



Town of Livingston Central Park Use and Reservation Policy

Mission Statement

The Town of Livingston is dedicated to providing quality parks and services to enhance the quality of life for the residents of Livingston.

Statement of Purpose

The purpose of the Town of Livingston Central Park Use and Reservation Policy is to provide facilities for the use and enjoyment of residents of Livingston and Overton County. It is the goal of the Town of Livingston to make the park available for use by organizations and individuals for nonprofit recreational purposes while at the same time preserving them for future generations to enjoy.

Use of Parks

Town of Livingston sponsored activities have precedence over all other activities. Residents of Livingston and Overton County, as well as contracted programs, will receive priority use of parks on a first-come, first served basis.

It shall be standard policy that the parks systems have adequate time for vegetation to "recover" after an event; therefore, at the discretion of the Mayor, two weekends per month may be set aside for said "recovery". Additionally, denial for a park event may include, but is not limited to:

- finding that the proposed activity or use will unreasonably interfere with the general public's use and enjoyment of the area at the time of the event or in the future due to repetitive use or damage to a public facility;
- a finding that the proposed activity or use will entail extraordinary or burdensome expense by the Town;
- any reason for denial of a special event under the standards set forth in Livingston Municipal Code.

Definitions

- "Park" shall refer to the Town of Livingston Central Park.

- "Intoxicating liquors, intoxicating drinks" shall mean all liquors, alcohol, spirits, wine, and other substances as enumerated in the Tennessee Code Annotated (TCA) § 57-2-101.
- "Beer" shall mean all beverages defined as beer in TCA § 57-5-101.
- "Fireworks" shall mean any explosive device or article as enumerated in the TCA § 68-104-101.
- "Firearms" shall include pistols, rifles, shotguns, or other weapons capable of discharging a bullet or shotgun shell, further defined in Livingston Municipal Code and except as provided by TCA § 39-17-13.

Hours of Operation

The Town's Central Park shall be open to the public every day between dawn until 10:00 PM. It shall be unlawful for any person to be in the Central Park between 10:00 until dawn without the prior, written approval of the Mayor and/or the BOMA through the applicable special event permit process.

Intoxicating Liquors, Intoxicating Drinks and Beer

Intoxicating liquors, intoxicating drinks and beer are prohibited on all park grounds except during designated special events. No person shall possess, consume, transport, sell, or dispense any type of beer, liquor or any other alcoholic beverage in the park without the appropriate special event and alcoholic beverage permit.

Tobacco

Use of tobacco products of any sort are prohibited within the park grounds.

Fireworks

It shall be **prohibited** for any person to possess, discharge, or sell fireworks within the Livingston Central Park.

Firearms

It shall be **prohibited** for any person to possess, carry, display, or discharge any firearm within the park.

Fires

No person or group of persons shall ignite, attempt to ignite, or maintain a fire within any Central Park, except that nothing shall be construed to prohibit the use of privately- or publicly-owned barbecue grills, cook stoves, or such other similar implements designed for the cooking of food within designated areas of the park.

Play Vehicles

No person shall use roller skates, coasters, skateboards or any similar vehicle in Central Park.

Pets

With the exception of service animals, pets are prohibited from the park. Service animals must be leashed and under control at all times.

Cleaning

Park facilities must be left in the condition in which they were received. Grounds must be free of trash. Restrooms must be left in an orderly fashion with urinals and commodes flushed.

Beverage Containers

Glass containers are prohibited. The Town staff reserves the right to search any coolers brought into the park.

Additional rules applicable to the Splash Pad and Playground

- Parents or guardians must supervise their children at all times.
- No running or rough play is permitted.
- No service animals, skateboards, bicycles, scooters, or roller blades are allowed in the splash pad area.
- Clean strollers or wheel chairs are allowed in the splash pad area.
- Clean footwear or aqua socks are recommended.
- Littering is prohibited.
- No soap, shampoos, conditioners, body lotions, or body washes are allowed near the splash pad features.
- Spitting, spouting of water, blowing the nose or otherwise introducing contaminants into the splash pad is not permitted.
- Climbing on the fences and the columns is prohibited.
- Children who are not toilet trained must wear a swim diaper.
- Diapers including swim diapers should be changed only in the designated diaper change area within the park's restroom
- The water from the splash pad features is recycled and not suitable for drinking.
- Use of the splash pad facility is prohibited when thunder is heard or lightning is seen, including a 30-minute period after the last lightning or thunder is detected.
- Shelters and their picnic tables are available for general use unless reserved. Groups with a reservation permit have priority use of the pavilion and its picnic tables.

Pavilion & Facility Rental Policy

The pavilion at the Livingston Central Park may be reserved by calling the Town of Livingston. A small fee to offset clean-up and maintenance costs may be charged and payable along with the signing of a rental agreement, before the requested date can be reserved.

The Rotary Main Stage and associated areas of the park is available to rent for special occasions and can be reserved by following the special event application process found under Special Events.

Special Permits and Licenses

A complete application for permit must be made ninety (90) days prior to a scheduled event, but no more than 364 days prior to event. The Mayor shall have the authority to issue or deny a permit request where 199 people, or less, gather during the entire course of an event. Permits for any event where 200 people or more gather during the entire course of the event shall be considered by the Board of Mayor and Aldermen. Applicant must be present at all meetings where the application is considered. Upon approval from either of the aforementioned, additional requirements may need to be met. Requests for application may be obtained by calling or writing the Town of Livingston.

Reservation Procedures/Cancellation/Rainouts

The Town of Livingston Business Office will collect all fees and necessary paperwork prior to park or pavilion use. Failure to pay fees or submit all required paperwork will result in the denial of the request. Because certain events beyond our control are unforeseeable, the Town of Livingston reserves the right to cancel reservations or revoke a special event permit without cause and without notice. If this occurs, the rental group will receive a refund.

Damage/Cleanup Deposit

A refundable damage/cleanup deposit sufficient to cover possible damage may be due at the time a "Usage/Rental Agreement" is signed. Checks shall be in the name of the individual/organization signing all rental documents and made out to the Town of Livingston. The damage/cleanup deposit will be refunded by mail ten (10) working days following the event, after a satisfactory inspection is made by Town staff.

Maintenance Fees

Additional fees may be assessed for any custodial, maintenance or grounds work that is required outside of the regular working hours (i.e. weekends and evenings). These fees will be pre-paid at the time the permit is issued.

Miscellaneous Fees

In certain unusual circumstances additional fees not listed may be charged for special services or maintenance.

Unpaid Fees/Costs

Any unpaid fees or costs billed to the reserving organization will result in legal actions and may disqualify the reserving organization from any future reservations for at least two (2) years or until the amounts are paid.

Credit for Cash or In-kind Donations

Credit toward the above fees may be given at the discretion of the Mayor, in whole or in part, for any cash or in-kind donations made directly to Town parks.

Certificate of Insurance

Some park facility user may be required to provide a certificate of general liability insurance with per-occurrence and aggregate limits of not less than \$1,000,000. The Town of Livingston must be shown as the additional insured.

Indemnification and Hold Harmless

In addition to the above-mentioned insurance requirements, event organizers will be required to sign a form that will indemnify and hold harmless the Town of Livingston.