

RULES & REGULATIONS FOR SPENCER PARK

THE PARK, INCLUDING THE GAZEBO, BENCHES AND PICNIC TABLES MAY BE RESERVED FOR A SPECIAL OCCASION. THERE WILL BE NO FEE FOR THIS USE EXCEPT THOSE ASSOCIATED WITH OR CONTINGENT UPON THE CONDITION OF THE PARK AT THE END OF THE REQUESTED TIME TO USE THE PARK AND IS COVERED BY THE PAYMENT OF A SECURITY DEPOSIT AT THE TIME THE RESERVATION IS MADE.

RESERVATIONS ARE NECESSARY AND ARE MADE WITH THE CITY CLERK ON A FIRST COME BASIS. RESERVATIONS MUST BE MADE AT LEAST TWO (2) WEEKS IN ADVANCED OF THE REQUESTED DATE.

THE CITY CLERK'S OFFICE SHALL KEEP RECORD OF ALL REQUESTS AND MAY ACCEPT THEM UPON PAYMENT OF THE SECURITY DEPOSIT. NOTICE OF SCHEDULED USE IS TO BE POSTED IN THE PUBLIC WORKS DEPARTMENT BY THE CLERK'S OFFICE ONE (1) WEEK BEFORE THE SCHEDULED USE. THE PUBLIC WORKS DEPARTMENT IS TO HAVE THE LAWN MOWED WITHIN THREE (3) DAYS OF USE, ALL WASTE CONTAINERS ARE TO BE EMPTIED AND INSPECTED ON THE FIRST DAY OF USE BEFORE USE BEGINS, PICK UP ANY LOOSE PAPER, GLASS, ETC. THIS SHOULD BE NOTED ON A FORM PROVIDED AND SIGNED BY THE EMPLOYEE MAKING THE INSPECTION.

COPIES OF ALL REQUESTS SHALL BE SUBMITTED IMMEDIATELY TO THE MAYOR WHO WILL REVIEW THE REQUEST IN CONJUNCTION WITH THE CHIEF OF POLICE. THE REQUEST WILL BE GRANTED WITHIN FIVE (5) WORKING DAYS.

THE SECURITY DEPOSIT IS REQUIRED AND IS TO BE APPROVED AT THE TIME THE RESERVATION IS REQUESTED, BY ALL/ANY INDIVIDUAL OR GROUP. THE DEPOSIT SHOULD ASSURE THE FOLLOWING:

1. THE LAWN WILL BE MOWED IF APPLICABLE
2. ALL DEBRIS IS PICKED UP AND WASTE CONTAINERS ARE EMPTY
3. NO FLOWERS, SHRUBS OR TREES ARE DAMAGED

THE SECURITY DEPOSIT WILL BE REIMBURSED IF THE FOLLOWING CONDITIONS ARE MET:

1. ALL DEBRIS IS PICKED UP AND PLACED IN WASTE CONTAINERS
2. THERE ARE NO DAMAGED FLOWERS, SHRUBS OR TREES
3. NO OTHER PART OF THE PARK IS DAMAGED AND THAT ALL STAPLES, NAILS, ETC. ARE REMOVED
4. THERE WILL BE NO TENT ERECTED
5. A STEP LADDER PROVIDED BY THOSE RESERVING THE PARK MUST BE USED. THERE ARE PERMANENT HOOKS ON THE INSIDE OF EACH 6"X8" POST AT THE ROOF LINE, AS WELL AS HOOKS AROUND THE PERIMETER OF THE CEILING CENTER
6. NO RICE MAY BE THROWN, HOWEVER, BIRD SEED IS ALLOWED.

ALL OTHER ORDINANCES RELATING TO THE PARK, SUCH AS NO RIDING OF BICYCLES, OPERATING A REMOTE CONTROLLED DEVICE, NO DOGS AND NO LIQUOR EXCEPT FOR PRE-APPROVED CITY COUNCIL AUTHORIZED COMMUNITY EVENT, ARE ALLOWED.

ANY DAMAGE DONE TO THE PARK PROPERTY, AS DETERMINED BY THE PUBLIC WORKS DEPARTMENT, SHALL BE THE RESPONSIBILITY OF THE USER. A DETAILED BILL FOR REPAIRS WILL BE SENT OUT BY THE CLERK'S OFFICE AND IS PAYABLE WITHIN THIRTY (30) DAYS.

IF RESTROOMS ARE REQUIRED, TEMPORARY FACILITIES MAY BE OBTAINED AT THE USER'S EXPENSE.

THE PARK SHALL BE INSPECTED BY THE PUBLIC WORKS DEPARTMENT WITHIN 24 HOURS OF DEPARTURE.

THE PARK HOURS ARE FROM DAWN TO DUSK.

NOTE: IF YOU ARE PLANNING TO HAVE A PICNIC AND WISH TO GRILL FOOD, ONLY PORTABLE GAS GRILLS ARE ALLOWED.

NOTE: SERVICE VEHICLES FOR UNLOADING HEAVY GOODS MAY USE THE PAVED AREA WALK FROM JACKSON STREET ONLY. OTHERWISE, VEHICLES SHALL NOT DRIVE OR PARK WITHIN THE PARK