

**Goshen Parks and Recreation Board  
Regular Meeting Agenda  
City Courts Building, 111 East Jefferson Street, Goshen, Indiana  
Monday September 20, 2020, 4:30 PM**

- I. **Call to Order**
- II. **Motion to Amend Agenda**
- III. **Approval of the August 16, 2021, Park Board Minutes**
- IV. **Approval of Parks and Recreation Payable Docket, July 2021**

**July, 2021 Payable Docket**

Personnel Services	<u>\$154,802.22</u>
Supplies	<u>\$16,581.21</u>
Other Services and Charges	<u>\$28,974.40</u>
Capital Outlays	<u>\$2,671.00</u>
Non-Appropriated	<u>\$4,926.64</u>
<b>Total Payable Docket</b>	<b><u>\$207,954.47</u></b>

**Approval of Parks and Recreation Gifts, July 2021**

**July Gift Expenditures**

Gift/Kid's Triathlon	<u>\$1,062.25</u>
Gift/Pool Receipts	<u>\$4,939.45</u>
<b>Total Gift Expenditures</b>	<b><u>\$6,001.70</u></b>

**July Gift Revenue**

Park Gift/Interest	<u>\$23.79</u>
Park/Gift Kid's Triathlon	<u>\$500.00</u>
Park/Adult Triathlon	<u>\$5,060.00</u>
<b>Total Gift Revenues</b>	<b><u>\$5,583.79</u></b>

- V. **Public Presentations and Correspondence**
- VI. **Approval of Superintendent and Director Reports**
- VII. **New Business**
  - 1.) Coyne Kayaks - Heyde
  - 2.) Updated Budget Worksheet – Heyde
  - 3.) Mary Lea Environmental Learning Center Annual Canoe Trip- Heyde
  - 4.) Executive Order-Informational Only
  - 5.) Arts on the Millrace Update – Howland
  - 6.) Goshen High School Miles for Music Special Event Application - Howland
  - 7.) Austin Weirich Special Event Application Update - Howland
  - 8.) Center for Hope and Healing Special Event Application Update - Howland
  - 9.) Adult Triathlon Update - Stephens
- VIII. **Old Business**

None

**Distribution:**

**Park Department**  
Tanya Heyde  
Kevin Yoder  
Kimberlee Stephens

**Parks and Recreation Board**  
Roger Nafziger  
Bill Veenstra  
Jenni Samuel

**Others**  
Jeremy Stutsman, Mayor  
Donald Shuler, Attorney  
Matt Schrock, City Council

**Media**  
Goshen News  
Elkhart Truth

Staycie Howland

Jennifer Shell  
James Wellington

Julia King, City Council  
Ashley Garcia Coto, Youth Advisor

The Paper  
File

**Park Board Signatures:**

**Approved this Monday, September 20, 2021**

\_\_\_\_\_  
**Roger Nafziger, Member**

\_\_\_\_\_  
**Jennifer Shell, President**

\_\_\_\_\_  
**James Wellington, Member**

\_\_\_\_\_  
**Jenni Samuel, Vice President**

**Bill Veenstra, Secretary ATTEST:** \_\_\_\_\_

## GOSHEN PARKS AND RECREATION PARK BOARD MINUTES

**Date:** August 16, 2021

**Time:** 4:30 pm

**Place:** City Courts Building, 111 East Jefferson Street, Goshen, Indiana

**Physically Present:** Tanya Heyde, Superintendent; Kevin Yoder, Maintenance Director; Kimberlee Stephens; Recreation Supervisor; Staycie Howland, Administrative Office, Don Shuler, Park Attorney; Bill Veenstra, Secretary; Roger Nafziger, Member; Jenni Samuel, Vice President.

**Virtually Present:** Matt Schrock, Council.

### **I. Call to Order**

Nafziger called the meeting to order at 4:30 PM.

### **II. Motion to Amend Agenda**

### **III. Approval July 2021 Park Board Minutes**

Nafziger called for a motion to approve the Park Board Minutes for July 2021. On a motion by Veenstra, Seconded by Samuel, ayes carried.

### **IV. Approval of Park Payable Docket, June 2021**

Nafziger called for a motion to approve the Payable Docket for June 2021 as presented. On a motion by Veenstra, Seconded by Samuel, ayes carried.

#### **Approval of Park Gifts Expenditures, June 2021**

Nafziger called for a motion to approve the Gift Expenditures for June 2021 as presented. On a motion by Samuel Seconded by Veenstra, ayes carried.

#### **Approval of Park Gifts Revenue, for June 2021**

Nafziger called for a motion to approve the Gift Revenue for June 2021 as presented. On a motion by Samuel, Seconded by Veenstra, ayes carried.

### **V. Public Presentations and Correspondence**

None

### **VI. Approval of Superintendent and Director Reports**

By request of Nafziger, the success of the Adult Triathlon was discussed. Stephens stated the event went very well. Stephens explained there was one injury through no fault of the Parks Department and that the swimming course had to be reset due to storms two days prior. Stephens will update the Board on exact attendance at the September Park Board meeting.

Nafziger called for a motion to approve the Superintendent and Supervisor Reports for August 2021 as presented. On a motion by Veenstra, Seconded by Samuel, ayes carried.

### **VII. New Business**

#### **1.) Recreation Service Agreements**

Stephens presented the Board with Recreation Service Agreements for programs and event Photography, Youth Photography, Reagan Pello. Stephens asked the Board's permission to

ratify, enter into and execute the agreements as presented. On a motion by Veenstra, Seconded by Samuel, ayes carried.

**Discussion**

Matt Schrock stated he had a couple residents call him wanting him to thank the Parks Department on their behalf for getting the Allan Kauffman Park playground up and running after again some sewer work. They were very happy. Heyde informed the Board that we do have plans to install a new swing set as well.

Matt Schrock asked if the Mill Street Park name will be reinstated. Heyde explained the name will be reinstated and it was approved by the Board at the June Park Board meeting. Heyde also explained the sign has been updated and we are just waiting on a plaque to complete the sign.

Schrock asked if putting a pavilion at Dykstra Park is still an option. Heyde stated the Parks department is still interested in putting a pavilion at Dykstra Park. Heyde explained adding a pavilion to Dykstra Park was discussed a year ago, however, it ended up being a little more costly than we expected. Reason being the site will require some drainage updates. Schrock went on to thank the Parks Department on how nice the park looked with the updated landscaping. Heyde explained a youth volunteer group volunteer assisted with the landscaping.

**VIII. Old Business**

None

**Park Board Signatures:**

Approved this Monday, September 20, 2021

\_\_\_\_\_  
Roger Nafziger, Member

\_\_\_\_\_  
Jennifer Shell, President

\_\_\_\_\_  
James Wellington, Member

\_\_\_\_\_  
Jenni Samuel, Vice President

Bill Veenstra, Secretary ATTEST: \_\_\_\_\_



BUDGET TO ACTUAL EXPENDITURES (UNAUDITED)

AS OF: JULY 31ST, 2021

204-PARKS AND RECREATION

CULTURE AND RECREATION

58.33% OF YEAR COMP.

NON-DEPARTMENTAL

EXPENDITURES	ORIGINAL BUDGET	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
<u>PERSONAL SERVICES</u>						
204-550-00-411.0130 P&R/FULL-TIME PERSON	645,000.00	645,000.00	48,155.33	353,058.63	54.74	291,941.37
204-550-00-411.0140 P&R/PART-TIME PERSON	410,000.00	410,000.00	71,545.30	184,912.53	45.10	225,087.47
204-550-00-411.0151 P&R/INCREMENT PAY	13,600.00	13,600.00	0.00	1,700.00	12.50	11,900.00
204-550-00-411.0152 P&R/LONGEVITY	4,000.00	4,000.00	0.00	2,000.00	50.00	2,000.00
204-550-00-411.0160 P&R/OVERTIME	4,100.00	4,100.00	1,451.61	1,832.93	44.71	2,267.07
204-550-00-413.0100 P&R/FICA MATCH	69,000.00	69,000.00	7,230.78	31,798.14	46.08	37,201.86
204-550-00-413.0200 P&R/MEDICARE	16,200.00	16,200.00	1,691.07	7,436.65	45.91	8,763.35
204-550-00-413.0300 P&R/RETIREMENT	98,000.00	98,000.00	7,917.81	56,306.06	57.46	41,693.94
204-550-00-413.0400 P&R/UNEMPLOYMENT	0.00	0.00	0.00	0.00	0.00	0.00
204-550-00-413.0501 P&R/HEALTH INSURANCE	217,000.00	217,000.00	16,660.32	129,618.00	59.73	87,382.00
204-550-00-413.0700 P&R/CELL PHONE	2,400.00	2,400.00	150.00	900.00	37.50	1,500.00
204-550-00-413.0701 P&R/CLOTHING/BOOT/FI	2,075.00	2,075.00	0.00	0.00	0.00	2,075.00
204-550-00-413.0702 P&R/CLOTHING	<u>6,200.00</u>	<u>6,200.00</u>	<u>0.00</u>	<u>1,584.12</u>	<u>25.55</u>	<u>4,615.88</u>
TOTAL PERSONAL SERVICES	1,487,575.00	1,487,575.00	154,802.22	771,147.06	51.84	716,427.94

SUPPLIES

204-550-00-421.0200 P&R/STATIONERY & PRI	500.00	500.00	189.87	189.87	37.97	310.13
204-550-00-421.0501 P&R/OTHER OFFICE EXP	3,200.00	3,200.00	221.21	1,205.83	37.68	1,994.17
204-550-00-422.0151 P&R/OTHER OPERATING	2,590.00	2,590.00	0.00	19.96	0.77	2,570.04
204-550-00-422.0152 P&R/PAINT	5,000.00	5,000.00	81.94	727.46	14.55	4,272.54
204-550-00-422.0153 P&R/GENERAL PROGRAM	28,000.00	28,000.00	5,364.69	14,555.75	51.98	13,444.25
204-550-00-422.0154 P&R/OTHER EQUIPMENT	5,000.00	5,000.00	0.00	1,750.00	35.00	3,250.00
204-550-00-422.0210 P&R/GASOLINE, DIESEL,	32,000.00	32,000.00	4,043.54	13,572.57	42.41	18,427.43
204-550-00-422.0251 P&R/OTHER GARAGE & M	1,000.00	1,000.00	0.00	99.84	9.98	900.16
204-550-00-422.0311 P&R/INSTITUTIONAL &	21,000.00	21,000.00	134.99	9,736.32	46.36	11,263.68
204-550-00-423.0110 P&R/BLDG MATRS& SUPP	30,000.00	31,680.00	2,141.94	14,309.59	45.17	17,370.41
204-550-00-423.0125 P&R/STREET, ALLEY, & SE	32,300.00	32,300.00	177.30	9,237.82	28.60	23,062.18
204-550-00-423.0201 P&R/REPAIR PARTS	4,000.00	4,000.00	634.40	1,188.14	29.70	2,811.86
204-550-00-423.0301 P&R/MACHINERY & TOOL	4,000.00	4,000.00	284.95	2,190.67	54.77	1,809.33
204-550-00-429.0000 P&R/MEMORIAL TREES	0.00	0.00	0.00	0.00	0.00	0.00
204-550-00-429.0001 P&R/PROGRAM SUPPLIES	35,000.00	35,000.00	1,194.67	1,712.00	4.89	33,288.00
204-550-00-429.0002 P&R/OTHER SUPPLIES	<u>30,560.00</u>	<u>30,879.00</u>	<u>2,111.71</u>	<u>15,670.54</u>	<u>50.75</u>	<u>15,208.46</u>
TOTAL SUPPLIES	234,150.00	236,149.00	16,581.21	86,166.36	36.49	149,982.64

OTHER SERVICES/CHARGES

204-550-00-431.0500 P&R/SERVICES CONTRAC	113,700.00	113,700.00	6,035.70	16,879.57	14.85	96,820.43
204-550-00-431.0501 P&R/TREE PROGRAM	0.00	0.00	0.00	0.00	0.00	0.00
204-550-00-431.0502 P&R/TREES PLANTED	0.00	0.00	0.00	0.00	0.00	0.00
204-550-00-431.0503 P&R/OTHER PROFESSION	30,000.00	30,000.00	125.00	5,792.50	19.31	24,207.50
204-550-00-431.0504 P&R/STREET TREE MAIN	0.00	0.00	0.00	0.00	0.00	0.00
204-550-00-431.0505 P&R/LANDSCAPING	17,450.00	17,450.00	5,440.95	7,192.36	41.22	10,257.64
204-550-00-431.0506 P&R/TREE TRIM REMOVA	0.00	0.00	0.00	0.00	0.00	0.00
204-550-00-431.0507 P&R/LEGAL REIMB	6,000.00	6,000.00	0.00	888.60	14.81	5,111.40
204-550-00-432.0201 P&R/POSTAGE	500.00	500.00	0.00	167.80	33.56	332.20
204-550-00-432.0300 P&R/TRAVEL EXPENSES	500.00	500.00	0.00	0.00	0.00	500.00
204-550-00-432.0401 P&R/TELEPHONE	10,000.00	10,000.00	704.37	4,223.24	42.23	5,776.76
204-550-00-433.0200 P&R/PUBLICATION LEGA	150.00	150.00	0.00	0.00	0.00	150.00



BUDGET TO ACTUAL EXPENDITURES (UNAUDITED)

AS OF: JULY 31ST, 2021

275-PARK GIFT FUND

CULTURE AND RECREATION

58.33% OF YEAR COMP.

NON-DEPARTMENTAL

EXPENDITURES	ORIGINAL BUDGET	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
<u>OTHER SERVICES/CHARGES</u>						
275-550-00-439.0009 PARK GIFT/PARK OPERA	0.00	0.00	0.00	0.00	0.00	0.00
275-550-00-439.0028 PARK GIFT/COMMUNITY	0.00	0.00	0.00	0.00	0.00	0.00
275-550-00-439.0031 PARK GIFT/DISCOVERY	0.00	0.00	0.00	0.00	0.00	0.00
275-550-00-439.0501 PARK GIFT/BFKST WITH	0.00	0.00	0.00	0.00	0.00	0.00
275-550-00-439.0502 PARK GIFT/DADDY-DAUG	0.00	0.00	0.00	0.00	0.00	0.00
275-550-00-439.0503 PARK GIFT/GGH CANCER	0.00	0.00	0.00	0.00	0.00	0.00
275-550-00-439.0504 PARK GIFT/KIDS TRYAT	0.00	0.00	1,062.25	1,108.83	0.00 (	1,108.83)
275-550-00-439.0506 PARK GIFT/RIETH INT	0.00	0.00	0.00	0.00	0.00	0.00
275-550-00-439.0507 PARK GIFT/TENNIS LES	0.00	0.00	0.00	0.00	0.00	0.00
275-550-00-439.0508 PK GIFT/MISC TREE GI	0.00	0.00	0.00	0.00	0.00	0.00
275-550-00-439.0511 PARK GIFT/SKATE PARK	0.00	0.00	0.00	0.00	0.00	0.00
275-550-00-439.0513 PARK GIFT/FALL FEST	0.00	0.00	0.00	0.00	0.00	0.00
275-550-00-439.0514 PARK GIFT/MEMORIAL	0.00	0.00	0.00	0.00	0.00	0.00
275-550-00-439.0515 PARK GIFT/SPECIAL EV	0.00	0.00	0.00	0.00	0.00	0.00
275-550-00-439.0516 PARK GIFT/BALLET	0.00	0.00	0.00	0.00	0.00	0.00
275-550-00-439.0517 PARK GIFT/TOMMY'S KI	0.00	0.00	0.00	0.00	0.00	0.00
275-550-00-439.0519 PARK GIFT/NIPSCO TRE	0.00	0.00	0.00	0.00	0.00	0.00
275-550-00-439.0520 PARK GIFT/POOL RCPTS	0.00	0.00	4,939.45	20,715.63	0.00 (	20,715.63)
275-550-00-439.0521 PARK GIFT/GAS TAX FO	0.00	0.00	0.00	0.00	0.00	0.00
275-550-00-439.0525 PARK GIFT/ARBOR DAY	0.00	0.00	0.00	0.00	0.00	0.00
275-550-00-439.0527 PARK GIFT/RECYCLING	0.00	0.00	0.00	0.00	0.00	0.00
275-550-00-439.0529 PARK GIFT/FLAG FOOTB	0.00	0.00	0.00	0.00	0.00	0.00
275-550-00-439.0530 PARK GIFT/HEAD GATES	0.00	0.00	0.00	0.00	0.00	0.00
275-550-00-439.0532 PK GIFT/FIDLER POND	0.00	0.00	0.00	0.00	0.00	0.00
275-550-00-439.0533 PARK GIFT/BALLET SCH	0.00	0.00	0.00	0.00	0.00	0.00
275-550-00-439.0534 PK GIFT/BIKE RACKS D	0.00	0.00	0.00	0.00	0.00	0.00
275-550-00-439.0536 PK GIFT/YODER-CULP T	0.00	0.00	0.00	0.00	0.00	0.00
275-550-00-439.0537 PK GIFT/BARK PARK	0.00	0.00	0.00	1,074.77	0.00 (	1,074.77)
275-550-00-439.0538 PK GIFT/MISC DONATIO	0.00	0.00	0.00	1,675.00	0.00 (	1,675.00)
275-550-00-439.0539 PK GIFT/MILL ST PARK	0.00	0.00	0.00	0.00	0.00	0.00
275-550-00-439.0540 PK GIFT/SCHOLARSHIP	0.00	0.00	0.00	0.00	0.00	0.00
275-550-00-439.0541 PK GIFT/PICKLEBALL G	0.00	0.00	0.00	349.86	0.00 (	349.86)
275-550-00-439.0542 PK GIFT/CHIDDISTER P	0.00	0.00	0.00	0.00	0.00	0.00
275-550-00-439.0543 PK GIFT/ADULT TRYATH	0.00	0.00	0.00	0.00	0.00	0.00
275-550-00-439.0544 PK GIFT/SAILING CAMP	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL OTHER SERVICES/CHARGES	0.00	0.00	6,001.70	24,924.09	0.00 (	24,924.09)
<u>UNAPPROPRIATED</u>						
275-550-00-452.0000 PK GIFT/TRANSFER OUT	0.00	0.00	0.00	12,760.14	0.00 (	12,760.14)
TOTAL UNAPPROPRIATED	0.00	0.00	0.00	12,760.14	0.00 (	12,760.14)
TOTAL NON-DEPARTMENTAL	0.00	0.00	6,001.70	37,684.23	0.00 (	37,684.23)
TOTAL CULTURE AND RECREATION	0.00	0.00	6,001.70	37,684.23	0.00 (	37,684.23)
TOTAL EXPENDITURES	0.00	0.00	6,001.70	37,684.23	0.00 (	37,684.23)

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BUDGET TO ACTUAL REVENUE (UNAUDITED)

AS OF: JULY 31ST, 2021

275-PARK GIFT FUND

CULTURE AND RECREATION

58.33% OF YEAR COMP.

NON-DEPARTMENTAL

REVENUES	ORIGINAL BUDGET	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
<u>CULTURE AND RECREATION</u>						
275-450-00-347.0201 PK GIFT/GGH CANCER T	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL CULTURE AND RECREATION	0.00	0.00	0.00	0.00	0.00	0.00
<u>MISCELLANEOUS</u>						
275-450-00-360.0100 PK GIFT/BREAKFAST W/	0.00	0.00	0.00	0.00	0.00	0.00
275-450-00-360.0101 PK GIFT/FALL FEST	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL MISCELLANEOUS	0.00	0.00	0.00	0.00	0.00	0.00
<u>CONTRIBUTIONS</u>						
275-450-00-367.0009 PARK GIFT/PARK OPERA	0.00	0.00	0.00	0.00	0.00	0.00
275-450-00-367.0010 PF GIFT/ SKATE PARK	0.00	0.00	0.00	0.00	0.00	0.00
275-450-00-367.0011 PK GIFT/ INTEREST	0.00	0.00	23.79	203.44	0.00 (	203.44)
275-450-00-367.0012 PK GIFT/BALLET PROGR	0.00	0.00	0.00	0.00	0.00	0.00
275-450-00-367.0013 PK GIFT/DADDY-DAUGHT	0.00	0.00	0.00	0.00	0.00	0.00
275-450-00-367.0014 PK GIFT/KIDS TRYATHA	0.00	0.00	500.00	6,500.00	0.00 (	6,500.00)
275-450-00-367.0015 PK GIFT/MISC TREE GI	0.00	0.00	0.00	0.00	0.00	0.00
275-450-00-367.0016 PK GIFT/POOL RECEIPT	0.00	0.00	0.00	0.00	0.00	0.00
275-450-00-367.0017 PK GIFT/RIC PROGRAMS	0.00	0.00	0.00	0.00	0.00	0.00
275-450-00-367.0018 PK GIFT/TOMMY'S KIDS	0.00	0.00	0.00	0.00	0.00	0.00
275-450-00-367.0019 PK GIFT/NIPSCO TREE	0.00	0.00	0.00	0.00	0.00	0.00
275-450-00-367.0021 PK GIFT/GAS TAX FOR	0.00	0.00	0.00	0.00	0.00	0.00
275-450-00-367.0022 PK GIFT/SPEC EVENT S	0.00	0.00	0.00	0.00	0.00	0.00
275-450-00-367.0023 PK GIFT/TENNIS LESSO	0.00	0.00	0.00	0.00	0.00	0.00
275-450-00-367.0024 PK GIFT/RIETH PARK G	0.00	0.00	0.00	0.00	0.00	0.00
275-450-00-367.0025 PK GIFT/ARBOR DAY RE	0.00	0.00	0.00	0.00	0.00	0.00
275-450-00-367.0026 PK GIFT/MEMORIAL BEN	0.00	0.00	0.00	0.00	0.00	0.00
275-450-00-367.0027 PK GIFT/RECYCLING DO	0.00	0.00	0.00	0.00	0.00	0.00
275-450-00-367.0028 PK GIFT/COMMUNITY CE	0.00	0.00	0.00	0.00	0.00	0.00
275-450-00-367.0029 PK GIFT/FLAG FOOTBAL	0.00	0.00	0.00	0.00	0.00	0.00
275-450-00-367.0030 PK GIFT/HEAD GATES L	0.00	0.00	0.00	0.00	0.00	0.00
275-450-00-367.0031 PARK GIFT/DISCOVERY	0.00	0.00	0.00	0.00	0.00	0.00
275-450-00-367.0032 PK GIFT/FIDLER POND	0.00	0.00	0.00	0.00	0.00	0.00
275-450-00-367.0033 PARK GIFT/BALLET SCH	0.00	0.00	0.00	0.00	0.00	0.00
275-450-00-367.0034 PK GIFT/BIKE RACKS D	0.00	0.00	0.00	0.00	0.00	0.00
275-450-00-367.0035 PK GIFT/BICYCLE ADVI	0.00	0.00	0.00	0.00	0.00	0.00
275-450-00-367.0036 PK GIFT/YODER-CULP T	0.00	0.00	0.00	0.00	0.00	0.00
275-450-00-367.0037 PK GIFT/BARK PARK	0.00	0.00	0.00	0.00	0.00	0.00
275-450-00-367.0038 PK GIFT/MISC DONATIO	0.00	0.00	0.00	1,675.00	0.00 (	1,675.00)
275-450-00-367.0039 PK GIFT/MILL ST PARK	0.00	0.00	0.00	1,549.61	0.00 (	1,549.61)
275-450-00-367.0040 PK GIFT/SCHOLARSHIP	0.00	0.00	0.00	0.00	0.00	0.00
275-450-00-367.0041 PK GIFT/PICKLEBALL G	0.00	0.00	0.00	520.00	0.00 (	520.00)
275-450-00-367.0042 PK GIFT/CHIDDISTER P	0.00	0.00	0.00	0.00	0.00	0.00
275-450-00-367.0043 PK GIFT/ADULT TRYATH	0.00	0.00	5,060.00	5,560.00	0.00 (	5,560.00)
275-450-00-367.0044 PK GIFT/SAILING CAMP	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL CONTRIBUTIONS	0.00	0.00	5,583.79	16,008.05	0.00 (	16,008.05)
TOTAL NON-DEPARTMENTAL	0.00	0.00	5,583.79	16,008.05	0.00 (	16,008.05)

BUDGET TO ACTUAL REVENUE (UNAUDITED)

AS OF: JULY 31ST, 2021

275-PARK GIFT FUND

CULTURE AND RECREATION

58.33% OF YEAR COMP.

NON-DEPARTMENTAL

REVENUES	ORIGINAL BUDGET	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
TOTAL CULTURE AND RECREATION	0.00	0.00	5,583.79	16,008.05	0.00 (	16,008.05)
TOTAL REVENUES	0.00	0.00	5,583.79	16,008.05	0.00 (	16,008.05)

**Goshen Park and Recreation Department  
Superintendent's Park Board Report  
Tanya Heyde, August – September 2021**

**Covid-19 Updates:** Mayor Stutsman signed Executive Order 2021-06 on September 13, 2021 updating safe work practices, public meetings, hearings, and standards for City staff to remain home from work.

**Volunteers: Partnerships/Networking:**

- Elkhart County Convention and Visitors Bureau – Quilt Garden (Abshire Park) & Tours.
- Lippert Components – Community Service; Shanklin Park July 30. Lippert Components raised funds to present a donation to the Parks Department; a check was received for just over \$1,400.00. August volunteer date is the 27<sup>th</sup>.
- Goshen Community Schools – Shared facility use, summer lunch program at Shanklin, Oakridge, Pringle, Rieth and Walnut. Middle School and HS cross-country meets at Shanklin, HS softball at Shanklin.
- East Goshen Neighborhood Association – Dog Park
- Goshen Public Library – Story Walk, Rieth Interpretive Center trail; outdoor story time.
- Goshen Neighborhood Associations – Neighborhood picnics, adopted landscaped areas, neighborhood events.
- PAC – Pumpkinvine Advisory Committee, Goshen, Elkhart County, Middlebury, Shipshewana and Friends of the Pumpkinvine.
- Community Gardens – Hay Park, Allan J. Kauffman Park and Burdick Park, Greenway Gardens, at Regent Street.
- Elkhart County Community Foundation – Kids' and Teens' Triathlon, Youth Sailing Camp, Vibrant Communities.
- Goshen Historical Society – Rotating displays for the Wayne Wogoman Welcome Center and Rieth Interpretive Center. Powerhouse & train viewing station discussions. Meeting with Historical Society in July to discuss furthering Parks affiliation with the society and the museum directly.
- Michiana Area Council of Governments – Trail counter, Millrace Trail.

**General Projects:**

- Parks Maintenance Building – Working with Redevelopment, Engineering and Abonmarche to develop a plan for the proposed location.
- Park Pavilions – The Department is acquiring quotes for installation of an open-air pavilion at two park locations, Bakersfield Park and Dykstra Park. The Department is moving forward with soliciting quotes for pavilion kits to purchase, maintenance staff will build. The pavilions will be neighborhood pavilions, approximately 24' x 34' in size without restrooms. The Parks Department appreciates the interest both neighborhoods have offered in adding a pavilion. Both Neighborhood Associations and the community members actively use the parks for their neighborhood gatherings and meetings.
- Sensory Trail – The Sensory Trail Ribbon Cutting is set for Tuesday, September 21, 2021, 1:00 PM at Abshire Park.
- Touch-a-Truck Event – The City is hosting a downtown, free event that offers children the opportunity to touch, climb and explore Goshen City's equipment, trucks and vehicles. The event is also a great place to connect community with City officials, safety officers and city staff. The event will take place Saturday, September 25, 10 AM to 12 Noon.
- Abshire Park – With support from the Engineering and Utility Department, working to reshape Abshire's hill to better guide snow tubers away from the fencerow. Material has begun to be off loaded and will be used to shape the hill. The hill was graded and seeded by the Goshen Utility Department. Parks has set up temporary irrigation to establish grass. The Parks Department appreciates the assistance from the City Departments who made this project happen. The City insurance underwriters were pleased to hear of the efforts being made to reshape the hill for those who use it for tubing and sledding. There is a pending claim from a February sledding accident.
- Budget 2022 – Budget will be presented to Park Board for review in September.
- Dog Park – The Dog Park Ribbon Cutting is scheduled for Friday, September 17, 2021 at 10:00 AM.
- Tyler Joldersma Skate Park – Meeting scheduled with Indiana Department of Natural Resources to discuss skate park planning and to floodplain permitting processes. The consultant is working on plans for submission to the DNR to relocate the skate park 30' from Chicago Avenue and to remove and add a couple of new features. The remaining features will be included during the Roger's Park Master Planning.
- Certified Park and Recreation Professional Certification process through the National Parks and Recreation Association. The certification is the national standard for all parks and recreation professionals and will afford us to make a bigger impact on our community and to ensure proficiency- ongoing.

- Goshen Parks application for the National Parks and Recreation Associations Commission for Accreditation of Park and Recreation Agencies (ACPRA) was accepted. The accreditation process will span over two years and will require reaccreditation every five years.
- Pumpkinvine Advisory Committee – Friends of the Pumpkinvine continue work to close Gap 2. The group continues to work on updating its policy for mobility devices and electric bicycles. Next meeting scheduled for November 9, 2021.
- Abshire Park Quilt Garden –The Quilt Garden tours conclude September 15. Pattern selection for 2022 is complete.
- Canal Street Property – Met with Stoneridge regarding the parcel of City owned land along the Millrace, across from Rieth Interpretive Center. Currently railroad ties line the canal and there is a small deck, both needing upgrading. The department had the parcel surveyed and is moving forward with a concept to improve the site. The Department is soliciting for additional quotes.

**Recreation Supervisor: Kimberlee Stephens**

**September Accomplishments:**

- **Pickleball**
  - Pickleball August Dink and Dine events are organized by Goshen’s local Pickleballers. The tournaments are open to all levels of play and the players come from all around the area to enter. Each month the format might vary. Each player also brings a dish to share. The top three teams or individuals in each level are recognized with the top team or person receiving a traveling trophy. Winners of the September 11 tournament are below. The Pickleballers are a great group of people who thoroughly enjoy and take full advantage of the courts.
  - Winners of the Beginner/Novice group:**  
Gold - Kody Stroud  
Silver - Lesa Hershberger  
Bronze - Kevin Smith
  - Winners of the Intermediate group:**  
Gold -Bill Watson  
Silver - Dennis Chupp  
Bronze - Rolando Campos  
4th - George Thompson
  - Winners of the advanced group:**  
Gold - Shane Dyer/Zach Ake  
Silver - Sally Smithley/Doug Homan  
Bronze - Seth Scholfield/Marc Schwier
- **Youth Soccer League**
  - League is underway with 8 teams of 4/5 year old teams, 5 teams of 6/7 year olds and 5 teams of 8/10 year olds
  - Teams practice one weekday each week and games are played on Saturday mornings at Pringle Park.
- **Youth Basketball League**
  - Registration is open for 2022 season to begin January.
- **Champion Force Cheerleading**
  - Program began in September on Mondays from 6-9 PM.
- **Youth Ballet**
  - Fall dance has started and will run through November 2021
  - Special Needs Session added again this Fall
  - Winter Dance Sessions are open for registration and filling up quickly
- **Adult Programs**
  - Fall softball league in progress on Monday nights
  - Fall/Winter basketball and volleyball registration now open
  - Pound Fit is outdoors at Pringle Park
  - Zumba is outdoors at Pringle Park
  - VIBE classes outdoor at Pringle Park
- **Special Event Plans**
  - Maple City Walk September 18
  - Movies in the park will continue throughout October

- Trunk or Treating Fall Festival planning in progress Friday October 15 from 5-7pm followed by a free movie from 7-9pm at Shanklin Park
- **Social Media and Web Pages**
  - Daily updating and advertising on all platforms.
- **DDC and Shanklin Pool**
  - Closed for the season
- **Fidler Pond**
  - Field trip planned with Goshen High School for September 14
- **2022 Program Guide**
  - Working on preparing for 2022 and updating of all programs and events.
  - Researching new event possibilities for 2022

### Committees/New Initiatives

#### **Safety Committee**

- Continue to attend bimonthly meetings
- Assign OSHA required modules to all park staff
- Monitor completion requirements for modules
- Implementing training and severe weather policies.
- City Liaison for Vibrant Communities-attended monthly meetings and events as they are scheduled. .

#### **Pumpkinvine Committee**

- Attend bimonthly meetings

#### **CAPRA Accreditation through NPRA**

- Submitted the initial application for approval and it was approve.
- Working on creating, implementing and documenting all standards per CAPRA.
- Site visit is planned for spring of 2022.

#### **Nation Parks and Recreation**

- Preparing for the Certified Park and Recreation Professional Examination.

### August Goals

- Daily preparations for upcoming 2022 Fall and Winter programing and events
- Continue working on the accreditation process for CAPRA
- Continue working on programming planning for upcoming year
- OSHA training; monthly meeting for staff; set up for Schrock Pavilion

### **Maintenance Development Director: Kevin Yoder**

#### August Accomplishments:

- Clean grates
- Mow parks
- Mow ball fields 2 times a week
- Playground inspections – 4
- Adjust center mechanical door at Kauffman Pavilion
- Raise millrace after work was completed on Douglas Street Bridge and Headgates
- Remove graffiti from pedestrian tunnel under Plymouth Street
- Repair irrigation at Pringle Park practice football field
- Prep, seed and straw cover at west end of Dog Park
- Install parking bumpers at Dog Park
- Install rest of mulch in Dog Park
- Paint buoys for Rock The Quarry
- Repair water leak at Walnut Splash Pad
- Fill holes and grade drive at Fidler Park
- Mow back along Horn Ditch and at swim start for adult Tri-Athlon
- Haul 3 loads of sand and spread at swim start for adult Tri-Athlon
- Repair sink drain in men's restroom at Warming house
- Repair 2 leaking toilets in women's restroom at Rieth Interpretive Center
- Clean up storm damage, open trails and roads
- Set up, work and tear down adult Tri-Athlon
- Take 14 tables to Bakersfield Park for neighborhood block party bring back after party
- Haul 1 load of sand to Administration Office for landscaping



- Clean up storm damage: 607, Mullet Trail, Mullet Park, Shoup-Parsons Woods, Lafayette Triangle, Rieth Park, Fidler Park, Water Tower Park, Walnut Park, Rogers Park, Abshire Park, behind Snyder Paints
- Repair 3 canoes (Troyer Welding)
- Repair irrigation at Library Triangle
- Replace broken rim on basketball hoop at pool
- Replace flush valve at Kauffman Pavilion men's toilet
- Help remove buoys from Fidler Pond and store in barn loft
- Groom Millrace Trail
- Repair hole in drywall Abshire men's restroom
- Turn on and repair drinking fountain at Rogers's ball diamond
- Take landscape stone to Administration Office
- Pick up extra sand and stone from Administration Office
- Drain pool and clean equipment in pump building to prep for winter
- Help forestry trim trees on Millrace with bucket truck and chipper (2 people 2 days)
- Repair irrigation Diamond 2 and Library Triangle
- Remove dead tree from Dam Pond stuck on buoy line
- Install new away with geese light in Shanklin Pond

#### **September Objectives:**

- Playground inspections
- Bridge inspection
- General repairs
- Mow trails back
- Close concessions building and pool building for winter
- Clean up tree that is down in Burdick Park and north fence row
- Replace 2 broken posts in Dam parking lot
- Replace slide at Tommy's playground

#### **Facility Coordinator: Frank Shula**

#### **August Accomplishments:**

- Inspect facilities. Keep inventory of cleaning supplies, order supplies when needed. Organize supplies at all facilities on ongoing basis and stock
- Supervise cleaning/rentals. Show potential renters facilities
- Report maintenance issues.
- Contacted RS Pest to take care of bee infestation at warming house restrooms.
- Scheduled carpets cleaning at schrock and Rieth Center.
- Organized Lippert volunteer's at Kauffman Park for mulching of playground areas and garden plots on August 27.
- Assisted with set up for River Basin Commission's quarterly meeting at Schrock
- Removed Graffiti at Dog Park and sanded signposts. Also removed graffiti at Rogers (skate park)
- Fixed alarm at Rieth center- cleaned corrosion of battery terminals in door sensors
- Completed and sent 2022 quilt garden design to scale, square footage along with flower selections to the Elkhart County Convention and Visitors Bureau.
- Assisted on day of Adult Triathlon
- Fixed Diamond 1 scoreboard controller
- Scheduled treatment for Army Worms on diamond 2 (Shanklin)
- Solicited quote from Final Phase for net poles at diamond 1, Shanklin
- Clean and landscape stepping stone walkway at park office.
- Set up and work with Lippert volunteer group Friday, July 30 Pringle, (mulch and weeding) Lippert presented us with a park donation.
- Ordered parts for paddle boat
- Ordered pet met stations for 9<sup>th</sup> Street Trail

#### **September Objectives:**

- Send Grease trap reports for end of September
- Fix blinds 1 set of blinds at Abshire
- Replace screen at Abshire
- Finish stepping stone area at office
- Get another quote for Shanklin ball-diamond net poles from L&M

**Park Board Signatures:**

Approved this Monday, September 20, 2021

\_\_\_\_\_

**Roger Nafziger, Member**

\_\_\_\_\_

**Jim Wellington, Member**

**Bill Veenstra, Secretary:** \_\_\_\_\_

\_\_\_\_\_

**Jennifer Shell, President**

\_\_\_\_\_

**Jenni Samuel, Vice-President**

204-PARKS AND RECREATION

CITY OF GOSHEN

REPORT PRINTED SEPTEMBER 15,2021

CULTURE AND RECREATION

PROPOSED BUDGET WORKSHEET

NON-DEPARTMENTAL

AS OF: JUNE 30, 2020

EXPENDITURES	2017 ACTUAL	2018 ACTUAL	2019 ACTUAL	number includes encumbered money ( 2020 )		2021		
				CURRENT	Y-T-D ACTUAL	PROPOSED BUDGET	ADOPTED BUDGET	
<u>SALARIES AND WAGES</u>								
204-550-00-411.0130 P&R/FULL TIME PERSONNEL	582,293	664,758	701,663	630,700	312,967	689,133		
204-550-00-411.0140 P&R/PART TIME PERSONNEL	307,658	287,520	300,867	420,000	65,376	556,444		
204-550-00-411.0151 P&R/INCREMENT PAY	9,946	11,100	12,418	12,000	0	13,600		
204-550-00-411.0152 P&R/LONGEVITY	4,000	4,000	4,000	4,000	0	2,000		
204-550-00-411.0160 P&R/OVERTIME	0	994	916	4,000	0	8,000		
TOTAL SALARIES AND WAGES	903,897	968,372	1,019,864	1,070,700	378,343	1,269,177		0
<u>EMPLOYEE BENEFITS</u>								
204-550-00-413.0100 P&R/FICA MATCH	53,444	56,728	59,240	67,000	20,393	74,675		
204-550-00-413.0200 P&R/MEDICARE	12,499	13,267	13,855	16,000	5,074	17,465		
204-550-00-413.0300 P&R/RETIREMENT	91,589	92,177	92,617	92,000	50,405	101,922		
204-550-00-413.0501 P&R/HEALTH INSURANCE	188,707	216,638	223,828	209,000	113,420	245,453		
204-550-00-413.0700 P&R/CELL PHONE	1,500	1,595	1,706	1,800	853	3,000		
204-550-00-413.0701 P&R/CLOTHING/BOOT/FITNESS	0	890	2,015	2,025	230	2,125		
204-550-00-413.0702 P&R/CLOTHING	4,849	5,074	1,167	6,200	973	6,200		
TOTAL EMPLOYEE BENEFITS	352,588	386,369	394,428	394,025	191,348	450,840		0
<u>OFFICE SUPPLIES</u>								
204-550-00-421.0200 P&R/STATIONERY & PRINTING	486	251	435	675	0	500		
204-550-00-421.0501 P&R/OTHER OFFICE EXPENSES	3,997	3,265	1,965	3,187	1,950	3,200		
TOTAL OFFICE SUPPLIES	4,483	3,516	2,400	3,862	1,950	3,700		0
<u>OPERATING SUPPLIES</u>								
204-550-00-422.0151 P&R/OTHER OPERATING SUPPLI	1,310	1,435	1,447	2,590	833	2,590		
204-550-00-422.0152 P&R/PAINT	7,138	3,960	4,405	5,350	490	5,000		
204-550-00-422.0153 P&R/GENERAL PROGRAM	19,262	19,935	20,000	28,000	10,837	28,000		
204-550-00-422.0154 P&R/OTHER EQUIPMENT	7,354	16,057	320	6,007	1,007	5,000		
204-550-00-422.0210 P&R/GASOLINE, DIESEL, PROPA	21,047	27,128	24,372	41,190	10,025	32,000		
204-550-00-422.0251 P&R/OTHER GARAGE & MOTOR	421	108	396	3,300	67	1,000		
204-550-00-422.0311 P&R/INSTITUTIONAL & MEDICA	18,498	19,970	20,791	21,000	10,160	21,000		
TOTAL OPERATING SUPPLIES	75,030	88,593	71,731	107,437	33,419	94,590		0

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EXPENDITURES	2017 ACTUAL	2018 ACTUAL	2019 ACTUAL	number includes encumbered money ( 2020 )		2021		
				CURRENT	Y-T-D ACTUAL	PROPOSED BUDGET	ADOPTED BUDGET	
<u>REPAIR AND MAINTENANCE</u>								
204-550-00-423.0110 P&R/BLDG MATRS & SUPPLIES	32,704	28,792	23,921	41,123	20,885	30,000		
204-550-00-423.0125 P&R/STREET,ALLEY,& SEWER MA	6,250	28,738	28,375	32,300	2,478	32,300		
204-550-00-423.0201 P&R/REPAIR PARTS	3,483	1,897	2,231	4,900	334	4,000		
204-550-00-423.0301 P&R/MACHINERY & TOOLS	5,812	4,071	2,562	5,000	1,254	4,000		
TOTAL REPAIR AND MAINTENANCE	48,249	63,498	57,089	83,323	24,951	70,300	0	
<u>OTHER SUPPLIES</u>								
204-550-00-429.0000 P&R/MEMORIAL TREES	0	0	0	0	0	0		
204-550-00-429.0001 P&R/PROGRAM SUPPLIES	27,970	30,015	29,834	30,000	7,717	35,000		
204-550-00-429.0002 P&R/OTHER SUPPLIES	14,064	16,144	26,560	30,560	4,924	30,560		
TOTAL OTHER SUPPLIES	42,034	46,159	56,394	60,560	12,641	65,560	0	
<u>PROFESSIONAL SERVICES</u>								
204-550-00-431.0500 P&R/SERVICES CONTRACTUAL	85,033	107,688	113,150	113,777	15,840	113,700		
204-550-00-431.0501 P&R/TREE PROGRAM	13,999	22,103	30,636	0	1,161	0		
204-550-00-431.0502 P&R/TREES PLANTED	938	5,040	3,000	0	0	0		
204-550-00-431.0503 P&R/OTHER PROFESSIONAL SVC	0	11,707	16,598	30,000	8,403	30,000		
204-550-00-431.0504 P&R/STREET TREE MAINT/REMO	44,675	68,209	48,039	9,461	8,300	0		
204-550-00-431.0505 P&R/LANDSCAPING	15,000	2,645	27,951	17,450	4,126	17,450		
204-550-00-431.0506 P&R/TREE TRIM REMOVAL	5,390	8,606	3,421	0	609	0		
204-550-00-431.0507 P&R/LEGAL REIMB	3,779	3,538	3,260	8,000	1,350	6,000		
TOTAL PROFESSIONAL SERVICES	168,814	229,536	246,055	178,688	39,789	167,150	0	
<u>COMMUNICATION/TRANSPORT</u>								
204-550-00-432.0201 P&R/POSTAGE	1,583	259	977	750	54	500		
204-550-00-432.0300 P&R/TRAVEL EXPENSES	65	0	0	500	156	500		
204-550-00-432.0401 P&R/TELEPHONE	6,941	6,744	9,547	8,750	3,704	10,000		
TOTAL COMMUNICATION/TRANSPORT	8,589	7,003	10,524	10,000	3,914	11,000	0	

## 204-PARKS AND RECREATION

## CITY OF GOSHEN

REPORT PRINTED SEPTEMBER 15,2021

## CULTURE AND RECREATION

## PROPOSED BUDGET WORKSHEET

## NON-DEPARTMENTAL

AS OF: JUNE 30, 2020

EXPENDITURES	2017 ACTUAL	2018 ACTUAL	2019 ACTUAL	number includes encumbered money ( 2020 )		2021		
				CURRENT	Y-T-D ACTUAL	PROPOSED BUDGET	ADOPTED BUDGET	
<u>PRINTING AND ADVERTISING</u>								
204-550-00-433.0200 P&R/PUBLICATION LEGAL NOTI	0	0	0	150	0	150		
204-550-00-433.0501 P&R/OTHER PRINTING & ADVER	26,774	27,094	24,151	22,626	2,044	22,500		
TOTAL PRINTING & ADVERTISING	26,774	27,094	24,151	22,776	2,044	22,650		0
<u>INSURANCE</u>								
204-550-00-434.0500 P&R/COMPREHENSIVE PLAN	18,978	20,000	0	0	0	0		
TOTAL INSURANCE	18,978	20,000	0	0	0	0		0
<u>UTILITY SERVICES</u>								
204-550-00-435.0101 P&R/ELECTRICITY AND GAS	57,701	60,842	95,090	58,700	24,251	75,000		
204-550-00-435.0401 P&R/WATER AND SEWER	50,379	45,039	21,968	53,500	7,607	53,500		
204-550-00-435.0501 P&R/STORMWATER FEES	2,882	3,006	7,712	5,000	2,030	9,000		
TOTAL UTILITY SERVICES	110,962	108,887	124,770	117,200	33,888	137,500		0
<u>REPAIRS AND MAINTENANCE</u>								
204-550-00-436.0101 P&R/REPAIRS TO BLDG & STRUC	15,309	89,095	87,660	66,000	13,636	70,000		
204-550-00-436.0201 P&R/REPAIRS TO EQUIPMENT	6,128	3,075	935	8,000	1,008	6,000		
204-550-00-436.0501 P&R/MAINTENANCE CONTRACT	17,972	20,098	48,301	51,042	12,378	51,000		
204-550-00-436.0502 P&R/SWIM POOL	1,398	11,183	11,965	15,000	904	15,000		
TOTAL REPAIRS AND MAINTENANCE	40,807	123,451	148,861	140,042	27,926	142,000		0
<u>RENTALS</u>								
204-550-00-437.0201 P&R/RENTAL EQUIPMENT	2,220	3,347	1,469	4,000	1,500	4,000		
TOTAL RENTALS	2,220	3,347	1,469	4,000	1,500	4,000		0
<u>OTHER SERVICES/CHARGES</u>								
204-550-00-439.0301 P&R/SUBSCRIPTION & DUES	385	735	561	1,250	885	1,250		
204-550-00-439.0901 P&R/EDUCATION	6,797	6,432	6,096	8,000	1,376	8,000		
TOTAL OTHER SERVICES/CHARGES	7,182	7,167	6,657	9,250	2,261	9,250		0

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NON-DEPARTMENTAL

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EXPENDITURES	2017 ACTUAL	2018 ACTUAL	2019 ACTUAL	number includes encumbered money ( 2020 )		2021		
				CURRENT	Y-T-D ACTUAL	PROPOSED BUDGET	ADOPTED BUDGET	
<u>INFRASTRUCTURE</u>								
204-550-00-442.0001 P&R/CAPITAL PROJECTS	23,751	199,987	87,035	255,008	12,698	200,000		
204-550-00-442.0100 P&R/INFRASTRUCTURE CAPITAL	16,036	4,512	39,227	60,048	14,693	50,000		
TOTAL INFRASTRUCTURE	39,787	204,499	126,262	315,056	27,391	250,000		0
<u>MACHINERY AND EQUIPMENT</u>								
204-550-00-445.0200 P&R/MOTOR VEHICLES	134,485	72,648	89,675	77,000	34,063	0		
204-550-00-445.0500 P&R/PLAYGROUND EQUIPMEN	0	0	12,312	13,500	0	12,000		
TOTAL MACHINERY AND EQUIPMENT	134,485	72,648	101,987	90,500	34,063	12,000		0
<u>OTHER</u>								
204-550-00-459.0000 P&R/SALES TAX	3,512	3,785	3,803	2,500	610	4,500		
204-550-00-459.1000 P&R/FACILITY SALES TAX	25	0	0	500	0	100		
TOTAL OTHER	3,537	3,785	3,803	3,000	610	4,600		0
<u>MISCELLANEOUS</u>								
204-550-00-499.0001 P&R/NON-APPRPRIATED	23,827	79,318	56,906	0	19,613			
TOTAL MISCELLANEOUS	23,827	79,318	56,906	0	19,613	0		0
<hr/>								
TOTAL NON-DEPARTMENTAL	2,012,243	2,443,242	2,453,351	2,610,419	835,651	2,714,317		0
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TOTAL CULTURE AND RECREATION	2,012,243	2,443,242	2,453,351	2,610,419	835,651	2,714,317		0
<hr/>								
TOTAL EXPENDITURES	2,012,243	2,443,242	2,453,351	2,610,419	835,651	2,714,317		0
REVENU OVER/(UNDER) EXPENDITURES	680,411	(215,844)	192,882	(2,068,514)	(720,283)	(2,714,317)		0

## CULTURE AND RECREATION

## PROPOSED BUDGET WORKSHEET

## NON-DEPARTMENTAL

AS OF: APRIL 30, 2020

REVENUES	2017 ACTUAL	2018 ACTUAL	2019 ACTUAL	2020		2021	
				CURRENT	Y-T-D ACTUAL	PROPOSED BUDGET	ADOPTED BUDGET
<u>GENERAL PROPERTY TAXES</u>							
204-450-00-311.0101 P&R/PROPERTY TAX	1,678,796	1,722,390	2,151,894	0	55,306		
204-450-00-311.0199 P&R/PROPERTY TAX PRIOR YR	0	0	0	0	0		
TOTAL GENERAL PROPERTY TAX	1,678,796	1,722,390	2,151,894	0	55,306	0	0
204-450-00-311.0101 P&R/PROPERTY TAX							
<u>BUSINESS LICENSE/PERMIT</u>							
204-450-00-321.3001 P&R/BIKE LICENSES	355	255	85	200	0		
TOTAL BUSINESS LICENSE/PERMIT	355	255	85	200	0	0	0
<u>STATE GRANTS</u>							
204-450-00-334.0100 P&R/IN STUDENT SUMMER WK S	0	0	0	0	0		
204-450-00-334.0700 P&R/GRANTS	20,000	0	0	0	0		
TOTAL STATE GRANTS	20,000	0	0	0	0	0	0
<u>STATE SHARED REVENUE</u>							
204-450-00-335.0100 P&R/F.I.T.	7,282	6,526	8,832	7,458	0		
204-450-00-335.0199 P&R/F.I.T. PRIOR YEAR	0	0	0	0	0		
204-450-00-335.0200 P&R/AUTO EXCISE	113,795	117,258	68,409	141,449	0		
204-450-00-335.0299 P&R/AUTO EXCISE-PRIOR YEAR	4,221	0	0	0	0		
204-450-00-335.0700 P&R/CVET	8,804	8,098	5,108	9,198	0		
204-450-00-335.0799 P&R/CVET-PRIOR YEAR	0	0	0	0	0		
TOTAL STATE SHARED REVENUE	134,102	131,882	82,349	158,105	0	0	0
204-450-00-335.0100 P&R/F.I.T.							
204-450-00-335.0200 P&R/AUTO EXCISE							
<u>CULTURE AND RECREATION</u>							
204-450-00-347.1101 P&R/POOL RECEIPTS	34,575	36,623	41,920	36,000	0		
204-450-00-347.1301 P&R/POOL CONCESSIONS	9,906	13,055	12,371	13,000	0		

CULTURE AND RECREATION  
NON-DEPARTMENTAL

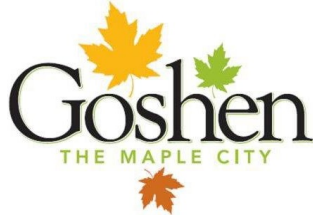
PROPOSED BUDGET WORKSHEET  
AS OF: APRIL 30, 2020

REVENUES	2017 ACTUAL	2018 ACTUAL	2019 ACTUAL	2020		2021	
				CURRENT	Y-T-D ACTUAL	PROPOSED BUDGET	ADOPTED BUDGET
204-450-00-347.1401 P&R/MISC CONCESSIONS	0	0	1	0	0		
204-450-00-347.1501 P&R/PROGRAM FEES	171,870	152,995	157,089	165,000	23,978		
204-450-00-347.1502 P&R/DAY CAMP FEES	40,232	55,241	49,647	55,000	675		
204-450-00-347.1503 P&R/RIETH ACT FEES	1,991	1,944	1,456	2,000	0		
204-450-00-347.1504 P&R/SALES TAXES	3,590	3,729	3,949	3,000	431		
204-450-00-347.1505 P&R/FACILITY SALES TAX	25	0	0	0	0		
204-450-00-347.1506 P&R/FEES ASSOC W/ RENTALS	800	1,190	395	1,000	0		
104-450-00-347.1507 P&R/ADULT TRY/USAT FEES	600	315	225	100	0		
TOTAL CULTURE AND RECREATION	263,589	265,092	267,053	275,100	25,084	0	0
<u>MISCELLANEOUS</u>							
204-450-00-360.1005 P&R/MISC REVENUE	5,605	19,896	50,977	30,000	11,032		
TOTAL MISCELLANEOUS	5,605	19,896	50,977	30,000	11,032	0	0
<u>INTEREST RECEIPTS</u>							
204-450-00-361.0000 P&R/INTEREST EARNED	395	8,044	7,956	7,000	1,741		
INTEREST RECEIPTS	395	8,044	7,956	7,000	1,741	0	0
<u>RENTAL OF PROPERTY</u>							
204-450-00-362.0101 P&R/RENTAL DEPOSITS	20,200	18,352	18,372	18,000	3,725		
204-450-00-362.0102 P&R/RENTAL PROPERTY	32,979	33,244	34,290	30,000	5,980		
TOTAL RENTAL OF PROPERTY	53,179	51,596	52,662	48,000	9,705	0	0
<u>CONTRIBUTIONS</u>							
204-450-00-367.0020 P&R/ECCF/TOMMY'S KIDS CAST	0	0	0	0	0		
204-450-00-367.0021 P&R/TOWNSHIP	12,500	12,500	12,500	12,500	12,500		
204-450-00-367.0022 P&R/COMMUNITY CENTER REV	0	0	0	0	0		
204-450-00-367.0100 P&R/PLANT 50/50 PRINCIPAL	152	552	0	0	0		
204-450-00-367.0200 P&R/REMOVE 50/50 PRINCIPAL	16,347	15,180	19,557	10,000	0		
204-450-00-367.0300 P&R/REMOVE 50/50 INTEREST	0	0	0	0	0		
204-450-00-367.0400 P&R/PLANT 50/50 INTEREST	0	11	0	0	0		
204-450-00-367.0500 P&R/TREE ORDINANCE	0	0	0	0	0		
204-450-00-367.0600 P&R/TREE ORDINANCE-INTEREST	0	0	0	0	0		
204-450-00-367.0700 P&R/CITY NURSERY FUND	0	0	0	0	0		



CULTURE AND RECREATION  
NON-DEPARTMENTALPROPOSED BUDGET WORKSHEET  
AS OF: APRIL 30, 2020

REVENUES	2017 ACTUAL	2018 ACTUAL	2019 ACTUAL	2020		2021	
				CURRENT	Y-T-D ACTUAL	PROPOSED BUDGET	ADOPTED BUDGET
204-450-00-367.0800 P&R/MEMORIAL TREES	0	0	0	0	0		
TOTAL CONTRIBUTIONS	28,999	28,243	32,057	22,500	12,500	0	0
<u>INTERFUND TRANSFERS</u>							
204-450-00-391.0002 P&R/PAYROLL TRANSFERS	0	0	0	0	0		
204-450-00-391.0004 P&R/TRANSFERS IN	507,634	0	0	0	0		
TOTAL INTERFUND TRANSFERS	507,634	0	0	0	0	0	0
<u>REFUNDS</u>							
204-450-00-396.0101 P&R/INSURANCE REIMBURSE	0	0	1,200	0	0		
204-450-00-396.0102 P&R/MILEAGE REIMBURSEMENT	0	0	0	1,000	0		
TOTAL REFUNDS	0	0	1,200	1,000	0	0	0
<hr/>							
TOTAL NON-DEPARTMENTAL	2,692,654	2,227,398	2,646,233	541,905	115,368	0	0
<hr/>							
TOTAL CULTURE AND RECREATION	2,692,654	2,227,398	2,646,233	541,905	115,368	0	0
<hr/>							
TOTAL REVENUES	2,692,654	2,227,398	2,646,233	541,905	115,368	0	0



**Office Location:** 410 W Plymouth Ave • Goshen • IN 46526  
**Phone:** 574-534-0076 • **E-Mail:** [enviromental@goshencity.com](mailto:enviromental@goshencity.com)  
**Staff:** Brandi Devoe • Theresa Sailor

To the Goshen Park Board

Event Use Request: Rieth Interpretive Center

August 31, 2021

Request for the overnight use of the Rieth Interpretive Center facility from September 11 (4:30 pm) to September 12 (8:00 am) on behalf of the Merry Lea Environmental Learning Center of Goshen College. Tom Hartzell, Environmental Educator at Merry Lea, is leading college students on a week long canoe trip down the Elkhart River, to the Saint Joseph River, and then on to Lake Michigan, as part of their Sustainability Leadership Semester. The students and supervisors are camping at different sites along the way.

Professor Hartzell and past students have used the Rieth Center as a camp over site in past years, and always treated it with great respect. Other arrangements were necessary a year ago because of COVID.

Goshen College environmental professors and students are an increasingly important partner to the City of Goshen as the City works to better understand its ecological impacts. Fostering connections around educational experiences, such as this canoe trip, is an important way for the City to continue to build this relationship.

**Aaron Sawatsky-Kingsley**

Director, Department of Environmental Resilience /

City Forester

City of Goshen

410 W. Plymouth Ave.

Goshen, In. 46526

574.537.3850

[aaronkingsley@goshencity.com](mailto:aaronkingsley@goshencity.com)

**Jeremy Stutsman**  
**Mayor of Goshen**

Special Event Application for Board Approval Date of Meeting SEPT. 20/2021

Event Name ARTS ON THE MILLRACE

Type of Event FINE ARTS FESTIVAL

Fundraiser  yes  no

Sponsor GOSHEN ARTS & EVENTS/CITY SPONSORED

Event Benefits \_\_\_\_\_

Non Profit  yes  no

Commercial Event  yes  no Number of Vendors UNKNOWN

Event Time Including Set-up and Tear Down: Begin time: 7AM End Time 8PM

Event Date: 1<sup>st</sup> choice 9/10-9/11 2<sup>nd</sup> choice \_\_\_\_\_ 3<sup>rd</sup> choice \_\_\_\_\_

Expected Attendance OVER 1000 Number of Volunteers \_\_\_\_\_

Facility(s) Requested POWER HOUSE 1 DAY FEE \$ 100.00+DEPOSIT

Open Space Requested MILLRACE GRN SPC 2 DAYS FEE \$ 200.00

Trail Sections Requested MILLRACE TRAIL SEC 2 FEE \$ 200.00

Athletic Fields Requested \_\_\_\_\_ FEE \$ \_\_\_\_\_

Parking Areas Requested \_\_\_\_\_ FEE \$ \_\_\_\_\_

Number of Parking Assistants \_\_\_\_\_

these fees are updated from 6/21 application

Pool Rental Requested  yes  no (Saturday and Sunday Only)

Food Service Permit Required  yes  no Attached  yes  no

Port a Johns Required  yes  no Number of Port a Johns 3

Event Insurance Required  yes  no Not required till event is approved

Time Line Attached  yes  no Map Attached  yes  no

Vendor List Attached  yes  no

Permits Required by the GPRD:

Attendance	<input checked="" type="checkbox"/>	FEE\$ <u>0.00 FEE WAIVED</u>
Tent	<input type="checkbox"/>	FEE\$ _____
Vendor	<input checked="" type="checkbox"/>	FEE\$ <u>0.00 FEE WAIVED</u>
Rec Equipment	<input type="checkbox"/>	FEE\$ _____
Parking	<input type="checkbox"/>	FEE\$ _____
Bike Rack	<input type="checkbox"/>	FEE\$ _____

All event fees not including refundable deposit \$ 500.00+100.00 DEPOSIT= \$600.00

Notes: Original application approved 6/21. The applicant has requested to have the attendance permit fee of \$250 removed from the total fees and to remove 1 days rental of the Power House and Patio.

Vendor fees are not charged for this event as the city is a sponsor.

Trash removal will be provided by the City of Goshen Street Dept.

**FOOD AND ALCOHOL WILL BE SERVED. PERMITS ARE THE RESPONSIBILITY OF APPLICANT**

Board Questions and Requests: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## Arts on the Millrace Contract Adjustments

I would like to request that the rental for Arts on the Millrace be adjusted to remove the Friday Powerhouse rental and only include the Powerhouse on Saturday, September 11th.

I would also like to request that the Attendance Fee for the event be waived. This event is sponsored and supported by the city and is operating on a very small budget, so every little bit helps. We will happily list the Parks Department as a sponsor for this event as a thank you for your support and flexibility.

Please let me know if you have any questions. Thank you for your consideration!

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**ADRIENNE** NESBITT

She/Her

Director of Events, **Eyedart** Creative Studio

324 S Fifth St

Goshen, Indiana 46528

(574) 238-5572 (mobile)

[eyedart.com](http://eyedart.com)

Special Event Application for Board Approval Date of Meeting SEPT.20, 2021

Event Name MILES FOR MUSIC

Type of Event 5K RUN/ 3K WALK

Fundraiser  yes  no

Sponsor GOSHEN HIGH SCHOOL MUSIC DEPARTMENT

Event Benefits GOSHEN HIGH SCHOOL MUSIC DEPARTMENT

Non Profit  yes  no

Commercial Event  yes  no Number of Vendors \_\_\_\_\_

Event Time Including Set-up and Tear Down: Begin time: 7:30AM End Time 11:AM

Event Date: 1<sup>st</sup> choice 11/6/2021 2<sup>nd</sup> choice \_\_\_\_\_ 3<sup>rd</sup> choice \_\_\_\_\_

Expected Attendance UP TO 250 Number of Volunteers \_\_\_\_\_

Facility(s) Requested \_\_\_\_\_ FEE \$ \_\_\_\_\_

Open Space Requested \_\_\_\_\_ FEE \$ \_\_\_\_\_

Trail Sections Requested MONROE ST TRAIL, ABSHIRE TRAIL FEE \$ NO FEE

Athletic Fields Requested \_\_\_\_\_ FEE \$ \_\_\_\_\_

Parking Areas Requested \_\_\_\_\_ FEE \$ \_\_\_\_\_

Number of Parking Assistants \_\_\_\_\_

Pool Rental Requested  yes  no (Saturday and Sunday Only)

Food Service Permit Required  yes  no Attached  yes  no

Port a Johns Required  yes  no Number of Port a Johns \_\_\_\_\_

Event Insurance Required  yes  no Not required till event is approved

Time Line Attached  yes  no Map Attached  yes  no

Vendor List Attached  yes  no

Permits Required by the GPRD:

Attendance	<input type="checkbox"/>	FEE\$ 25.00
Tent	<input type="checkbox"/>	FEE\$ _____
Vendor	<input type="checkbox"/>	FEE\$ _____
Rec Equipment	<input type="checkbox"/>	FEE\$ _____
Parking	<input type="checkbox"/>	FEE\$ _____
Bike Rack	<input type="checkbox"/>	FEE\$ _____

All event fees not including refundable deposit \$ 25.00 \_\_\_\_\_

Notes: THE EVENT WILL BEGIN AT THE HIGHSCHOOL WITH A PANCAKE BREAKFAST 7:30AM  
THE EVENT ON THE TRAIL BEGINS AT 9AM AND ENDS AROUND 11AM  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Board Questions and Requests: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

# SPECIAL USE Event APPLICATION

This application is to be filled out if your event is open to the public, seeks commercial sales or will have a large number of people, AND/OR is any other out-of-the-ordinary use of the parks, such as festivals or concerts; races, runs, rides, or walks; benefits/fundraisers that are open to the public; film/photo shoots; large corporate functions, athletic events, tournaments, church picnics, weddings; or events that draw an amount of people that exceeds the established Facility capacity. **Events that involve commercial sales or which are commercial events are subject to Goshen Park and Recreation Board approval. All other special events are subject to approval by the Superintendent as authorized by the Goshen Parks and Recreation Board. If the individual's or group's request is denied by the Superintendent, an appeal may be submitted to the Goshen Parks and Recreation Board for consideration.** (Ord. No. 4294, § 11, 6-7-2005) 7.1.1.12 Solicitations, commercial sales and commercial photography prohibited. Sec. 12 No person shall solicit, advertise, sell, photograph or promote for sale any commercial product or commercial event within any park or other recreational area **without the express written permission of the Goshen Board of Parks and Recreation Department.** The person must conspicuously post such permission at the site of such activity.

Facility or shelter rental will be required in conjunction with Special Event.

Please fill out this application as completely as possible. You do not have permission for your event until your application has been approved, all deposits and rental fees paid in full, and a permit is issued to you from the Park Department.

You can contact Goshen Parks and Recreation Department Administration Office at 574-534-2901 in order to obtain blank copies of this "Special Use Event Application" and/or obtain other pertinent information about event-organizing in the City of Goshen Parks.

Name of Organization or Group organizing the event: Goshen High School Music Department

1. Name of Event: Miles for Music

2. Main Contact Person: Jason Pfeifer

3. Mailing Address: 401 Lincolnway E. Goshen IN 46526  
Street City State Zip Code

4. E-mail Address: Jpfeifer@goshenschools.org

5. Office/Home Phone #: 533-8651 Day-of-Event Cell Phone #: (989) 400-0120

6. Fax #: \_\_\_\_\_ Website for organization: gcsperformingarts.org/miles-for-music

7. 1st Choice Event Date: 11/6/21 2nd Choice: \_\_\_\_\_ 3rd choice: \_\_\_\_\_

8. Event Time (Approximate start/end; including set up & clean up) 7:30 - 11 AM (9 AM start)

Desired Park: Abshire Is your event open to the general public Yes

9. Please check the box for the type of Permit you are requesting according to the expected attendance.

Special Event Permit (up to 250 people) \$25 fee payable to City of Goshen

Special Event Permit (251-1000 people) \$100 fee payable to City of Goshen

Special Event Permit (over 1000 people) \$250 fee payable to City of Goshen

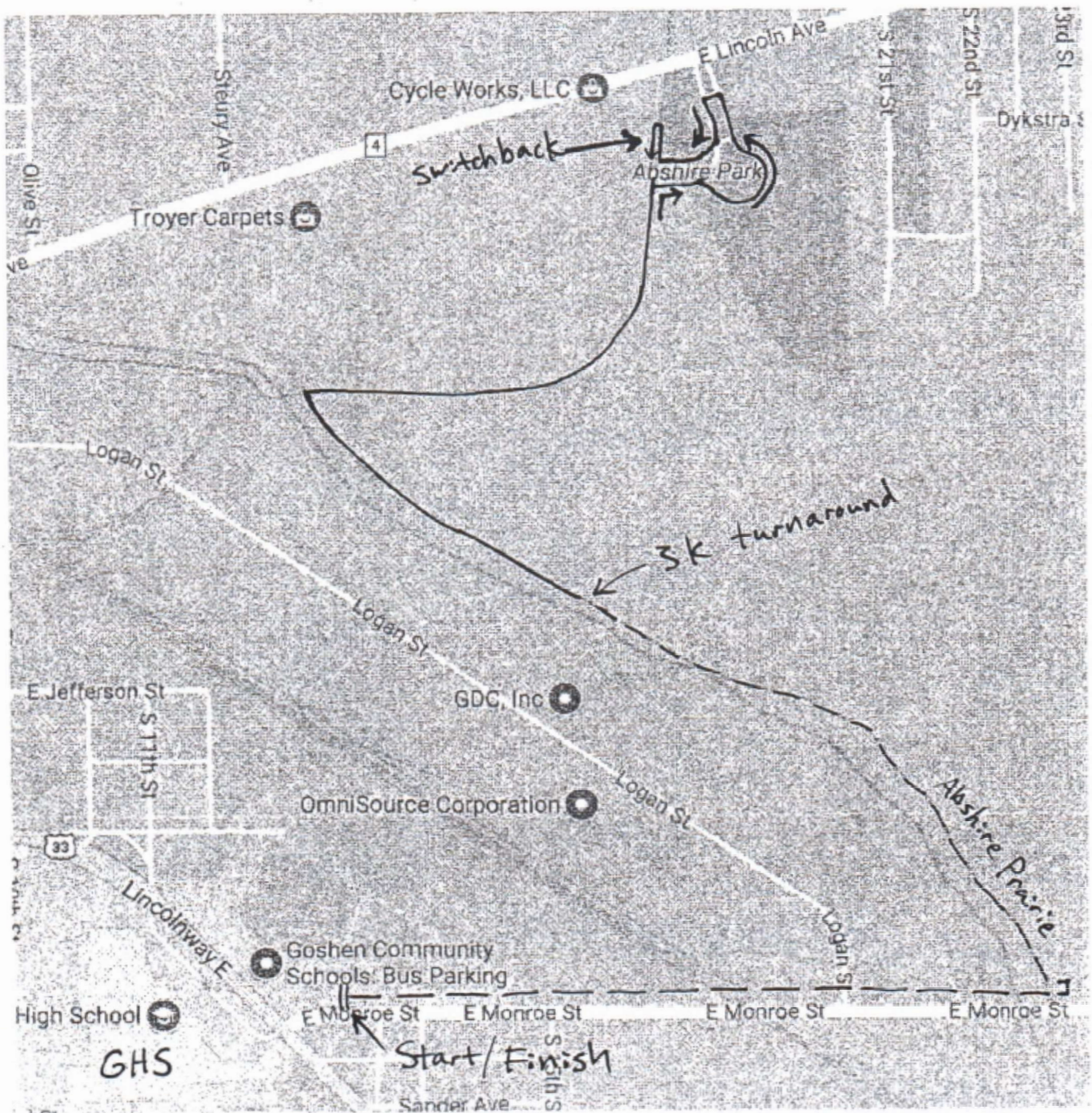


# Miles for Music Course, 2019

3k Walk & 5k Run

Both the 3k Walk and the 5k Run courses are "out and back", following the same path. They will both start and finish just south of the Goshen Community Schools bus compound on the sidewalk that's parallel with E. Monroe Street (CR 34). (The bus compound is just east of GHS, across US 33). Both Courses begin by heading east on the sidewalk for around 750 M until the entrance to the Abshire Prairie is reached, upon which point they will turn sharply left. After 1.5 kilometers, the 3k walkers will turn around and head back towards the start. The 5k runners will continue until the Pumpkinvine Trail is reached. They will then turn right and head towards Abshire Park. They will do a short loop in Abshire Park, including about 100 M on grass, and then return to the Pumpkinvine Trail. They will turn right for a short switchback and then return upon their original path. Due to the "out and back" nature of the course, all runners and walkers are asked to observe an imaginary, invisible line down the middle of the path for safety and course-length accuracy. Please also observe common trail/path courtesies toward each other and also other non-race participants you may encounter.

On the map below, the dotted line represents the shared course and the solid line represents the portion of the 5k course that is used exclusively for the 5k route and not for the 3k route.





Please describe what type of event are you proposing? (For examples see first paragraph of this form)

5k run/3k walk that combines a pancake breakfast at GHS.  
Course starts by GCS bus parking, through Abshire + Pumpkinsville +  
back around to finish in same area.

Please describe the requested location/s within the park, or provide a map of the space requested and/or of the Walk/Run/Ride Route:

See map

**COMMERCIAL EVENT OR COMMERCIAL PRODUCTS:**

Do you plan to sell tickets ahead of time? Yes If so, according to Ordinance 4294, Rules and Regulations for Parks and Other Recreational Areas in the City of Goshen, Section Twelve, "Solicitations, Commercial Sales and Commercial Photography Prohibited": No person shall solicit, advertise, sell, photograph or promote for sale any commercial product or commercial event within any park or other recreational area **without the express written permission of the Goshen Board of Parks and Recreation**. The person must conspicuously post such permission at the site of such activity.

Parks Reservation System – Pavilion Reservations, please visit or contact the Park Administration Office, 524 E Jackson St, Goshen, Indiana, 574-534-2901.

1. Request a Facility or Location
2. Request a Date
3. Make Reservation
4. Complete the Facility Rental Permit
5. If your event is a private community fundraiser/benefit and a facility rental is not available, a flat fee of \$100.00 will be attached for administration, custodial and facility maintenance cost. GPRD will facilitate no more than four (4) benefits per year.

- Name and address of person organizing fundraiser: (If different from above)

Name \_\_\_\_\_ Address: \_\_\_\_\_

- City: \_\_\_\_\_, State \_\_\_\_\_ Postal Zip Code \_\_\_\_\_

Email: \_\_\_\_\_ Phone: (\_\_\_\_) \_\_\_\_\_-\_\_\_\_\_

- How and what media will be utilized to promote your fundraiser/benefit?

Flyers at school, email, website, GCS social media

- Have you conducted any other fundraisers/benefit in the calendar year? No.

- The person or family intended to benefit from fundraiser must be a resident of the City of Goshen

- Documentation of benefit need is required, along with permission from the individual to divulge the information
- A certificate of insurance is required for all fundraisers/benefits.
- If a private fundraiser/benefit non-profit rates for facility rental and/or recreation equipment would apply .Mon.- Thurs.

6. Do you have a Non-Profit Status? \_\_\_\_\_

GCS

- Attached is Non-Profit supporting certificates with Federal ID #)

7. If your event is before April 15th, or after October 15th, Open Air Pavilions and restrooms are winterized and/or not maintained during this period (Enclosed pavilions with restrooms are still available during the winter).

8. **PLEASE NOTE:** Your organization may be required to rent additional facilities in order to account for the parking your event requires. See "Parking/Shuttles" section below for details.

9. If you would like to rent the Shanklin Swimming Pool please contact us directly for venue specific regulations and availability. For pool rental fees and lifeguard requirements refer to "Shanklin Pool Rental".

10. If your organization would like to request use of sport fields see "Athletic Field Use".

Please List all facilities and locations you will be using:


Event Certificate of Liability - If your event qualifies as "**Special Event Usage**", please obtain and submit a copy of your or your organization's "Certificate of Liability" or "One Day Event Insurance" that indicates proof of General Liability Insurance, and that lists City of Goshen, Parks and Recreation Department, 524 E Jackson St, Goshen, IN, 46526, as "additional insured", \$1,000,000 Bodily Injury liability and \$1,000,000 Property Damage liability Each Occurrence. This coverage is specific to your event only. A certificate of liability can be obtained with your insurance provider. If you do not carry insurance, event insurance can be purchased independently with an event insurance provider. The City of Goshen does not provide event insurance.

Once you've obtained your Certificate of Liability or Event Insurance Certificate, please submit it to the Goshen Parks and Recreation Department via e-mail: [goshenparks@goshencity.com](mailto:goshenparks@goshencity.com), fax: 574-349-6672, US Mail: 524 E Jackson St, Goshen 46526, or in person.

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Athletic Field Use - If your event will occupy the athletic fields adjacent to or nearby your Enclosed and/or Open Air Pavilion/Event area, or you specifically require the use of said fields, you will be required to rent those fields according to usage at the rates indicated below. There are many sports leagues that use the athletic fields, therefore, necessary arrangements will need to be coordinated with the GPRD Sport Leagues Director.



1. Which athletic fields will your event require?

**Softball / Baseball Diamonds \$25 + tax per two hour game (plus light charge, per hour automatic after 8:00 pm)**

Shanklin Park Diamond #1 \_\_\_\_\_ Diamond #2 \_\_\_\_\_ Diamond #3 \_\_\_\_\_

Rogers Park Baseball Diamond \_\_\_\_\_

**Athletic Fields \$40.00/field/Court per (2) two hour rental:**

Pringle Soccer Field #1 \_\_\_\_\_ #2 \_\_\_\_\_ Pringle Football Field \_\_\_\_\_

Pringle Park Sand Volleyball Courts #1 \_\_\_\_\_ #2 \_\_\_\_\_ #4 \_\_\_\_\_ #5 \_\_\_\_\_ #6 \_\_\_\_\_

Rogers Park Sand Volleyball Court #1 \_\_\_\_\_ #2 \_\_\_\_\_

**Parking/Shuttles** - If your event will require additional parking beyond the spaces designated to your Enclosed and/or Open Air Pavilion/Field space, or your event parking encroaches on other park facility parking areas that you haven't rented, rendering them unavailable for other potential renters, we may require that you rent additional Shelters/Lodges/Field space/s. In some cases, you may need to organize a shuttle service to and from a remote location in order to account for all of your parking needs. *Parking on the grass is only allowed with special permission from the City of Goshen Parks and Recreation Department and only during favorable ground/weather conditions. Parking on grass, if approved, will require a \$25/hr sports field rentals or \$100.00 for a day event, 7am. – 10 pm.*

1. How many volunteers will work parking at your event? 20-25

2. Please describe below or attach a description of your parking plan if your event requires more parking than is available at the Shelter/s and Lodge/s that you have rented? N/A

**Pool Rental – Special Event Usage:**

Pool rentals are offered on Saturdays and Sundays, from 10:00 AM - 12:00 PM, or 7:00 PM - 9:00 PM.

Rental Date Requested: \_\_\_\_\_  
Day Month, Date, Year

Name of Organization/Renter: \_\_\_\_\_

Contact Person's Name: \_\_\_\_\_ Phone Number: (\_\_\_\_) \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_ Zip Code: \_\_\_\_\_

There must be at least one adult attending per 10 youth in your group.

This rental is for \_\_\_\_\_ and there will be \_\_\_\_\_ youth and \_\_\_\_\_ adults attending  
(Special Event Usage as listed above i.e. birthday party, reunion, etc.) (# of youth) (# of adults)

for a total of \_\_\_\_\_ guests.

Rental Fees for Shanklin Pool:

Pool Rental is \$225.00 + tax (\$15.75) per two hour time slot (minimum of 2 hours required), for up to 30 guests. For parties that exceed 30 guests, one additional lifeguard per ten guests, over 30, is required. The additional lifeguard fee is \$24.00 for two hours. This rental agreement must be accompanied with payment and received by the Goshen Parks & Recreation Department for your rental to be confirmed.

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**Invoices** - You can request to have one invoice written for all your fees, so you can pay for everything with one transaction. However, all fees must be paid in full prior to event. Please contact Park Staff for details, 574-534-2901.

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## Rules and Regulations

### The Permittee:

1. Must have a "**person in charge**" over the age of 18 available onsite for the entire event.
  2. Must perform all required maintenance and clean-up of entire site during and after the event.
  3. All Special Use Events are carry-in/carry-out, which means you must take your trash out of the park; we do not provide dumpsters or trash cans for Special Use Events.
  4. Is responsible for payment for costs related to event and any damages to area or equipment.
  5. Must possess Special Event Usage Permit during the event..
- 

## **Logistics Summary & Checklist**

1. Please check each box as you complete, or put an "NA" in boxes that are not applicable.
2. Please fill out this application as completely as possible.
3. You do not have permission for your event until a Permit is approved and issued to you from the Parks Department.
4. Please submit your completed application, via fax: 574-349-6672, email: [goshenparks@goshencity.com](mailto:goshenparks@goshencity.com), US Mail: 524 E Jackson St, Goshen, Indiana 46526, or in person.
5. The "Special Event Application" is available at the City of Goshen Parks and Recreation Department. To obtain other pertinent information about event-organizing, please contact the Goshen Parks and Recreation Department, 524 E Jackson St, Goshen, Indiana 46526, 574-534-2901.

### **Event Details**

Please provide the details and specifics for your event so that the on-site Facility Coordinator/Staff can best prepare for, facilitate, and accommodate your event. This summary should include ANY pertinent or relevant details, specifics, information, requests, needs, or requirements that will help make your event run as smoothly as possible.

*(Attach a separate sheet if necessary)*

Revised 08/2019

1. Timeline/Schedule for Event - Please provide us with the basic timeline of your event, including arrival time for set up, walk/run/activities start time, factoring in clean up, and departure time.

*Please note that any early arrivals (i.e. before 7 am) must be specifically discussed and confirmed with Goshen Parks and Recreation Department Facility Coordinator, Phone: 574-534-2901.*

2. Map/Layout of your Event - Please provide us with a map or description that outlines items such as the space you plan to use, the route of your walk/run, and the placement of tents, Porta-Johns, dumpsters, etc.

*Please note that the City of Goshen Parks and Recreation Department reserves the right to restrict use of certain areas or grounds, or placement of event equipment, which could damage park property.*

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Vendors - Any vendors performing commercial activity in the park (food, goods, or other items)

need to apply for a Single Day Special Sales Permit (information booths do not apply)

1. If your event has multiple/many vendors, you may submit one application on their behalf that includes a list of all vendors, their contact information, any relevant Health Permits, and then submit one payment to cover all Single Day Special Sales Permit Fees.

2. Once you or the Vendors have completed this application, please submit it to the Goshen Parks and Recreation Department via fax: 574-349-6672, email: [goshenparks@goshencity.com](mailto:goshenparks@goshencity.com), US Mail, or in person.

3. Please attach a list of any Vendor/s with this application and the items they plan to sell.

4. Please enter the number of Single Day Special Sales Permits you are requesting in the box below, according to the expected attendance, and fill in the total fees amount in the space to the right.

Single Day Special Sales Permit (events up to 500 people): \$100 per vendor x # of Permits= \$\_\_\_\_\_

Single Day Special Sales Permit (events btwn 501-1500 people): \$150 per vendor x # of Permits= \$\_\_\_\_\_

Single Day Special Sales Permit (events over 1500 people): \$250 per vendor x # of Permits= \$\_\_\_\_\_

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Health Department Permit to Operate a Temporary Food Service Establishment

Is your organization or any vendors providing food to the public (donated OR selling OR providing for



free) \_\_\_\_yes\_\_\_\_no? If yes please consult the Elkhart County Health Department to determine if you need to fill out a "Health Department Permit to Operate a Temporary Food Service Establishment".

*This process excludes pre-packaged, sealed, individually-Pre-wrapped, or single-serving items like bottled water, pop, bags of chips, granola bars, etc.*

1. For "Food at Events Guidelines" to determine if you might need to obtain a "Permit to Operate a Temporary Food Service Establishment," Contact Elkhart County Health Department at 574-523-2283.
2. Once you or your food providers obtain your Elkhart County Health Dept Permit, please submit, or have the Vendor submit, a copy to the City of Goshen Parks and Recreation Department by email: [goshenparks@goshencity.com](mailto:goshenparks@goshencity.com) , via fax 574-349-6672, US Mail, or in person.
3. Please attach a list, with this application, of any group/groups that will be providing, selling, or giving food to members of the general public and the foods they plan to provide.

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**Special Event Use - Trash and Recycling Policy**

All Special Event Use is "Carry In, Carry Out", which means that your group/organization is responsible for the trash and recycling generated during your event. There are no trash cans or dumpsters available at the parks for Special Event Use trash disposal. (see attached "Why Carry In, Carry Out")

If you choose, you may contact any of the local haulers to manage your event's waste and recycling for you.

1. Who is your dumpster provider or trash-management partner? N/A

2. When will your dumpster/s be dropped off and picked up for your event? *(Same day is ideal. If not, there is no guarantee that general parks users will not use your Dumpsters.)*

3. Where will your dumpsters be placed during your event? *(Pavement and/or high, dry ground are strongly recommended) Contact Park Facility Coordinator for approval of placement. Facility Coordinator name and contact information will be provided at permitting.*

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**Alcohol Policy**

No Alcohol permitted at any time in the Goshen Parks or its facilities.

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**Bathrooms & Porta-Johns**

If your event has a large number of people, the bathroom facilities at your chosen park may not accommodate the total number of attendees. Also, if your event is before April 15th or after October 15th, some bathroom facilities are closed during this period and may be unavailable for use during this off-season.

- In either of the above situations, you may be required to rent Porta-Johns.

• Should you be required to rent Porta-Johns, please include the following information:

N/A

1. How many Porta-Johns will you rent for your event? \_\_\_\_\_ Supplier: \_\_\_\_\_

2. When will your Porta-Johns be dropped off and picked up? *(Same day is ideal. If not, there is no guarantee that general parks users will not use your Porta-Johns.)*

\_\_\_\_\_

\_\_\_\_\_

3. Where will your Porta-Johns be set up? *(Pavement and/or high, dry ground are strongly recommended.) Contact Park Facility Coordinator for approval of location, Facility Coordinator name and contact information will be provided at permitting.*

\_\_\_\_\_

\_\_\_\_\_

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**Tent Policy-** Tents can only be put up in conjunction with a facility or a shelter rental. Tents without stakes DO NOT require a permit. All other tents require a permit.

In most cases there is room and solid ground available for tents. However, tents may not be feasible in certain locations. There is an impact fee if you will set up tents larger than (1) 10x10 pop-up. The provider of the tent/s will need to submit their "Certificate of Insurance" to the City of Goshen Parks and Recreation Department that lists City of Goshen as "additional insured". \$1,000,000 liability & \$1,000,000 property damage per occurrence. You may be asked to arrange for utility locates and be responsible for any charges attached to utility locates.

The tent provider must also complete and leave on premises a Section 2403.9 Indiana Fire Code 2008 ed. Form (provided by the GPRD). Tents located at parks with no rental facilities will need to be approved by the Superintendent as authorized by the Goshen Parks and Recreation Board. If the individual's or group's request is denied by the Superintendent, an appeal may be submitted to the Goshen Parks and Recreation Board for consideration.

• Once you or the provider obtain this Certificate of Insurance, please submit it to the Goshen Parks and Recreation Department via fax: 574-349-6672, e-mail: [goshenparks@goshencity.com](mailto:goshenparks@goshencity.com), US Mail: 524 E Jackson St, Goshen, Indiana 46526, or in person.

1. Who is your Tent provider? \_\_\_\_\_

• Tent(s) are to be erected and dismantled the day of the event unless prior arrangements are made and approved by the Facility Coordinator.

2. What Time will the tent(s) be erected: \_\_\_\_\_ What time will the tent(s) be dismantled: \_\_\_\_\_  
*(Tables and/or chairs will not be provided by the GPRD and may not be moved from other locations)*

3. Where will your tents be set up? *(Depending on ground conditions, the Park Staff may require alternate tent placement.) Contact Park Facility Coordinator for placement approval. Facility Coordinator name and contact information will be provided at permitting.*



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4. Please enter the number of tents you plan to have at your event in the boxes below, and fill in the total fees amount in the space to the right.

Provided by others:

Small Tent (11x11 ft up to 30x30 ft.) \$40 impact fee for each tent x # of Tents = \$ \_\_\_\_\_

Large Tent (over 30x30 ft.) \$100 impact fee for each Large Tent x # of Tents= \$ \_\_\_\_\_

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**Recreation Activities Equipment**

If you are renting/using any Inflatables, Rides, Bounce Houses, Dunk Booths, Rock Climbing Walls, Horse/Pony Rides, Sleigh/Wagon/Hay Rides, or any other recreation activities, the provider of the activity will need to submit their "Certificate of Insurance" to the City of Goshen Park and Recreation Department that lists City of Goshen as "additional insured" for \$1,000,000 liability & \$1,000,000 property damage per occurrence.

*Once you or the provider obtain this Certificate of Insurance, please submit it to the Goshen Parks and Recreation Department via fax: 574-349-6672, e-mail: [goshenparks@goshencity.com](mailto:goshenparks@goshencity.com) , US Mail: 524 E Jackson St., Goshen, Indiana 46526, or in person.*

1. Who is/are your recreation activity provider/s? \_\_\_\_\_
2. When will your Recreation Activities be dropped off/set up and taken down? (Same day is ideal.) \_\_\_\_\_
3. Where will the recreation activities be set up? \_\_\_\_\_

Contact Park Facility Coordinator for approval of placement.

4. Please enter the number of Recreational Activities of each kind you plan to have at your event in the box/es below, and fill in the total fees amount in the space to the right. **Any recreational Activity equipment is only permitted in conjunction with facility or shelter rental.**

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**Provided by others:**

Inflatables/ Bounce Houses x \$25ea/day = \_\_\_\_\_  Dunk booths x 25ea/day= \_\_\_\_\_

Rock Climbing Walls x \$50ea/day= \_\_\_\_\_  Horse/Pony Rides x \$75/day= \_\_\_\_\_

**Provided by GPRD:**

Bench Wagon/Hay Rides x \$250/ 2 hours each additional hour \$60.00/hour=\$ \_\_\_\_\_

(provided by Goshen Parks and Recreation Department)

Portable Bike Rack Rental Program:

6-8 bike units \$60.00 /unit weekly

6-8 bike units \$40.00 / unit 4-day weekend (provided by Goshen Parks and Recreation Department)

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**Go Green**

Please consider reducing the environmental impact of your event by implementing eco-friendly practices. You will protect your parks and our environment, and maybe even reduce your waste disposal costs. Review the attached "Go Green" flyer.

**Police Support Services and/or Security**

If your event will use roadways, cross roadways, and/or will have a significantly high attendance, and/or will have any unique risk factors, police presence from local law enforcement, from the City of Goshen Police Department or from a private Security Firm may be required. Please contact the relevant City's Police and/or County Sheriff to consult with them and inform them of your event. In some cases, fees may be required for their services.

Once you have determined the level of security required, please attach a description of your Police/Sheriff/Security Plan.

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1. **Total of all Fees Due** to the City of Goshen Parks and Recreation Department, Facility Rentals Fees, Vendor Fees, Tent Fees, Sport Field Rentals, Shanklin Pool Rental, Canoe Rentals, Parking Lot Usage Fees and Recreational Activities Fees are all due 30 days prior to event.

2. **Day of the Event**- On the day of your event, Facility Staff will check in with you and provide contact information for the day. He/she will be able to advise you of any facility/field updates and soil/ground conditions, any special considerations, and provide any additional guidance or information to make your event run more smoothly.

**Goshen Park and Recreation Department:**

1. Reserves the right to cancel the Permit if the Permittee is in violation of the terms and conditions of the Permit.
2. Reserves the right to postpone or cancel any organized events or field usage that could do permanent damage. Facility Staff will alert us if conditions are not safe or appropriate, and we will touch base with you.

I, the undersigned, as the representative of my organization, hereby submit the Special Use Event Application-Event Reservation & Facility Rental for approval. The information and details that I have provided to the City of Goshen Parks and Recreation Department about my event are accurate to the best of my knowledge.

  
\_\_\_\_\_

Signature

8/22/21  
\_\_\_\_\_

Date

*Thank you from the City of Goshen Parks and Recreation Department!*

Special Event Application for Board Approval Date of Meeting SEPT. 20, 2021

Event Name AUSTIN WEIRICH MEMORIAL SCHOLARSHIP 5K

Type of Event 5K

Fundraiser  yes  no

Sponsor OAKLAWN PSYCHIATRIC CENTER

Event Benefits AUSTIN WEIRICH MEMORIAL SCHOLARSHIP

Non Profit  yes  no

Commercial Event  yes  no Number of Vendors \_\_\_\_\_

Event Time Including Set-up and Tear Down: Begin time: 7AM End Time 1PM

Event Date: 1<sup>st</sup> choice 9/11/2021 2<sup>nd</sup> choice \_\_\_\_\_ 3<sup>rd</sup> choice \_\_\_\_\_

Expected Attendance UP TO 250 Number of Volunteers ?

Facility(s) Requested CHIDDISTER PAVILION FEE \$ 200.00=DEP

Open Space Requested \_\_\_\_\_ FEE \$ \_\_\_\_\_

Trail Sections Requested FIDLER POND TRAIL FEE \$ 100.00

Athletic Fields Requested \_\_\_\_\_ FEE \$ \_\_\_\_\_

Parking Areas Requested OFF PARK PROPERTY FEE \$ \_\_\_\_\_

Number of Parking Assistants 8-10

Pool Rental Requested  yes  no (Saturday and Sunday Only)

Food Service Permit Required  yes  no Attached  yes  no

Port a Johns Required  yes  no Number of Port a Johns \_\_\_\_\_

Event Insurance Required  yes  no Not required till event is approved

Time Line Attached  yes  no Map Attached  yes  no

Vendor List Attached  yes  no

Permits Required by the GPRD:

Attendance	<input type="checkbox"/>	FEE\$ 25.00
Tent	<input type="checkbox"/>	FEE\$ _____
Vendor	<input type="checkbox"/>	FEE\$ _____
Rec Equipment	<input type="checkbox"/>	FEE\$ _____
Parking	<input type="checkbox"/>	FEE\$ _____
Bike Rack	<input type="checkbox"/>	FEE\$ _____

All event fees not including refundable deposit \$ 325.00 \_\_\_\_\_

Notes: FIRST YEAR 5K FUND RAISING EVENT FOR SUICIDE PREVENTION. PARKING FOR THE EVENT WILL BE OFF-SITE. TRASH WILL BE REMOVED BY EVENT VOLUNTEERS.

TABLES AND CHAIRS WILL BE SET UP ON THE TRAIL AT THE START/FINISH LINE

Board Questions and Requests: \_\_\_\_\_

\_\_\_\_\_

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\_\_\_\_\_

## SPECIAL USE Event APPLICATION

This application is to be filled out if your event is open to the public, seeks commercial sales or will have a large number of people, AND/OR is any other **out-of-the-ordinary use of the parks**, such as festivals or concerts; races, runs, rides, or walks; benefits/fundraisers that are open to the public; film/photo shoots; large corporate functions, athletic events, tournaments, church picnics, weddings; or events that draw an amount of people that exceeds the established Facility capacity. **Events that involve commercial sales or which are commercial events are subject to Goshen Park and Recreation Board approval. All other special events are subject to approval by the Superintendent as authorized by the Goshen Parks and Recreation Board. If the individual's or group's request is denied by the Superintendent, an appeal may be submitted to the Goshen Parks and Recreation Board for consideration.** (Ord. No. 4294, § 11, 6-7-2005) 7.1.1.12 Solicitations, commercial sales and commercial photography prohibited. Sec. 12 No person shall solicit, advertise, sell, photograph or promote for sale any commercial product or commercial event within any park or other recreational area **without the express written permission of the Goshen Board of Parks and Recreation Department.** The person must conspicuously post such permission at the site of such activity.

Facility or shelter rental will be required in conjunction with Special Event.

**Please fill out this application as completely as possible. You do not have permission for your event until your application has been approved, all deposits and rental fees paid in full, and a permit is issued to you from the Park Department.**

You can contact Goshen Parks and Recreation Department Administration Office at 574-534-2901 in order to obtain blank copies of this "Special Use Event Application" and/or obtain other pertinent information about event-organizing in the City of Goshen Parks.

Name of Organization or Group organizing the event: **Oaklawn Psychiatric Center**

1. Name of Event: **Austin Weirich Memorial Scholarship 5K**

2. Main Contact Person **Leslie Weirich**

3. Mailing Address: **143 River Park Drive, Middlebury, Indiana, 46540**

4. \_\_\_\_\_  
Street City State Zip Code

5. E-mail Address: **Leslie.Weirich@Oaklawn.org**

6. Office/Home Phone # **574-238-9443** Day-of-Event Cell Phone #: **574-2238-9443** Fax #: \_\_\_\_\_ Website for organization: **LesliesHope.org** Date: **September 11<sup>th</sup>, 2021** 2<sup>nd</sup> choice: **September 25<sup>th</sup>, 2021**

7. Event Time (Approximate start/end; including. set up & clean up) **7 a.m. - 1 p.m.**

Desired Park: **Fidler Pond** Is your event open to the general public **Yes**

8. Please check the box for the type of Permit you are requesting according to the expected attendance.

**Special Event Permit (up to 250 people)** \$25 fee payable to City of Goshen

Special Event Permit (251-1000 people) \$100 fee payable to City of Goshen

Special Event Permit (over 1000 people) \$250 fee payable to City of Goshen

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Please describe what type of event are you proposing? (For examples see first paragraph of this form)

This event would be a fundraiser for the scholarship fund which was established in 2016 in memory of our son Austin Weirich. We have given away four college scholarships to GHS students since that time. This 5K would raise funds (and awareness for Suicide Prevention) for the scholarship fund. Our fund is a registered 501C3 at First Source Bank.

Please describe the requested location/s within the park, or provide a map of the space requested and/or of the Walk/Run/Ride Route:

This would be a 5K walk or run around Fidler pond.

COMMERCIAL EVENT OR COMMERCIAL PRODUCTS:

Do you plan to sell tickets ahead of time? Yes. There will be a \$37 entrance fee written to the Austin Weirich Memorial Fund at First Source Bank. (#37 was Austin's football number at Wabash College) If so, according to Ordinance 4294, Rules and Regulations for Parks and Other Recreational Areas in the City of Goshen, Section Twelve, "Solicitations, Commercial Sales and Commercial Photography Prohibited": *No person shall solicit, advertise, sell, photograph or promote for sale any commercial product or commercial event within any park or other recreational area **without the express written permission of the Goshen Board of Parks and Recreation.** The person must conspicuously post such permission at the site of such activity.*

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[Parks Reservation System](#) – Pavilion Reservations, please visit or contact the Park Administration Office, 524 E Jackson St, Goshen, Indiana, 574-534-2901.

1. Request a Facility or Location
2. Request a Date
3. Make Reservation
4. Complete the Facility Rental Permit
5. If your event is a private community fundraiser/benefit and a facility rental is not available, a flat fee of \$100.00 will be attached for administration, custodial and facility maintenance cost. GPRD will facilitate no more than four (4) benefits per year.
  - Name and address of person organizing fundraiser: (If different from above)  
Name \_\_\_\_\_ Address: \_\_\_\_\_
  - City: \_\_\_\_\_, State \_\_\_\_\_ Postal Zip Code \_\_\_\_\_  
Email: \_\_\_\_\_ Phone: ( \_\_\_\_ ) \_\_\_\_ - \_\_\_\_\_
  - How and what media will be utilized to promote your fundraiser/benefit? We will be posting the event on social media (Facebook and Instagram as well as my LinkedIN page)
  - Have you conducted any other fundraisers/benefit in the calendar year? No. The person or family intended to benefit from fundraiser must be a resident of the City of Goshen
  - Documentation of benefit need is required, along with permission from the individual to divulge the information
  - A certificate of insurance is required for all fundraisers/benefits.



- If a private fundraiser/benefit non-profit rates for facility rental and/or recreation equipment would apply .Mon.-Thurs.

6. Do you have a Non-Profit Status? Our scholarship fund is through First Source Bank.

- Attached is Non-Profit supporting certificates with Federal ID #)

7. If your event is before April 15th, or after October 15th, Open Air Pavilions and restrooms are winterized and/or not maintained during this period (Enclosed pavilions with restrooms are still available during the winter).

8. **PLEASE NOTE:** Your organization may be required to rent additional facilities in order to account for the parking your event requires. See "Parking/Shuttles" section below for details.

9. If you would like to rent the Shanklin Swimming Pool please contact us directly for venue specific regulations and availability. For pool rental fees and lifeguard requirements refer to "Shanklin Pool Rental".

10. If your organization would like to request use of sport fields see "Athletic Field Use".

Please List all facilities and locations you will be using:


Event Certificate of Liability - If your event qualifies as **"Special Event Usage"**, please obtain and submit a copy of your or your organization's "Certificate of Liability" or "One Day Event Insurance" that indicates proof of General Liability Insurance, and that lists City of Goshen, Parks and Recreation Department, 524 E Jackson St, Goshen, IN, 46526, as "additional insured", \$1,000,000 Bodily Injury liability and \$1,000,000 Property Damage liability Each Occurrence. This coverage is specific to your event only. A certificate of liability can be obtained with your insurance provider. If you do not carry insurance, event insurance can be purchased independently with an event insurance provider. The City of Goshen does not provide event insurance.

Once you've obtained your Certificate of Liability or Event Insurance Certificate, please submit it to the Goshen Parks and Recreation Department via e-mail: [goshenparks@goshencity.com](mailto:goshenparks@goshencity.com), fax: 574-349-6672, US Mail: 524 E Jackson St, Goshen 46526, or in person.

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Athletic Field Use - If your event will occupy the athletic fields adjacent to or nearby your Enclosed and/or Open Air Pavilion/Event area, or you specifically require the use of said fields, you will be required to rent those fields according to usage at the rates indicated below. There are many sports leagues that use the athletic fields, therefore, necessary arrangements will need to be coordinated with the GPRD Sport Leagues Director.

1. Which athletic fields will your event require?

**Softball / Baseball Diamonds \$25 + tax per two hour game (plus light charge, per hour automatic after 8:00 pm)**

Shanklin Park Diamond #1 \_\_\_\_\_ Diamond #2 \_\_\_\_\_ Diamond #3 \_\_\_\_\_

Rogers Park Baseball Diamond \_\_\_\_\_

**Athletic Fields \$40.00/field/Court per (2) two hour rental:**

Pringle Soccer Field #1 \_\_\_\_\_ #2 \_\_\_\_\_ Pringle Football Field \_\_\_\_\_

Pringle Park Sand Volleyball Courts #1 \_\_\_\_\_ #2 \_\_\_\_\_ #4 \_\_\_\_\_ #5 \_\_\_\_\_ #6 \_\_\_\_\_

Rogers Park Sand Volleyball Court #1 \_\_\_\_\_ #2 \_\_\_\_\_

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**Parking/Shuttles** - If your event will require additional parking beyond the spaces designated

to your Enclosed and/or Open Air Pavilion/Field space, or your event parking encroaches on other park facility parking areas that you haven't rented, rendering them unavailable for other potential renters, we may require that you rent additional Shelters/Lodges/Field space/s. In some cases, you may need to organize a shuttle service to and from a remote location in order to account for all of your parking needs. *Parking on the grass is only allowed with special permission from the City of Goshen Parks and Recreation Department and only during favorable ground/weather conditions. Parking on grass, if approved, will require a \$25/hr sports field rentals or \$100.00 for a day event, 7am. – 10 pm.*

1. How many volunteers will work parking at your event? **At least 8-10.**
2. Please describe below or attach a description of your parking plan if your event requires more parking than is available at the Shelter/s and Lodge/s that you have rented? **We would like to utilize the same type of overflow parking that the "Rock The Quarry" has in the past. PARKING AT CHURCH**

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**Pool Rental – Special Event Usage:**

Pool rentals are offered on Saturdays and Sundays, from 10:00 AM - 12:00 PM, or 7:00 PM - 9:00 PM.

Rental Date Requested: \_\_\_\_\_  
Day Month, Date, Year

Name of Organization/Renter: \_\_\_\_\_

Contact Person's Name: \_\_\_\_\_ Phone Number: (\_\_\_\_) \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_ Zip Code: \_\_\_\_\_

There must be at least one adult attending per 10 youth in your group.

This rental is for \_\_\_\_\_ and there will be \_\_\_\_\_ youth and \_\_\_\_\_ adults attending  
(Special Event Usage as listed above i.e. birthday party, reunion, etc.) (# of youth) (# of adults)

for a total of \_\_\_\_\_ guests.

Rental Fees for Shanklin Pool:



Pool Rental is \$225.00 + tax (\$15.75) per two hour time slot (minimum of 2 hours required), for up to 30 guests. For parties that exceed 30 guests, one additional lifeguard per ten guests, over 30, is required. The additional lifeguard fee is \$24.00 for two hours. This rental agreement must be accompanied with payment and received by the Goshen Parks & Recreation Department for your rental to be confirmed.

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**Invoices** - You can request to have one invoice written for all your fees, so you can pay for everything with one transaction. However, all fees must be paid in full prior to event. Please contact Park Staff for details, 574-534-2901.

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## Rules and Regulations

### The Permittee:

1. Must have a **“person in charge”** over the age of 18 available onsite for the entire event.
  2. Must perform all required maintenance and clean-up of entire site during and after the event.
  3. All Special Use Events are carry-in/carry-out, which means you must take your trash out of the park; we do not provide dumpsters or trash cans for Special Use Events.
  4. Is responsible for payment for costs related to event and any damages to area or equipment.
  5. Must possess Special Event Usage Permit during the event..
- 

## **Logistics Summary & Checklist**

1. Please check each box as you complete, or put an “NA” in boxes that are not applicable.
2. Please fill out this application as completely as possible.
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*(Attach a separate sheet if necessary)*

1. **Timeline/Schedule for Event** - Please provide us with the basic timeline of your event, including arrival time for set up, walk/run/activities start time, factoring in clean up, and departure time.

Revised 08/2019

*Please note that any early arrivals (i.e. before 7 am) must be specifically discussed and confirmed with Goshen Parks and Recreation Department Facility Coordinator, Phone: 574-534-2901.*

2. Map/Layout of your Event - Please provide us with a map or description that outlines items such as the space you plan to use, the route of your walk/run, and the placement of tents, Porta-Johns, dumpsters, etc.

*Please note that the City of Goshen Parks and Recreation Department reserves the right to restrict use of certain areas or grounds, or placement of event equipment, which could damage park property.*

*We would have a registration table set up to hand out T-shirts. The event would be twice around Fidler Pond.*

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Vendors - Any vendors performing commercial activity in the park (*food, goods, or other items*)

need to apply for a Single Day Special Sales Permit (*information booths do not apply*)

1. If your event has multiple/many vendors, you may submit one application on their behalf that includes a list of all vendors, their contact information, any relevant Health Permits, and then submit one payment

to cover all Single Day Special Sales Permit Fees.

2. Once you or the Vendors have completed this application, please submit it to the Goshen Parks and Recreation Department via fax: 574-349-6672, email: [goshenparks@goshencity.com](mailto:goshenparks@goshencity.com), US Mail, or in person.

3. Please attach a list of any Vendor/s with this application and the items they plan to sell.

4. Please enter the number of Single Day Special Sales Permits you are requesting in the box below, according to the expected attendance, and fill in the total fees amount in the space to the right.

*Single Day Special Sales Permit (events up to 500 people): \$100 per vendor x # of Permits= \$\_\_\_\_\_*

*Single Day Special Sales Permit (events btwn 501-1500 people): \$150 per vendor x # of Permits= \$\_\_\_\_\_*

*Single Day Special Sales Permit (events over 1500 people): \$250 per vendor x # of Permits= \$\_\_\_\_\_*

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**Health Department Permit to Operate a Temporary Food Service Establishment**

Is your organization or any vendors providing food to the public (donated OR selling OR providing for

free)\_\_\_\_yes NO no? If yes please consult the Elkhart County Health Department to determine if you need to fill out a "Health Department Permit to Operate a Temporary Food Service Establishment".

*This process excludes pre-packaged, sealed, individually-Pre-wrapped, or single-serving items like bottled water, pop, bags of chips, granola bars, etc.*

1. For "Food at Events Guidelines" to determine if you might need to obtain a "Permit to Operate a Temporary Food Service Establishment," Contact Elkhart County Health Department at 574-523-2283.

2. Once you or your food providers obtain your Elkhart County Health Dept Permit, please submit, or

have the Vendor submit, a copy to the City of Goshen Parks and Recreation Department by email: [goshenparks@goshencity.com](mailto:goshenparks@goshencity.com) , via fax 574-349-6672, US Mail, or in person.

Revised 08/2019

3. Please attach a list, with this application, of any group/groups that will be providing, selling, or giving food to members of the general public and the foods they plan to provide.

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**Special Event Use - Trash and Recycling Policy**

All Special Event Use is “Carry In, Carry Out”, which means that your group/organization is responsible for the trash and recycling generated during your event. There are no trash cans or dumpsters available at the parks for Special Event Use trash disposal. (see attached “Why Carry In, Carry Out”)

If you choose, you may contact any of the local haulers to manage your event’s waste and recycling for you.

1. Who is your dumpster provider or trash-management partner? We do not anticipate any need for dumpsters since there will be no food or drinks sold.

2. When will your dumpster/s be dropped off and picked up for your event? *(Same day is ideal. If not, there is no guarantee that general parks users will not use your Dumpsters.)*

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3. Where will your dumpsters be placed during your event? *(Pavement and/or high, dry ground are strongly recommended) Contact Park Facility Coordinator for approval of placement. Facility Coordinator name and contact information will be provided at permitting.*

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**Alcohol Policy**

No Alcohol permitted at any time in the Goshen Parks or its facilities.

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**Bathrooms & Porta-Johns**

If your event has a large number of people, the bathroom facilities at your chosen park may not accommodate the total number of attendees. Also, if your event is before April 15th or after October 15th, some bathroom facilities are closed during this period and may be unavailable for use during this off-season.

- In either of the above situations, you may be required to rent Porta-Johns.

- Should you be required to rent Porta-Johns, please include the following information:

1. How many Porta-Johns will you rent for your event? \_\_\_\_\_ Supplier: \_\_\_\_\_

2. When will your Porta-Johns be dropped off and picked up? *(Same day is ideal. If not, there is no*

guarantee that general parks users will not use your Porta-Johns.)

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3. Where will your Porta-Johns be set up? *(Pavement and/or high, dry ground are strongly recommended.) Contact Park Facility Coordinator for approval of location, Facility Coordinator name and contact information will be provided at permitting.*

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**Tent Policy-** Tents can only be put up in conjunction with a facility or a shelter rental. Tents without stakes DO NOT require a permit. All other tents require a permit.

In most cases there is room and solid ground available for tents. However, tents may not be feasible in certain locations. There is an impact fee if you will set up tents larger than (1) 10x10 pop-up. The provider of the tent/s will need to submit their "Certificate of Insurance" to the City of Goshen Parks and Recreation Department that lists City of Goshen as "additional insured". \$1,000,000 liability & \$1,000,000 property damage per occurrence. You may be asked to arrange for utility locates and be responsible for any charges attached to utility locates.

The tent provider must also complete and leave on premises a Section 2403.9 Indiana Fire Code 2008 ed. Form (provided by the GPRD). Tents located at parks with no rental facilities will need to be approved by the Superintendent as authorized by the Goshen Parks and Recreation Board. If the individual's or group's request is denied by the Superintendent, an appeal may be submitted to the Goshen Parks and Recreation Board for consideration.

- Once you or the provider obtain this Certificate of Insurance, please submit it to the Goshen Parks and Recreation Department via fax: 574-349-6672, e-mail: [goshenparks@goshencity.com](mailto:goshenparks@goshencity.com), US Mail: 524 E Jackson St, Goshen, Indiana 46526, or in person.

1. Who is your Tent provider? \_\_\_\_\_

- Tent(s) are to be erected and dismantled the day of the event unless prior arrangements are made and approved by the Facility Coordinator.

2. What Time will the tent(s) be erected: \_\_\_\_\_ What time will the tent(s) be dismantled: \_\_\_\_\_

*(Tables and/or chairs will not be provided by the GPRD and may not be moved from other locations)*

3. Where will your tents be set up? *(Depending on ground conditions, the Park Staff may require alternate tent placement.) Contact Park Facility Coordinator for placement approval. Facility Coordinator name and contact information will be provided at permitting.*

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4. Please enter the number of tents you plan to have at your event in the boxes below, and fill in the total

fees amount in the space to the right.

Provided by others:

Small Tent (11x11 ft up to 30x30 ft.) \$40 impact fee for each tent x # of Tents = \$\_\_\_\_\_

Large Tent (over 30x30 ft.) \$100 impact fee for each Large Tent x # of Tents= \$\_\_\_\_\_

Recreation Activities Equipment

If you are renting/using any Inflatables, Rides, Bounce Houses, Dunk Booths, Rock Climbing Walls, Horse/Pony Rides, Sleigh/Wagon/Hay Rides, or any other recreation activities, the provider of the activity will need to submit their "Certificate of Insurance" to the City of Goshen Park and Recreation Department that lists City of Goshen as "additional insured" for \$1,000,000 liability & \$1,000,000 property damage per occurrence.

*Once you or the provider obtain this Certificate of Insurance, please submit it to the Goshen Parks and Recreation Department via fax: 574-349-6672, e-mail: goshenparks@goshencity.com , US Mail: 524 E Jackson St., Goshen, Indiana 46526, or in person.*

1. Who is/are your recreation activity provider/s? \_\_\_\_\_

2. When will your Recreation Activities be dropped off/set up and taken down? (Same day is ideal.)

3. Where will the recreation activities be set up? \_\_\_\_\_

Contact Park Facility Coordinator for approval of placement.

4. Please enter the number of Recreational Activities of each kind you plan to have at your event in the box/es below, and fill in the total fees amount in the space to the right. **Any recreational Activity equipment is only permitted in conjunction with facility or shelter rental.**

**Provided by others:**

Inflatables/ Bounce Houses x \$25ea/day = \_\_\_\_\_  Dunk booths x 25ea/day= \_\_\_\_\_

Rock Climbing Walls x \$50ea/day= \_\_\_\_\_  Horse/Pony Rides x \$75/day= \_\_\_\_\_

**Provided by GPRD:**

Bench Wagon/Hay Rides x \$250/ 2 hours each additional hour \$60.00/hour=\$\_\_\_\_\_

(provided by Goshen Parks and Recreation Department)

Portable Bike Rack Rental Program:

6-8 bike units \$60.00 /unit weekly

6-8 bike units \$40.00 / unit 4-day weekend (provided by Goshen Parks and Recreation Department)

Go Green

Please consider reducing the environmental impact of your event by implementing eco-friendly practices. You will protect your parks and our environment, and maybe even reduce your waste disposal costs. Review the attached "Go Green" flyer.

[Police Support Services and/or Security](#)

If your event will use roadways, cross roadways, and/or will have a significantly high attendance, and/or will have any unique risk factors, police presence from local law enforcement, from the City of Goshen Police Department or from a private Security Firm may be required. Please contact the relevant City's Police and/or County Sheriff to consult with them and inform them of your event. In some cases, fees may be required for their services.

Once you have determined the level of security required, please attach a description of your Police/Sheriff/Security Plan.

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1. **Total of all Fees Due** to the City of Goshen Parks and Recreation Department, Facility Rentals Fees, Vendor Fees, Tent Fees, Sport Field Rentals, Shanklin Pool Rental, Canoe Rentals, Parking Lot Usage Fees and Recreational Activities Fees are all due 30 days prior to event.

2. **Day of the Event**- On the day of your event, Facility Staff will check in with you and provide contact information for the day. He/she will be able to advise you of any facility/field updates and soil/ground conditions, any special considerations, and provide any additional guidance or information to make your event run more smoothly.

**Goshen Park and Recreation Department:**

1. Reserves the right to cancel the Permit if the Permittee is in violation of the terms and conditions of the Permit.
2. Reserves the right to postpone or cancel any organized events or field usage that could do permanent damage.  
Facility Staff will alert us if conditions are not safe or appropriate, and we will touch base with you.

I, the undersigned, as the representative of my organization, hereby submit the Special Use Event Application-Event Reservation & Facility Rental for approval. The information and details that I have provided to the City of Goshen Parks and Recreation Department about my event are accurate to the best of my knowledge.

*Leslie Weirich* July 12, 2021

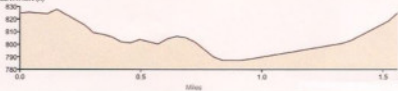
Signature

Date

*Thank you from the City of Goshen Parks and Recreation Department!*



ELEVATION (ft)



## SPECIAL USE Event APPLICATION

This application is to be filled out if your event is open to the public, seeks commercial sales or will have a large number of people, AND/OR is any other **out-of-the-ordinary use of the parks**, such as festivals or concerts; races, runs, rides, or walks; benefits/fundraisers that are open to the public; film/photo shoots; large corporate functions, athletic events, tournaments, church picnics, weddings; or events that draw an amount of people that exceeds the established Facility capacity. **Events that involve commercial sales or which are commercial events are subject to Goshen Park and Recreation Board approval. All other special events are subject to approval by the Superintendent as authorized by the Goshen Parks and Recreation Board. If the individual's or group's request is denied by the Superintendent, an appeal may be submitted to the Goshen Parks and Recreation Board for consideration.** (Ord. No. 4294, § 11, 6-7-2005) 7.1.1.12 Solicitations, commercial sales and commercial photography prohibited. Sec. 12 No person shall solicit, advertise, sell, photograph or promote for sale any commercial product or commercial event within any park or other recreational area **without the express written permission of the Goshen Board of Parks and Recreation Department.** The person must conspicuously post such permission at the site of such activity.

Facility or shelter rental will be required in conjunction with Special Event.

**Please fill out this application as completely as possible. You do not have permission for your event until your application has been approved, all deposits and rental fees paid in full, and a permit is issued to you from the Park Department.**

You can contact Goshen Parks and Recreation Department Administration Office at 574-534-2901 in order to obtain blank copies of this "Special Use Event Application" and/or obtain other pertinent information about event-organizing in the City of Goshen Parks.

Name of Organization or Group organizing the event: Center for Healing & Hope

1. Name of Event: Festival of Hope

2. Main Contact Person Missy Kauffman Schrock

3. Mailing Address PO Box 195 Goshen Indiana 46528  
Street City State Zip Code

4. E-mail Address: mkschrock@chhclinics.org

5. Office/Home Phone #: 574-534-4744 ext206 Day-of-Event Cell Phone #: 574-849-9753

6. Fax #: 574-537-1186 Website for organization: chhclinics.org

7. 1st Choice Event Date: 10/16/2021 2nd Choice: \_\_\_\_\_ 3rd choice: \_\_\_\_\_

8. Event Time (Approximate start/end; including set up & clean up) 10a-7p

Desired Park: Pringle Park Is your event open to the general public Yes

9. Please check the box for the type of Permit you are requesting according to the expected attendance.

Special Event Permit (up to 250 people) \$25 fee payable to City of Goshen

Special Event Permit (251-1000 people) \$100 fee payable to City of Goshen

Special Event Permit (over 1000 people) \$250 fee payable to City of Goshen



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Please describe what type of event are you proposing? (For examples see first paragraph of this form)

This will be a fundraising event to benefit Center for Healing & Hope involving a cornhole tournament, live entertainment, and food trucks.

Please describe the requested location/s within the park, or provide a map of the space requested and/or of the Walk/Run/Ride Route:  
We will use the pavilion for entertainment and some seating. We would like to use the lawn to the south of the pavilion for cornhole and audience viewing for entertainment. We would like to use southeastern most soccer field for food trucks, vendor tents, and games and activities.

**COMMERCIAL EVENT OR COMMERCIAL PRODUCTS:**

**Do you plan to sell tickets ahead of time? NO** If so, according to Ordinance 4294, Rules and Regulations for Parks and Other Recreational Areas in the City of Goshen, Section Twelve, "Solicitations, Commercial Sales and Commercial Photography Prohibited": *No person shall solicit, advertise, sell, photograph or promote for sale any commercial product or commercial event within any park or other recreational area **without the express written permission of the Goshen Board of Parks and Recreation**. The person must conspicuously post such permission at the site of such activity.*

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[Parks Reservation System](#) – Pavilion Reservations, please visit or contact the Park Administration Office, 524 E Jackson St, Goshen, Indiana, 574-534-2901.

1. Request a Facility or Location
2. Request a Date
3. Make Reservation
4. Complete the Facility Rental Permit
5. If your event is a private community fundraiser/benefit and a facility rental is not available, a flat fee of \$100.00 will be attached for administration, custodial and facility maintenance cost. GPRD will facilitate no more than four (4) benefits per year.

- Name and address of person organizing fundraiser: (If different from above)  
Name \_\_\_\_\_ Address: \_\_\_\_\_
- City: \_\_\_\_\_, State \_\_\_\_\_ Postal Zip Code \_\_\_\_\_  
Email: \_\_\_\_\_ Phone: ( \_\_\_\_ ) \_\_\_\_ - \_\_\_\_\_.
- How and what media will be utilized to promote your fundraiser/benefit? Radio advertising via our contracted radio partners La Raza and Radio Horizonte, a press release will be sent to local media sources via email, we will promote through our Facebook and Instagram, as well as asking event sponsors and partners to promote via their channels
- Have you conducted any other fundraisers/benefit in the calendar year? No
- The person or family intended to benefit from fundraiser must be a resident of the City of Goshen

- Documentation of benefit need is required, along with permission from the individual to divulge the information
- A certificate of insurance is required for all fundraisers/benefits.
- If a private fundraiser/benefit non-profit rates for facility rental and/or recreation equipment would apply .Mon.- Thurs.

6. Do you have a Non-Profit Status? Yes

- [] Attached is Non-Profit supporting certificates with Federal ID #)

7. *If your event is before April 15th, or after October 15th, Open Air Pavilions and restrooms are winterized and/or not maintained during this period (Enclosed pavilions with restrooms are still available during the winter).*

8. **PLEASE NOTE:** *Your organization may be required to rent additional facilities in order to account for the parking your event requires. See "Parking/Shuttles" section below for details.*

9. *If you would like to rent the Shanklin Swimming Pool please contact us directly for venue specific regulations and availability. For pool rental fees and lifeguard requirements refer to "Shanklin Pool Rental".*

10. *If your organization would like to request use of sport fields see "Athletic Field Use".*

*Please List all facilities and locations you will be using:*

*Pringle Park – parking lot, eastern most grass field on the southwest side of park, pavilion, restrooms*

Event [Certificate of Insurance](#) - If your event qualifies as "**Special Event Usage**", please obtain and submit a copy of your organization's "Certificate of Insurance" or "One Day Event Insurance" that indicates proof of General Liability Insurance, and that lists City of Goshen, Parks and Recreation Department, 524 E Jackson St, Goshen, IN, 46526, as "additional insured". \$1,000,000 bodily injury liability and \$1,000,000 Property damage liability Each Occurrence. This insurance is specific to your event only. The City of Goshen does not provide event insurance. Event insurance can be obtained with your home, renters or business insurance company or through an independent event insurance provider.

Once you've obtained your Certificate of Insurance, please submit it to the Goshen Parks and Recreation Department via e-mail: [goshenparks@goshencity.com](mailto:goshenparks@goshencity.com), fax: 574-349-6672, US Mail: 524 E Jackson St, Goshen 46526, or in person.

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[Athletic Field Use](#) - If your event will occupy the athletic fields adjacent to or nearby your Enclosed and/or Open Air Pavilion/Event area, or you specifically require the use of said fields, you will be required to rent those fields according to usage at the rates indicated below. There are many sports leagues that use the athletic fields, therefore, necessary arrangements will need to be coordinated with the GPRD Sport Leagues Director.

1. Which athletic fields will your event require?

**Softball / Baseball Diamonds \$25 + tax per two hour game (plus light charge, per hour automatic after 8:00 pm)**

Shanklin Park Diamond #1 \_\_\_\_\_ Diamond #2 \_\_\_\_\_ Diamond #3 \_\_\_\_\_

Rogers Park Baseball Diamond \_\_\_\_\_

**Athletic Fields \$40.00/field/Court per (2) two hour rental:**

Pringle Soccer Field #1 \_\_\_ #2  Pringle Football Field \_\_\_\_\_

Pringle Park Sand Volleyball Courts #1 \_\_\_ #2 \_\_\_ #4 \_\_\_ #5 \_\_\_ #6 \_\_\_

Rogers Park Sand Volleyball Court #1 \_\_\_ #2 \_\_\_

**Parking/Shuttles** - If your event will require additional parking beyond the spaces designated to your Enclosed and/or Open Air Pavilion/Field space, or your event parking encroaches on other park facility parking areas that you haven't rented, rendering them unavailable for other potential renters, we may require that you rent additional Shelters/Lodges/Field space/s. In some cases, you may need to organize a shuttle service to and from a remote location in order to account for all of your parking needs. *Parking on the grass is only allowed with special permission from the City of Goshen Parks and Recreation Department and only during favorable ground/weather conditions. Parking on grass, if approved, will require a \$25/hr sports field rentals or \$100.00 for a day event, 7am. – 10 pm.*

1. How many volunteers will work parking at your event? 2-4

2. Please describe below or attach a description of your parking plan if your event requires more parking than is available at the Shelter/s and Lodge/s that you have rented? We plan to utilize the main parking lot and have been granted permission to use the little league parking lot on the south side of Pringle Park.

**Pool Rental – Special Event Usage:**

Pool rentals are offered on Saturdays and Sundays, from 10:00 AM - 12:00 PM, or 7:00 PM - 9:00 PM.

Rental Date Requested: \_\_\_\_\_  
Day Month, Date, Year

Name of Organization/Renter: \_\_\_\_\_

Contact Person's Name: \_\_\_\_\_ Phone Number: (\_\_\_\_) \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_ Zip Code: \_\_\_\_\_

There must be at least one adult attending per 10 youth in your group.

This rental is for \_\_\_\_\_ and there will be \_\_\_\_\_ youth and \_\_\_\_\_ adults attending  
(Special Event Usage as listed above i.e. birthday party, reunion, etc.) (# of youth) (# of adults)

for a total of \_\_\_\_\_ guests.

**Rental Fees for Shanklin Pool:**

Pool Rental is \$225.00 + tax (\$15.75) per two hour time slot (minimum of 2 hours required), for up to 30 guests. For parties that exceed 30 guests, one additional lifeguard per ten guests, over 30, is required. The additional lifeguard fee is \$24.00 for two hours. This rental agreement must be accompanied with payment and received by the Goshen Parks & Recreation Department for your rental to be confirmed.

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**Invoices** - You can request to have one invoice written for all your fees, so you can pay for everything with one transaction. However, all fees must be paid in full prior to event. Please contact Park Staff for details, 574-534-2901.

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## Rules and Regulations

### The Permittee:

1. Must have a "**person in charge**" over the age of 18 available onsite for the entire event.
  2. Must perform all required maintenance and clean-up of entire site during and after the event.
  3. All Special Use Events are carry-in/carry-out, which means you must take your trash out of the park; we do not provide dumpsters or trash cans for Special Use Events.
  4. Is responsible for payment for costs related to event and any damages to area or equipment.
  5. Must possess Special Event Usage Permit during the event..
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## **Logistics Summary & Checklist**

1. Please check each box as you complete, or put an "NA" in boxes that are not applicable.
2. Please fill out this application as completely as possible.
3. You do not have permission for your event until a Permit is approved and issued to you from the Parks Department.
4. Please submit your completed application, via fax: 574-349-6672, email: [goshenparks@goshencity.com](mailto:goshenparks@goshencity.com), US Mail: 524 E Jackson St, Goshen, Indiana 46526, or in person.
5. The "Special Event Application" is available at the City of Goshen Parks and Recreation Department. To obtain other pertinent information about event-organizing, please contact the Goshen Parks and Recreation Department, 524 E Jackson St, Goshen, Indiana 46526, 574-534-2901.

## **Event Details**

Please provide the details and specifics for your event so that the on-site Facility Coordinator/Staff can best prepare for, facilitate, and accommodate your event. This summary should include ANY pertinent or relevant details, specifics, information, requests, needs, or requirements that will help make your event run as smoothly as possible.

*(Attach a separate sheet if necessary)*

1. Timeline/Schedule for Event - Please provide us with the basic timeline of your event, including arrival time for set up, walk/run/activities start time, factoring in clean up, and departure time.

*Please note that any early arrivals (i.e. before 7 am) must be specifically discussed and confirmed with Goshen Parks and Recreation Department Facility Coordinator, Phone: 574-534-2901.*

2. Map/Layout of your Event - Please provide us with a map or description that outlines items such as the space you plan to use, the route of your walk/run, and the placement of tents, Porta-Johns, dumpsters, etc.

*Please note that the City of Goshen Parks and Recreation Department reserves the right to restrict use of certain areas or grounds, or placement of event equipment, which could damage park property.*

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Vendors - Any vendors performing commercial activity in the park (*food, goods, or other items*)

need to apply for a Single Day Special Sales Permit (*information booths do not apply*)

1. If your event has multiple/many vendors, you may submit one application on their behalf that includes a list of all vendors, their contact information, any relevant Health Permits, and then submit one payment to cover all Single Day Special Sales Permit Fees.
2. Once you or the Vendors have completed this application, please submit it to the Goshen Parks and Recreation Department via fax: 574-349-6672, email: [goshenparks@goshencity.com](mailto:goshenparks@goshencity.com), US Mail, or in person.
3. Please attach a list of any Vendor/s with this application and the items they plan to sell.
4. Please enter the number of Single Day Special Sales Permits you are requesting in the box below, according to the expected attendance, and fill in the total fees amount in the space to the right.

*Single Day Special Sales Permit (events up to 500 people): \$100 per vendor x # of Permits= \$400*

*Single Day Special Sales Permit (events btwn 501-1500 people): \$150 per vendor x # of Permits= \$\_\_\_\_\_*

*Single Day Special Sales Permit (events over 1500 people): \$250 per vendor x # of Permits= \$\_\_\_\_\_*

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Health Department Permit to Operate a Temporary Food Service Establishment

Is your organization or any vendors providing food to the public (donated OR selling OR providing for

free)  yes  no? If yes please consult the Elkhart County Health Department to determine if you need to fill out a "Health Department Permit to Operate a Temporary Food Service Establishment".

*This process excludes pre-packaged, sealed, individually-Pre-wrapped, or single-serving items like bottled water, pop, bags of chips, granola bars, etc.*

1. For "Food at Events Guidelines" to determine if you might need to obtain a "Permit to Operate a Temporary Food Service Establishment," Contact Elkhart County Health Department at 574-523-2283.
2. Once you or your food providers obtain your Elkhart County Health Dept Permit, please submit, or have the Vendor submit, a copy to the City of Goshen Parks and Recreation Department by email: [goshenparks@goshencity.com](mailto:goshenparks@goshencity.com) , via fax 574-349-6672, US Mail, or in person.
3. Please attach a list, with this application, of any group/groups that will be providing, selling, or giving food to members of the general public and the foods they plan to provide.

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**Special Event Use - Trash and Recycling Policy**

All Special Event Use is "Carry In, Carry Out", which means that your group/organization is responsible for the trash and recycling generated during your event. There are no trash cans or dumpsters available at the parks for Special Event Use trash disposal. (see attached "Why Carry In, Carry Out")

If you choose, you may contact any of the local haulers to manage your event's waste and recycling for you.

1. Who is your dumpster provider or trash-management partner? We will provide trash cans and personally haul trash off site to our dumpster located at Center for Healing & Hope

2. When will your dumpster/s be dropped off and picked up for your event? *(Same day is ideal. If not, there is no guarantee that general parks users will not use your Dumpsters.)*

Cardboard Trash boxes will be placed day of and removed same day after event

3. Where will your dumpsters be placed during your event? *(Pavement and/or high, dry ground are strongly recommended) Contact Park Facility Coordinator for approval of placement. Facility Coordinator name and contact information will be provided at permitting.*

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**Alcohol Policy**

No Alcohol permitted at any time in the Goshen Parks or its facilities.

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**Bathrooms & Porta-Johns**

If your event has a large number of people, the bathroom facilities at your chosen park may not accommodate the total number of attendees. Also, if your event is before April 15th or after October 15th, some bathroom facilities are closed during this period and may be unavailable for use during this off-season.

- In either of the above situations, you may be required to rent Porta-Johns.
- Should you be required to rent Porta-Johns, please include the following information:

1. How many Porta-Johns will you rent for your event? 4 + 2 handwashing stations Supplier: Cripe's

2. When will your Porta-Johns be dropped off and picked up? *(Same day is ideal. If not, there is no guarantee that general parks users will not use your Porta-Johns.)* Drop off Friday 10/15, pickup Monday 10/18

3. Where will your Porta-Johns be set up? *(Pavement and/or high, dry ground are strongly recommended.) Contact Park Facility Coordinator for approval of location, Facility Coordinator name and contact information will be provided at permitting.*  
2 in main parking lot, 1 in soccer field, 1 in little league lot

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**Tent Policy-** Tents can only be put up in conjunction with a facility or a shelter rental. Tents without stakes DO NOT require a permit. All other tents require a permit.

In most cases there is room and solid ground available for tents. However, tents may not be feasible in certain locations. There is an impact fee if you will set up tents larger than (1) 10x10 pop-up. The provider of the tent/s will need to submit their "Certificate of Insurance" to the City of Goshen Parks and Recreation Department that lists City of Goshen as "additional insured". \$1,000,000 liability & \$1,000,000 property damage per occurrence. You may be asked to arrange for utility locates and be responsible for any charges attached to utility locates.

The tent provider must also complete and leave on premises a Section 2403.9 Indiana Fire Code 2008 ed. Form (provided by the GPRD). Tents located at parks with no rental facilities will need to be approved by the Superintendent as authorized by the Goshen Parks and Recreation Board. If the individual's or group's request is denied by the Superintendent, an appeal may be submitted to the Goshen Parks and Recreation Board for consideration.

• Once you or the provider obtain this Certificate of Insurance, please submit it to the Goshen Parks and Recreation Department via fax: 574-349-6672, e-mail: [goshenparks@goshencity.com](mailto:goshenparks@goshencity.com), US Mail: 524 E Jackson St, Goshen, Indiana 46526, or in person.

1. Who is your Tent provider? Sonora Party Rentals or Michiana Party Rentals

• Tent(s) are to be erected and dismantled the day of the event unless prior arrangements are made and approved by the Facility Coordinator.

2. What Time will the tent(s) be erected: 9:00am What time will the tent(s) be dismantled: 6:30pm  
*(Tables and/or chairs will not be provided by the GPRD and may not be moved from other locations)*

3. Where will your tents be set up? *(Depending on ground conditions, the Park Staff may require alternate tent placement.) Contact Park Facility Coordinator for placement approval. Facility Coordinator name and contact information will be provided at permitting.*  
Eastern most grass soccer field southwest of the parking lot

4. Please enter the number of tents you plan to have at your event in the boxes below, and fill in the total fees amount in the space to the right.

Provided by others:

Small Tent (11x11 ft up to 30x30 ft.) \$40 impact fee for each tent x # of Tents = \$ 480

Large Tent (over 30x30 ft.) \$100 impact fee for each Large Tent x # of Tents= \$ \_\_\_\_\_

Recreation Activities Equipment

If you are renting/using any Inflatables, Rides, Bounce Houses, Dunk Booths, Rock Climbing Walls, Horse/Pony Rides, Sleigh/Wagon/Hay Rides, or any other recreation activities, the provider of the activity will need to submit their "Certificate of Insurance" to the City of Goshen Park and Recreation Department that lists City of Goshen as "additional insured" for \$1,000,000 liability & \$1,000,000 property damage per occurrence.

*Once you or the provider obtain this Certificate of Insurance, please submit it to the Goshen Parks and Recreation Department via fax: 574-349-6672, e-mail: goshenparks@goshencity.com , US Mail: 524 E Jackson St., Goshen, Indiana 46526, or in person.*

1. Who is/are your recreation activity provider/s? Michiana Party Rentals

2. When will your Recreation Activities be dropped off/set up and taken down? (Same day is ideal.) 10:30am/7pm Same day

3. Where will the recreation activities be set up? Soccer field/Pavilion lawn (cornhole)

Contact Park Facility Coordinator for approval of placement.

4. Please enter the number of Recreational Activities of each kind you plan to have at your event in the box/es below, and fill in the total fees amount in the space to the right. **Any recreational Activity equipment is only permitted in conjunction with facility or shelter rental.**

**Provided by others:**

Inflatables/ Bounce Houses x \$25ea/day = \$25  Dunk booths x 25ea/day= \_\_\_\_\_

Rock Climbing Walls x \$50ea/day= \_\_\_\_\_  Horse/Pony Rides x \$75/day= \_\_\_\_\_

**Provided by GPRD:**

Bench Wagon/Hay Rides x \$250/ 2 hours each additional hour \$60.00/hour=\$ \_\_\_\_\_

(provided by Goshen Parks and Recreation Department)

Portable Bike Rack Rental Program:

6-8 bike units \$60.00 /unit weekly

6-8 bike units \$40.00 / unit 4-day weekend (provided by Goshen Parks and Recreation Department)

Go Green

Please consider reducing the environmental impact of your event by implementing eco-friendly practices. You will protect your parks and our environment, and maybe even reduce your waste disposal costs. Review the attached "Go Green" flyer.

Police Support Services and/or Security



If your event will use roadways, cross roadways, and/or will have a significantly high attendance, and/or will have any unique risk factors, police presence from local law enforcement, from the City of Goshen Police Department or from a private Security Firm may be required. Please contact the relevant City's Police and/or County Sheriff to consult with them and inform them of your event. In some cases, fees may be required for their services.

Once you have determined the level of security required, please attach a description of your Police/Sheriff/Security Plan.

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1. **Total of all Fees Due** to the City of Goshen Parks and Recreation Department, Facility Rentals Fees, Vendor Fees, Tent Fees, Sport Field Rentals, Shanklin Pool Rental, Canoe Rentals, Parking Lot Usage Fees and Recreational Activities Fees are all due 30 days prior to event.

2. **Day of the Event**- On the day of your event, Facility Staff will check in with you and provide contact information for the day. He/she will be able to advise you of any facility/field updates and soil/ground conditions, any special considerations, and provide any additional guidance or information to make your event run more smoothly.

**Goshen Park and Recreation Department:**

1. Reserves the right to cancel the Permit if the Permittee is in violation of the terms and conditions of the Permit.
2. Reserves the right to postpone or cancel any organized events or field usage that could do permanent damage.  
Facility Staff will alert us if conditions are not safe or appropriate, and we will touch base with you.

I, the undersigned, as the representative of my organization, hereby submit the Special Use Event Application-Event Reservation & Facility Rental for approval. The information and details that I have provided to the City of Goshen Parks and Recreation Department about my event are accurate to the best of my knowledge.



6/15/2021

Signature

Date

*Thank you from the City of Goshen Parks and Recreation Department!*

Special Event Application for Board Approval      Date of Meeting 9/20/2021

Event Name Festival of Hope

Type of Event Carnival

Fundraiser     yes     no

Sponsor Center for Healing and Hope

Event Benefits Center for Healing and Hope

Non Profit     yes     no

Commercial Event     yes     no      Number of Vendors 4

Event Time Including Set-up and Tear Down: Begin time: 10am    End Time 7pm

Event Date: 1<sup>st</sup> choice 10/16/2021    2<sup>nd</sup> choice \_\_\_\_\_    3<sup>rd</sup> choice \_\_\_\_\_

Expected Attendance \_\_\_\_\_    Number of Volunteers \_\_\_\_\_

Facility(s) Requested Fidler Pavilion      FEE \$ 150.00

Open Space Requested \_\_\_\_\_      FEE \$ \_\_\_\_\_

Trail Sections Requested \_\_\_\_\_      FEE \$ \_\_\_\_\_

Athletic Fields Requested soccer field pringle park      FEE \$ 0.00

Parking Areas Requested Little League arrangment      FEE \$ 0.00

Number of Parking Assistants 2-4

Pool Rental Requested  yes  no (Saturday and Sunday Only)

Food Service Permit Required  yes  no Attached  yes  no

Port a Johns Required  yes  no Number of Port a Johns 4

Event Insurance Required  yes  no Not required till event is approved

Time Line Attached  yes  no Map Attached  yes  no

Vendor List Attached  yes  no

Permits Required by the GPRD:

Attendance	<input checked="" type="checkbox"/>	FEE\$ <u>25.00</u>
Tent	<input checked="" type="checkbox"/>	FEE\$ <u>480.00</u>
Vendor	<input checked="" type="checkbox"/>	FEE\$ <u>400.00</u>
Rec Equipment	<input checked="" type="checkbox"/>	FEE\$ <u>25.00</u>
Parking	<input type="checkbox"/>	FEE\$ _____
Bike Rack	<input type="checkbox"/>	FEE\$ _____

All event fees not including refundable deposit \$ 1080.00

Notes: Fundraising event with a cornhole tournament, live entertainment, and food trucks. The food trucks are self contained  
A band will be set up in the pavilion and seating. The soccer field will be used for the food trucks, seating, vendor tents, games and  
activities. Parking is arranged with Goshen Little League and will have parking attendants. Port a Johns will be located in several  
locations in the park. Revenue will be collected at the event. Trash boxes will be located in the park and removed by the event coordinator,

Board Questions and  
 Requests: \_\_\_\_\_  
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