



City of Fairmont
Parks Policy

Adopted by Council: 01-23-2023

1. **Scope:** This policy is set forth to establish regulations for the City of Fairmont’s parks. This policy is designed to help administer liability for cleanup and damages along with imposing regulations to better protect the longevity of the parks.
2. **Purpose:** This policy is designed to provide additional information on the use of the parks, reservation of shelter houses, and hosting of events in the park.
3. **Park hours:**
 - a. The Parks are open to the public from 7 a.m. to 11 p.m.
4. **Vehicles, Property and Parking:**
 - a. Motorized vehicles are allowed on the roadways and parking lots in all city parks. They are not allowed on trails or on the grass.
 - b. Vehicles may not be parked in the parking lot overnight unless associated with allowed camping.
5. **Alcohol:**
 - a. Alcohol is allowed in the parks during the hours of 7 a.m. to 11 p.m.
 - b. Intoxicating and nonintoxicating beverages in a keg are only allowed with written permission from the Park Director or City Administrator.
 - c. Alcohol or other beverages should not be brought into the parks in glass bottles.
6. **Refuse and Litter:**
 - a. Waste and litter should be disposed of in appropriate refuse bins located within the parks.
 - b. Any refuse that cannot be contained within a refuse bin, should be removed from the park by the visitor.
 - c. Dumping of household refuse in the park is prohibited.
7. **Business Activities and Food Wagons/Trucks:**
 - a. Solicitation and sales of goods and materials inside the parks is only allowed during events permitted by the City.
 - b. Food Wagons are allowed in city parks only when permitted as part of an event and in accordance with City Code.

8. Recreation:

- a. Camping in City parks is only allowed in accordance with City Code.
- b. Swim at your own risk. Swimmers should not swim before sunrise or after sundown.

9. Shelters:

a. Open Air Shelters

- i. The open-air shelters are available on a first come first serve basis. No reservations are accepted.
- ii. Shelter houses, bathrooms, and other facilities and services are closed seasonally. Dates for closures are dependent on weather conditions each year.

b. Rental Shelters

- i. Rental shelters are available at Cedar Creek Park, Lincoln Park, and Sylvania Park. Rentals can be made by calling (507) 238-9461 or by stopping at City Hall.
- ii. Rental shelters may be rented from 9:00 a.m. to 11:00 p.m. All clean up must be completed on the day of the rental and no later than 11:00 p.m.
- iii. Keys for the rental shelters should be picked up during business hours, Monday through Friday from 8:00 a.m. to 4:00 p.m., at the City Hall. Keys may be picked up one business day prior to the reservation day.
- iv. Failure to pick up the rental shelter key during business hours will result in a loss of use of the rental shelter. Refunds will not be issued when a key is not picked up for the reservation, and reservations will be lost if key is not picked up on time.
- v. Rental shelter rental does not guarantee exclusive use of any other area of the park.

- c. Band Shell. The Band Shell is located at Sylvania Park and may be utilized by obtaining an event permit from the city.

10. Weddings in the Parks:

- a. Reservations may be made to hold weddings at Lincoln Park, Cedar Creek Park, and Sylvania Park.
- b. The reservation provides exclusive use of the following:
 - i. Lincoln Park: Use of the White trellised arbor for the wedding ceremony and the rental shelter.
 - ii. Cedar Creek Park: Use of the rental shelter.
 - iii. Sylvania Park: Use of the Band Shell and the rental shelter.
 - iv. Requests for alternative facilities need to be requested and detailed at the time of the reservation.

- c. Bench seating will be provided to accommodate up to 100 people. Additional seating may be requested for an additional fee.
- d. Refunds are not provided for inclement weather.
- e. Cancellations should be received 2 months prior to the scheduled event to receive a full refund. Cancellations inside of the 2-month window will be charged a \$50 fee.

11. Event Permits:

- a. An event permit is needed for any person or agency wanting to reserve the right to host a large gathering where food trucks, music, and/or a community event may take place.
- b. An event permit must be submitted to city hall at least 45 days prior to the scheduled event and is subject to city council approval.
- c. An event permit is required:
 - i. When hosting an event open to the general public;
 - ii. When 50 or more people will be in attendance; or
 - iii. When 1 or more food trucks or vendors are present.

12. Fees:

- a. Shelter House rental fees
 - i. Lincoln Park: \$85
 - ii. Sylvania Park: \$125
 - iii. Cedar Creek Park: \$125
- b. Wedding Reservations will be charged a fee of \$250.

13. Damage Charges:

- a. It is the responsibility of the renter to ensure that facilities are left in a manner similar to when they arrived.
 - i. All trash should be picked up and placed in a designated trash receptacle.
 - ii. Personal property should be removed.
 - iii. All kitchen facilities and tables should be wiped down and left clear of refuse, any food scraps, and/or any liquids.
 - iv. Bathrooms should be left in a serviceable manner.
 - v. Any glitter, confetti, or other similar materials should be cleaned up and properly disposed of.
- b. Renter will be charged for any damage done to the facility, or for excess trash being left. Items that may be included in the damage charges include:
 - i. Broken windows, doors, or fixtures.
 - ii. Holes/scratches in walls, doors, and flooring not previously present, that are requiring repairs.
 - iii. Damage to any restroom or kitchen facility.

- iv. The facility left in a condition that requires beyond normal cleaning and trash removal. (Sweep and mop facility, disinfect kitchen and bathrooms, and remove trash contained in trash receptacles.)
- c. Staff time for cleaning and repairing the facility will be charged at \$50/hour along with the actual cost of the materials to repair any damage.