20/reservation

1. Refundable deposit of **\$100.00** is required with pool reservation
2. Pool reservations may require additional staff and subsequent fees as determined by an authorized city representative.
3. Pool and Pool area may not exceed state code bather load capacity.

<u>Street Closures</u>		<u>Staff Fees</u>	
1-5 Blocks	\$55.00	Police Officers	\$35.00 per hour
6-12 Blocks	\$110.00	City Staff	\$26.00 per hour
13-18 Blocks	\$165.00		
More than 18 blocks	\$220.00		

Park and Pool Exclusive Use Regulations:

1. Reservation days and times are subject to availability.
2. City authorized representative may determine the number of staff necessary for a park reservation.
3. Youth Sport organizations seeking exclusive use of facilities must comply with policies in Section J. Park Exclusive Use Regulations for Organized Youth Sports in the parks ordinance.
- 4. Individuals listed as the contact or person responsible for the reservation of facilities is required to ensure the area reserved is cleaned up after use. Any damages or excessive trash will result in damage fees of a minimum of \$500 depending on the specific damage assessed by city staff.**
- 5. Facility reservations are non-refundable. A change of date for a cancelled reservation will be allowed for one occurrence as long as the reschedule date is available. Outdoor activities are subject to inclement weather, refunds will not be issued due to poor weather conditions. Reservations must be canceled 24 hours in advance of event or \$30 cancellation fee will be applied.**
6. Curfew: 10:30pm unless otherwise authorized by city council
7. Do not drive in the park facility other than the parking area unless authorized by the city.
8. Reservation fees of Entire Park facilities are subject to the special event ordinance.

Special Event Venues and Policy

SPECIAL EVENT means an event with an expected and/or actual attendance of two hundred and fifty (250) and/or more persons that will reasonably require planning to handle matters concerning traffic/parking, security, emergency medical services, litter/waste and toilet facilities.

Reservation fee of Elgin Memorial Park will include the Park and Ride Facility and Softball Field. Park and Ride and Softball Field can be reserved exclusive of Elgin Memorial Park.

Veterans' Memorial Park, Elgin Memorial Park, Thomas Memorial Park, Morris Memorial Park, Shenandoah Soccer Park and Greenbelt

A clean up and damage deposit will be required for each special event. Direct and indirect expenses not recoverable by the deposit will be charged back to the event sponsor, payable in full within fourteen (14) calendar days. Refundable Deposit and Permit fees are not subject to reduction.

Percentages of fees to be paid by event organizers for special events only shall be as follows:

Community Event	20%
Non-Profit Organization	25%
Others	100%

For the following please see the SPECIAL EVENT ordinance and forms for more details, this is not a complete list of rules and policies for special events.

SOLID WASTE PLAN/ TOILETS: A solid waste plan is required for special events.

ALCOHOLIC BEVERAGE CONSUMPTION/SALES: For all events where alcohol is served, proof of purchase of a liquor liability insurance policy in the amount of **\$500,000** naming the City of Elgin as an additional insured is required.

TRAFFIC PLAN: Special events must file traffic and parking plan with the City of Elgin for approval a minimum of 30 days prior to the event.

SOUND POLICY AND EVENT CLOSURE: Event sponsors intending to use amplification devices shall observe the requirements of the City Code (noise ordinance).

SAFETY and SECURITY: The City Manager or his designee shall determine safety and security needs for each event.

FENCING/EXITS: If fencing is required for an event, a fence plan shall be provided to the City of Elgin thirty (30) days prior to the event.

SITE PLAN: A site plan, of the venue that includes but is not limited to, the location of fencing, stage/booths, tents, portable toilets, bicycle spaces, first aid stations, and any other pertinences.

CARNIVALS: A carnival permit is required per City Ordinance.