

**Goshen Parks and Recreation Board
Regular Meeting Agenda
City Courts Building, 111 East Jefferson Street, Goshen, Indiana
Monday, July 18, 2022 4:00 PM**

- I. Call to Order**
- II. Motion to Amend Agenda**
- III. Approval of the June 13, 2022 Park Board Minutes**
- IV. Approval of Parks and Recreation Payable Docket, May, 2022**

May, 2022 Payable Docket

No Financial Reports for May

Approval of Parks and Recreation Gifts, May, 2022

May Gift Expenditure

No Financial Reports for May

May Gift Revenue

No Financial Reports for May

- V. Public Presentations and Correspondence**

- VI. Approval of Superintendent and Director Reports**

- VII. New Business**
 - 1.) Austin Weirich Memorial 5K Special Event Application– Howland
 - 2.) Jalen Fry Wedding Reception Special Event Application – Howland
 - 3.) Arts on The Milrace Special Event Application – Howland
 - 4.) United Healthcare Special Event Application- Howland
 - 5.) Recreation Service Agreements - Stephens

- VIII. Old Business**
 - None

Distribution:

Park Department

Tanya Heyde
Kevin Yoder
Kimberlee Stephens
Staycie Howland

Parks and Recreation Board

Roger Nafziger
Bill Veenstra
Jenni Samuel
Jennifer Shell
Jim Wellington

Others

Jeremy Stutsman, Mayor
Don Shuler, Attorney
Matt Schrock, City Council
Julia King, City Council
Elizabeth Dilworth, Youth Advisor

Media

Goshen News
Elkhart Truth

The Paper
File

Park Board Signatures:

Approved this Monday, June 13, 2022

Roger Nafziger, President

Jennifer Shell, Vice President

Jim Wellington, Member

Bill Veenstra, Member

Jenni Samuel, Secretary ATTEST: _____

GOSHEN PARKS AND RECREATION PARK BOARD MINUTES

Date: June 13, 2022

Time: 4:00 pm

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

Physically Present: Tanya Heyde, Superintendent; Kevin Yoder, Maintenance Director; Kimberlee Stephens, Recreational Supervisor; Don Shuler, Park Attorney; Roger Nafziger, President; Jen Shell, Vice President; Jenni Samuel, Secretary; Jim Wellington, Member.

Virtually Present: Julia King, Council

I. Call to Order

Nafziger called the meeting to order at 4:00 PM.

II. Motion to Amend Agenda

No agenda amendments.

III. Approval May 16, 2022 Park Board Minutes

Nafziger called for a motion to approve the Park Board Minutes for May 2022. On a motion by Wellington, Seconded by Shell, ayes carried.

IV. Approval of Park Payable Docket, April 2022

Nafziger called for a motion to approve the Payable Docket for April 2022 as presented. On motion by Wellington, Seconded by Shell, ayes carried.

Approval of Park Gifts Expenditures, April 2022

Nafziger called for a motion to approve the Gift Expenditures for April 2022 as presented. On a motion by Shell, Seconded by Wellington, ayes carried.

Approval of Park Gifts Revenue, April 2022

Nafziger called for a motion to approve the Gift Revenue for April 2022 as presented. On a motion by Shell, Seconded by Wellington, ayes carried.

V. Public Presentations and Correspondence

None

VI. Approval of Superintendent and Director Report

Nafziger commented on how much he appreciated all of the great reports and all the information provided again as always. Nafziger asked Heyde if City Council approved the bids for the new maintenance shop. Heyde noted that two bids have been received. Heyde noted that the next step is for it to go to Redevelopment for fund request and then the bids will be presented to City Council for approval. Nafziger called for a motion to approve the Superintendent and Supervisor Reports for June. On a motion by Wellington, Seconded by Shell, ayes carried.

VII. New Business

1. Goshen College Retreat Special Event Application

Heyde presented the special event application for Goshen College to use a park venue for their staff retreat with no cost associated with the application. Nafziger noted that the reason they do not have them on campus is to give employees a new location off campus. Nafziger called for a

motion to approve the Special Event Application as presented. On a motion by Wellington, Seconded by Shell, ayes carried.

2. Recreation Service Agreements

Stephens presented the Board with Recreation Service Agreements for Adult Co-Ed Sand Volleyball referees. Stephens asked the Board to approve the agreements as submitted. On a motion by Wellington, Seconded by Shell, ayes carried.

VIII. Old Business

None

Nafziger called the meeting to an end at 4:10 pm

Park Board Signatures:

Approved this Monday, July 18, 2022

Roger Nafziger, President

Jennifer Shell, Vice President

Jim Wellington, Member

Bill Veenstra, Member

Jenni Samuel, Secretary ATTEST: _____

**Goshen Park and Recreation Department
Superintendent's Park Board Report
Tanya Heyde, June 2022**

Volunteers, Partnerships/Networking:

- Goshen Stormwater Department – The Stormwater Department is planning a Water Fest at Mill Street on Saturday, June 11, 10am – 2pm. The event will incorporate Rock Run Creek trash clean up, Storm Drain Mural Art Project unveiling, reptiles, amphibians and macro invertebrates, kid’s activities, water utility information, music, food trucks and more. Visit goshenindiana.org/water-fest for more information.
- Park LaCasa Inc. – Elkhart River Challenge, 2022 event planning.
- Goshen Health – partnership 2022 programming.
- Elkhart County Community Foundation – Pathways and Trails Master Planning Project; stakeholder, workshops and engagement planning. In May, the ECCF kicked off their Pathways and Trails Master Planning Project with design firm, Yard & Company. The plan focuses on bike pathways and trail connectivity throughout the County. Forming sub-committee planning teams for spring public engagement events.
- Community Foundation & Elkhart County Convention and Visitors Bureau – Vibrant Communities Organizing Group and Steering Committee/Outreach Team. The first round of public engagement has closed and Vibrant Communities is gathering the data from the workshops and meetings and the online responses. There will be a presentation in June of the data collected.
- Elkhart County Convention and Visitors Bureau – The partner’s meeting was held March 31 for updates on all things Quilt Garden for 2022. Quilt Garden (Abshire Park) & Tours. Quilt Garden pattern for 2022 was selected. New for 2022 as part of the 15th anniversary of the Gardens are bronze Seward Johnson sculpture’s at the Garden locations. Abshire’s sculpture will be “Keep Life in Balance” which is a fun sculpture of a man riding a bicycle.
- Bail Home Services & Construction – Local business owner Tracey Bail would like to construct and install a Free Little Library near Tommy’s Kids Castle in Shanklin Park to promote reading. He and other community supporters will assist with keeping the library stocked with books for all ages to enjoy. The concept of the Free Little Library is to take a book and leave a book. Tracey will construct and install the library.
- Goshen Community Schools – Shared facility use, Middle School and HS cross-country meets at Shanklin, HS softball at Shanklin. In April, Parks programs will begin moving back outdoors.
- 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.
- Goshen Historical Society – Rotating displays for the Wayne Wogoman Welcome Center and Rieth Interpretive Center.
- Michiana Area Council of Governments – Trail counter, Millrace Trail.

Staff: The Parks and Recreation Department has welcomed and hired the following staff to fill seasonal, temporary and intermittent positions this season:

Custodial: Kimberly Orr

Landscape: Gamaliel Reyes

Shanklin Pool: Elliot Hertzler Gascho, Raina Arbogast Cashier, Addison Dierickx Lifeguard, Christina Eiler Cashier Kane Hunter Lifeguard, Megan Miller Cashier, Steven Peel Lifeguard, Ashley Santana Cashier.

General Projects:

- McFarland Park – Met with Chuck Gardner, NuToys Landscape Structures, to discuss options for replacing the play structure at the neighborhood park. Chuck will send over some equipment options in July.
- Shanklin Pool – Pool start up began the first week of May with cleaning, filling the pool and balancing chemicals. The pool passed Elkhart County Health Department’s public pool inspection and the concession stand food handling licensing on May 18. Staff training began the week of May 16. The pool opened for the season Saturday, May 28. The pool will be open daily through July 31 and weekends through August 28.

- Discovery Day Camp – Staff training began the week of May 16 and the first day of camp was Tuesday, May 31. The summer day camp meets Mon – Fri through August 5. There are 53 active campers this season.
- Fidler Pond Park – Staff orientation and training began on May 25. The pond is staffed daily, weather permitting, for boat rentals May 28 – August 7.
- Sound of Goshen Podcast – guest speaker for Sounds Around Town, June 16.
- Greencroft – Guest speaker regarding programming, facilities and whats new in the parks, June 21.
- Community Splash Pads – The three splash pads, Rieth Park, Walnut Park and Pringle Park, are up and running daily from 11 am – 8 pm. The splash pads are operational from May 28 through August 28, weather permitting.
- Bicycle Friendly Status – Working cross departments to complete Goshen application (spring 2023) for renewal of bronze status, with emphasis to achieve silver status.
- Downtown Goshen’s First Friday Games – working with DGI to assist with their on street sand volleyball tournament to take place during August’s Goshen Games. Parks will assist with tournament format, staffing and officials.
- Fidler Pond Park Watercraft – Working with Central Garage to replace the two-stroke jet ski. Staff while assisting boaters, etc. use the watercraft. Central Garage has informed that their search continues but that there is difficulty finding an appropriate jet ski or similar as there is not much availability for a used craft.
- Connect in Elkhart County – Information brunch scheduled for July 28 to present the results of the year-long plan development.
- Park Maintenance Building – Two bids were received and opened at the Board of Public Works and Safety Meeting on May 16. R. Yoder Construction, Inc. of Nappanee bid \$3,187,778.59, and Nuway Construction Co. of Goshen bid \$2,456,081. The project has been awarded to Nuway Construction Co.
- Software – The Department is demonstrating several recreation softwares in search of improved functions, support, and ease of access for online patrons. Demonstrations will take place February – March. The department has narrowed software selection to two providers. Formal quotes have been requested.
- Roof Estimates – Roofs are complete; contractors are working to finish the barn at Fidler Pond Park and awnings fascia at the Park Office Building.
- Park Pavilions – The Department is acquiring quotes for installation of an open-air pavilion at two park locations, Bakersfield Park and Dykstra Park. The pavilions will be neighborhood pavilions, approximately 24’ x 34’ in size without restrooms. Staff is working with Coverworx, pavilion manufacturer, on preliminary installation and approval for engineering drawings.
- Tyler Joldersma Skate Park – At the December 2 design workshop, 13 participants shared their ideas and designed two potential layouts for an updated skate park. A survey requesting input on the two designed has been published and can be found using this link: <https://www.surveymonkey.com/r/6NH6DW2>. The Department will collect input from the survey until February 3. Next steps – Abonmarche will develop a couple concepts using layout information gathered for review and design. The design will be used for engineering, costs, site plan, bid and permitting. Plans were submitted to the Board for review and comment in February and will be submitted to the DNR for approval and permitting. Plans have been submitted to the DNR for their comments and approval. **Update:** IDNR notified Abonmarche and the Department requesting revision to the landscape plan submitted with the application to include native plantings. A new landscape plant list was provided by Abonmarche on June 2. DNR has also requested additional information and modeling thus needing an updated assessment form with impact calculations and cross sectional plans for future installation of the skatepark ramps.
- 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. **Update:** Attending training sessions for continuation of this process in September at the National Recreation and Parks Association Conference.
- 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 and have formed a sub committee to review and recommend policy edits.

Recreation Supervisor: Kimberlee Stephens

June Accomplishments:

- **Pickleball**
 - New fencing slats will replace the current windscreens
 - New court numbers order and will be installed

- **Champion Force Cheerleading**
 - Program has ended at Schrock Pavilion and will resume in the fall
- **Youth Programs**
 - Summer Ballet camp registration is open
 - Registration for fall and winter 2023 is open
- **Adult Programs**
 - Summer volleyball and softball leagues have begun
 - Zumba is now outdoors at Pringle Park
 - New Mixed Martial Arts fitness classes Mondays at Pringle Park
 - New Dance Fit cardio class Tuesdays at Pringle Park
 - New Yoga Flow class at Pringle Park and Fidler Pond Park
 - New Shanklin Pool Water Aerobics Wednesdays
- **New Special Events and Programming**
 - Water Slide Day at Pringle Park was June 18, 2022 with 300+ in attendance
 - Park to Park- engaging youth activities daily at multiple park locations throughout the summer months
 - Walk with a Doc continues the first Monday of each month
 - Slide Abshire Hill is in the planning stages
- **Financials**
 - Working on the 2021 annual report.
- **Social Media and Web Pages**
 - Daily updating and advertising on all platforms.
- **DDC and Shanklin Pool**
 - DDC and Pool are open and daily operations continue
- **Fidler Pond-**
 - June 19 was the Fishing Derby at Fidler Pond
 - Free public I Try Sailing each Wednesday from 10am until noon at Fidler Pond
- **Daddy Daughter Dance**
 - Event was on June 23

Committees/New Initiatives

- Safety Committee
- Assign OSHA required modules to all park staff
- Monthly IPEP Newsletters
- Monthly IPEP Ask an Expert Trainings for staff
- Monitor completion requirements for modules
- Implementing training and severe weather policies.

Vibrant Communities

- Preparing for upcoming next steps and community involvement

Pumpkinvine Committee

- Attend bimonthly meetings

CAPRA Accreditation through NPRA

- Submitted the initial application for approval and it was approved.
- Working on creating, implementing and documenting all standards per CAPRA.
- Site visit planned for fall of 2023.

Nation Parks and Recreation

- Preparing for the Certified Park and Recreation Professional Examination.
- Completed the NPRA certification for Aquatic Management Professional and Splash Pad Professional.

July Objectives

- Daily preparations and operations for 2022 programming and events
- Continue to secure programming dates, facilities, and instructors for 2022/2023
- Continue to attend Safety committee and Pumpkinvine committee meetings
- Continue working on the 2021 Annual Report and end of the year financials
- Continue working on the accreditation process for CAPRA
- Continue attending all meetings and committee events as scheduled

- Continue working on programming as it relates to new COVID 19
- OSHA training for all staff
- Research new programming opportunities

Maintenance Development Director: Kevin Yoder

June Accomplishments:

- Clean grates
- Playground inspections – 4
- Inspect trails weekly
- Check pool daily
- Mow all parks
- Mow 4 ball diamonds and Soccer fields twice weekly
- Clean a/c units at Rieth Interpretive Center, Welcome Center, Administration Office, Abshire Pavilion and Schrock Pavilion
- Repair and turn on irrigation at 5-points, Lafayette Triangle and Pringle sports fields
- Repair water feature at Mill Street Park and turn on
- Repair water leak at Pringle drinking fountain
- Take out sailboats at Fidler Barn
- Paint over graffiti on Northwest Bike Trail along Bashor Road
- Reseal over graffiti on Pumpkinvine Trail paved portion
- Replace missing split rails in fence around music area at Mill Street Park
- Fill in washouts in trail in Mill Street Park
- Reattach loose steps on climbing walls in Mill Street Park
- Pickup trash and mow 33 twice
- Install hose bib on back of Kauffman Pavilion
- Setup and take down bike racks for Water Fest at Mill Street Park
- Load trailer with tents, hoses, tables, chairs and cords for Water Fest unload and put away after event
- Repair flush valve at Rogers Park men's toilet
- Change 4 broken split rail post in Abshire parking lot
- Clean up storm damaged down trees
- Add trail mix to Pumpkinvine Trail
- Prep for water slide day in Pringle Park and put away after event
- Repair latch on gate to enter pool deck
- Put up center pull tower dispenser that was broken off wall in Schrock Pavilion kitchen
- Repair pool heater (E. J. White)
- Help set up and take down and put away Daddy Daughter Dance
- Change broken post on north side of Lincoln Avenue at Pumpkinvine trail head
- Install battery box on EID tank wagon and secure battery
- Drill umbrellas for pins at pool
- Replace burnt boards on overlook in Shoup-Parsons woods
- Clean up storage building at Water Tower Park
- Repair and turn on irrigation at Administration Office
- Repair ceiling in women shower room at poo and fix light cover in managers office
- Pickup down limbs in Mullet Park
- Install flag pole and light at Fidler Pond
- Rebuild sliding door on Fidler barn
- Replace broken outlet covers and leaking hose bib at Walnut Park Pavilion
- Repair broken pipe on Walnut Splash Pad with help from Utilities Department
- Repair pool gutter grate that was broken
- Replace reflectors on bollard arms on trails
- Replace broken board on Work Release Bridge
- Replace broken post on drive by maintenance shop
- Repair blue whale in baby pool and replace broken latch on pool deck gate
- Set pole and install Mando sign on disc golf course
- Repair arm rest on guard chair at pool

- Trim branches and put trail material on Mullet Trail east side of bridge
- Clean up down trees on Pumpkinvine Trail
- Playground inspections
- Bridge inspection
- General repairs
- Setup, work and tear down and put away Kids-Tryathlon
- Start installing glider in mill race park
- Install swing in Mill Street Park

July Objectives:

- Playground inspections
- Bridge inspection
- General repairs
- Setup, work and tear down and put away Kids-Tryathlon
- Start installation of glider in mill race park
- Install swing in Mill Street Park

Facility Coordinator: Frank Shula

June Accomplishments:

- Checked facilities. Keep inventory of cleaning supplies, order supplies when needed, organize and stock.
- Supervise cleaning/landscaping/EID/Fidler Pond staff
- Delivered additional canoes to Fidler Pond for use during river canoe shutdown
- Groom and set irrigation for ball diamonds.
- Conducted Fishing Derby on June 25th at Fidler pond. Pick up prizes and awarded prizes for event
- Requested portable restroom to be placed at the back of the Pumpkinvine.
- Assisted with the Juneteenth Event on June 19
- Staff and I completed Power washing at the following pavilions: Pringle, Mill Street and Roger Park
- Sanded and painted doors at Water Tower Park
- Assisted with cleaning and landscaping when staffing requires
- Show facilities to potential renters
- Report maintenance issues that I am unable to repair.
- Set up for meetings and presentations as needed
- Set up community service assignments when requested
- Sent grease trap reports for June/also had grease trap cleaned at Schrock
- Assisted with the Daddy Daughter Dance Event on June 23
- Assisted with the Water slide Day Event on June 18
- Set up Lippert volunteers at Fidler pond for mulching, weeding and litter pickup

June Objectives:

- Send monthly grease trap reports for next month
- Set up and organize for Lippert volunteer day July 24th
- Attend or complete computer trainings and schedule staff when needed
- Assist with volleyball Sandblast Tournament in Aug.
- Hire & train another cleaning and landscape staff member
- Set up safety training for Jairahn Wright- Loscher with EID with Kim

Park Board Signatures:

Approved this Monday, July 18, 2022

Roger Nafziger, President

Jennifer Shell, Vice President

Jim Wellington, Member

Bill Veenstra, Member

Jenni Samuel, Secretary: _____

Special Event Application for Board Approval Date of Meeting 7/18/2022

Event Name Second Annual Austin Weirich Memorial 5K

Type of Event 5K walk/run

Fundraiser yes no

Sponsor _____

Event Benefits Oaklawn Community Mental Health

Non Profit yes no

Commercial Event yes no Number of Vendors 1

Event Time Including Set-up and Tear Down: Begin time: 7am End Time 12pm

Event Date: 1st choice 9/10/2022 2nd choice _____ 3rd choice _____

Expected Attendance 251-1000 Number of Volunteers ?

Facility(s) Requested chiddister pavilion FEE \$ 200.00

Open Space Requested _____ FEE \$ _____

Trail Sections Requested fidler pond trail FEE \$ 0.00

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 checked="" type="checkbox"/>	FEE\$ 100.00
Tent	<input type="checkbox"/>	FEE\$ _____
Vendor	<input checked="" type="checkbox"/>	FEE\$ 100.00
Rec Equipment	<input type="checkbox"/>	FEE\$ _____
Parking	<input type="checkbox"/>	FEE\$ _____
Bike Rack	<input type="checkbox"/>	FEE\$ _____

All event fees not including refundable deposit \$ 400.00 _____

Notes: This is a national event held all over the country on the same day. One vendor will be on-site making sales-Psych Life Tee Co.

Parking is arranged off site by the event coordinator as it was last year but has not been finalized yet.

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: Oaklawn Community Mental Health

1. Name of Event: Second Annual Austin Weirich Memorial 5K

2. Main Contact Person: Leslie Weirich

3. Mailing Address: 143 River Park Dr Middleburg IN 46540
Street City State Zip Code

4. E-mail Address: Leslie.Weirich@Oaklawn.org

5. Office/Home Phone #: 574-238-9443 Day-of-Event Cell Phone #: 574-238-9443

6. Fax #: _____ Website for organization: LesliesHope.org OK Oaklawn.org

7. 1st Choice Event Date: 9/10/22 2nd Choice: _____ 3rd choice: _____

8. Event Time (Approximate start/end; including set up & clean up) 7:00 am - 12:00 p.m.
 Desired Park: Fisher 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

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

This is a Memorial 5k in memory of our son. All proceeds will go directly to the Austin Weirich Memorial Scholarship Fund at Goshen High School.

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 attached map. This will be 2 laps around Fidler Pond which is approximately 5k.

COMMERCIAL EVENT OR COMMERCIAL PRODUCTS:

Do you plan to sell tickets ahead of time? 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?
South Bend Stations and Goshen News
This is World Suicide Prevention and Awareness Day.

- Have you conducted any other fundraisers/benefit in the calendar year? last year (Sept. 2021)
- 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:

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, fax: 574-349-6672, US Mail: 524 E Jackson St, Goshen 46526, or in person.

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. 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? _____

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.

Revised 08/2019

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.

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.

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, 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.

See Attached Map

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, 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 = \$ 100.00

By: [Signature] TEESCO

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 = \$ _____

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 , 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.

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? _____
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.*

Alcohol Policy

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

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.)*

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.*

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, 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.*

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.

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
Signature

06/22/2022
Date

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



Audit Trail

DigiSigner Document ID: 0ea12c7e-e303-4390-b4e2-6b714ceed39

Signer

Email: leslie.weirich@oaklawn.org
IP Address: 2601:242:c201:6e70:e06f:95cd:4d8d:9434

Signature

Leslie Weirich

Event	User	Time	IP Address
Upload document	loriswiger@goshencity.com	6/21/22 3:23:48 PM EDT	50.76.88.4
Open document	loriswiger@goshencity.com	6/21/22 3:23:54 PM EDT	50.76.88.4
Close document	loriswiger@goshencity.com	6/21/22 3:24:30 PM EDT	50.76.88.4
Send for signing	loriswiger@goshencity.com	6/21/22 3:25:36 PM EDT	50.76.88.4
Open document	leslie.weirich@oaklawn.org	6/22/22 1:39:46 PM EDT	2601:242:c201:6e70:e06f:95cd:4d8d:9434
Sign document	leslie.weirich@oaklawn.org	6/22/22 1:40:58 PM EDT	2601:242:c201:6e70:e06f:95cd:4d8d:9434
Close document	leslie.weirich@oaklawn.org	6/22/22 1:40:58 PM EDT	2601:242:c201:6e70:e06f:95cd:4d8d:9434



Toward Health and Wholeness

Dear Goshen Parks & Rec,

Oaklawn and Leslie's Hope are requesting permission to use Fidler's Pond on Saturday, September 10 for the Austin Weirich Memorial 5K and a mental health fair/family fun at the Pavilion. We held the first 5k last year, and this year we would like to add the resource fair as a way to engage the community.

1. Participation in the 5k is based around a \$37 entrance fee. The fee includes your t-shirts and helps us raise money for the Austin Weirich Memorial Scholarship provided to a Goshen High School senior and suicide prevention programming in local schools.
2. The resource fair will be free opportunity for the community to remember Austin and engage in local community resources. We plan to invite local non-profits to have a table and may also invite vendors that can do face painting and bounce houses. Oaklawn provides the certificate of liability insurance for the event.

Our request to you would be to waive the fees associated with reserving the park and helping us cross promote the event to our community. We look forward to your consideration and to answer any additional questions you may have.

Goshen Campus
PO Box 809
330 Lakeview Drive
Goshen, Indiana 46527
574-533-1234

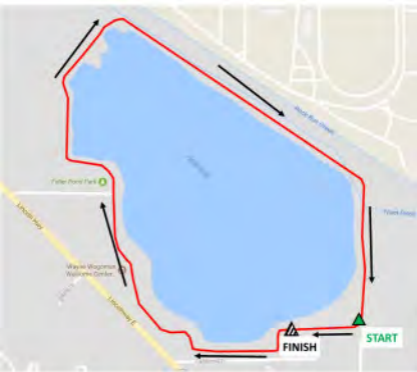
Elkhart Campus
2600 Oakland Avenue
Elkhart, IN 46517
574-533-1234

South Bend Campus
415 E. Madison Street
Building 200
South Bend, IN 46617
574-283-1234

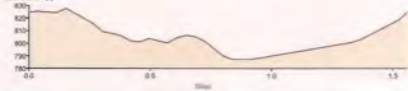
Mishawaka Campus
1411 Lincolnway West
Mishawaka, IN 46544
574-259-5666

*24/7 Emergency
Access Center*
574-533-1234
Toll free: 800-282-0809

info@oaklawn.org
oaklawn.org



ELEVATION (ft)



Special Event Application for Board Approval Date of Meeting 7/18/2022

Event Name FRY WEDDING RECEPTION

Type of Event WEDDING RECEPTION

Fundraiser yes no

Sponsor JALEN FRY

Event Benefits N/A

Non Profit yes no

Commercial Event yes no Number of Vendors _____

Event Time Including Set-up and Tear Down: Begin time: 12PM End Time 10PM

Event Date: 1st choice 9/17/2022 2nd choice 9/24/2022 3rd choice _____

Expected Attendance 300 Number of Volunteers _____

Facility(s) Requested FIDLER PAVILION FEE \$ 150.00

Open Space Requested FILDER GREENSPACE FEE \$ 0.00

Trail Sections Requested _____ 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 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 type="checkbox"/>	FEE\$ <u>100.00</u>
Tent	<input type="checkbox"/>	FEE\$ <u>100.00</u>
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 \$ 350.00

Notes: 1 TENT WILL BE SET AT THE SOUTH END OF THE PAVILION- TENT IS OWNED BY APPLICANTS CHURCH
PORTABLE TOILETS ARE REQUIRED AND APPLICANT IS AWARE
PARKING HAS BEEN ARRANGED WITH SILVERWOOD CHURCH
APPLICANT IS REQUESTING A 10PM CHECK OUT

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: _____

1. Name of Event: Wedding Reception

2. Main Contact Person: Jalen Fry

3. Mailing Address: 1605 ~~Green~~ Aspen Dr, Goshen, IN 46526
Street City State Zip Code

4. E-mail Address: jjfry7@yahoo.com

5. Office/Home Phone #: (260)585-7441 Day-of-Event Cell Phone #: (260)585-7441

6. Fax #: _____ Website for organization: _____

7. 1st Choice Event Date: 9-17-2022 2nd Choice: 9-24-2022 3rd choice: 10-1-2022

8. Event Time (Approximate start/end; including set up & clean up) 12pm - 10pm

Desired Park: Pringle Park Is your event open to the general public NO Expected Attendance 300

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 300 ppl

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

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

Having a wedding reception with tent and yard games

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 be using the pavilion

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.*

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?

- Have you conducted any other fundraisers/benefit in the calendar year? _____

- 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? _____

- 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:

X 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, fax: 574-349-6672, US Mail: 524 E Jackson St, Goshen 46526, or in person.

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.

Revised 08/2019

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

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 will be parking at a near by church parking lot

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.

Revised 08/2019

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.

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.

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.
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(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.

We will begin setting up the tent at ~~10~~ noon (12pm)
and tear down with be before 10pm

Occupying the pavilion and area right next to
pavilion for tent

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. 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= \$ _____

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 , 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.

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? _____
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.*

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

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.)*

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.*

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, US Mail: 524 E Jackson St, Goshen, Indiana 46526, or in person.

1. Who is your Tent provider? Fairhaven Church

• 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: 12pm What time will the tent(s) be dismantled: 9pm
(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.*

The tent will be set up next to the pavilion at Pringle Park

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 = \$ 100 _____ 1 tent

[M] 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: 574-349-6072, 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.

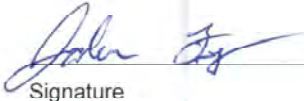
1. Total of all Fees Due to the City of Goshen Parks and Recreation Department, Facility Rentals Fees, Vendor Fees, Tent Fees, Sport Field Rentals, Shanklin Pool Rental, Canoe Rentals, Parking Lot Usage Fees and Recreational Activities Fees are all due 30 days prior to event.

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

7-11-22
Date

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

Special Event Application for Board Approval Date of Meeting 7/18/2022

Event Name ARTS ON THE MILLRACE

Type of Event ART SHOW

Fundraiser yes no

Sponsor CITY SPONSORED

Event Benefits N/A

Non Profit yes no

Commercial Event yes no Number of Vendors _____

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

Event Date: 1st choice 9/10/2022 2nd choice _____ 3rd choice _____

Expected Attendance UNKNOWN Number of Volunteers _____

Facility(s) Requested THE POWER HOUSE FEE \$ 200.00

Open Space Requested MILLRACE FEE \$ 200.00

Trail Sections Requested MILLRACE FEE \$ _____

Athletic Fields Requested _____ FEE \$ 0.00

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\$ <u>WAIVED</u>
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 \$ 400.00

Notes: ANNUAL CITY SPONSORED EVENT - WILL PROVIDE PORTABLE SANITATION STATIONS
10X10 TENTS WILL BE USED FRO VENDORS

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: Eyedart Creative Studio/Goshen Arts+Events

1. Name of Event: Arts on the Millrace

2. Main Contact Person Adrienne Nesbitt

3. Mailing Address 324 S 5th St. Goshen IN 46528
Street City State Zip Code

4. E-mail Address: adrienne@eyedart.com

5. Office/Home Phone #: 574 238 5572 Day-of-Event Cell Phone #: same

6. Fax #: _____ Website for organization: arts on the millrace.org

7. 1st Choice Event Date: Sept. 10 2nd Choice: _____ 3rd choice: _____

8. Event Time (Approximate start/end; including set up & clean up) Sept. 9th (Friday) 8 a.m. - 8 p.m. - Sept. 11th

Desired Park: Powerhouse & adjacent field 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

Annual City
Sponsored event

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

Fine Arts festival along the Millrace Canal.

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:

Power house + patio + the adjacent field

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.*

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?

- Have you conducted any other fundraisers/benefit in the calendar year? _____
- 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 #)

EIN: 84-4625692

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 you 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 you 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, fax: 574-349-6672, US Mail: 524 E Jackson St, Goshen 46526, or in person.

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. 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? _____

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.

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.

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, 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.

- Friday, Sept. 9th 8 a.m. Load-in begins

- Sat. Sept. 10th 8^{am} - 6pm Official Event

- Sun. Sept. 11th All Day final clean up

- powerhouse/patio & field

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, 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.

city-sponsored event

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= \$ _____

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.

we work directly w/ the health department.

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 , 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.

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 work with the st. department*
2. When will your dumpster/s be dropped off and picked up for your event? (Same day is ideal. If not, *on this!* 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.

trash trailer will be located north of power house

Alcohol Policy

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

** will have beer tent*

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.

** we use Cripe septic for our porta pottys.*

• 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.)*

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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**we will have small staked tents for this event.*

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, 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.*

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= \$ _____

NA 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.

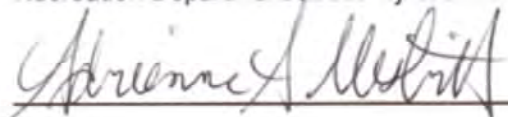
1. **Total of all Fees Due** to the City of Goshen Parks and Recreation Department, Facility Rentals Fees, Vendor Fees, Tent Fees, Sport Field Rentals, Shanklin Pool Rental, Canoe Rentals, Parking Lot Usage Fees and Recreational Activities Fees are all due 30 days prior to event.

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

5/24/22

Date

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

Special Event Application for Board Approval Date of Meeting 7/18/2022

Event Name UNITED HEALTHCARE

Type of Event INFORMATIONAL MEETING

Fundraiser yes no

Sponsor ROBERT KOCHER

Event Benefits N/A NO REVENUE TAKEN ON SITE

Non Profit yes no

Commercial Event yes no Number of Vendors _____

Event Time Including Set-up and Tear Down: Begin time: 1:00PM End Time 4:00PM

Event Date: 1st choice 10/18/22 2nd choice 10/31/22 3rd choice _____

Expected Attendance 20 Number of Volunteers _____

Facility(s) Requested ABSHIRE CABIN FEE \$ 400.00

Open Space Requested _____ FEE \$ _____

Trail Sections Requested _____ 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 \$ 425.00 + TAX \$28 _____

Notes: INFORMATIONAL MEETINGS ONLY

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: United HealthCare

1. Name of Event: Formal presentation

2. Main Contact Person: Robert Kocher

3. Mailing Address: 1177 E Northshore Dr Syracuse IN 46567
Street City State Zip Code

4. E-mail Address: rbkocher@outlook.com

5. Office/Home Phone #: 574-529-0414 Day-of-Event Cell Phone #: 574-529-0414

6. Fax #: _____ Website for organization: _____

7. 1st Choice Event Date: 10/18/22 2nd Choice: 10/31/22 3rd choice: _____ 2 dates desired

8. Event Time (Approximate start/end; including set up & clean up) 1:00 PM - 4:00 PM

Desired 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

- 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? No

- 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:

<u>NA</u>

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, fax: 574-349-6672, US Mail: 524 E Jackson St, Goshen 46526, or in person.

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? 0

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? NA

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: ^{Tuesday} ~~18th~~ ^{Monday} ~~31st~~ 10 18/31 ^{NA}
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.

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.

Arrive to set up 1 hr before event (1:00PM).
Event typically takes 1-1 1/4 hours, starts at 2:00. Clean up afterwards, depart by 4:00PM

Not applicable

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, 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= \$ _____

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

Not applicable

• 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.)*

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.*

Not applicable
 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, 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.*

Not Applicable

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 *DA*

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.

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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.

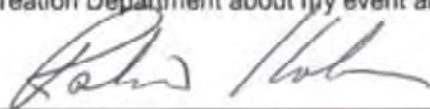
1. **Total of all Fees Due** to the City of Goshen Parks and Recreation Department, Facility Rentals Fees, Vendor Fees, Tent Fees, Sport Field Rentals, Shanklin Pool Rental, Canoe Rentals, Parking Lot Usage Fees and Recreational Activities Fees are all due 30 days prior to event.

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



Date

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

SERVICE AGREEMENT

This Agreement is entered into this 22 day of June, 2022 by and between the City of Goshen Parks and Recreation Department, hereinafter referred to as "GPRD" and Jeremy Stutzman hereinafter referred to as "Contractor."

WHEREAS, the GPRD desires to engage Contractor to perform certain services pursuant to the terms and conditions of this Agreement;

NOW, THEREFORE, in consideration of the mutual promises and covenants contained in this Agreement, the parties hereby agree as follows:

1. Contractor shall provide Sailing Instruction services for the following GPRD program/activity:
PROGRAM NAME: Sailing Camp
DAY(S) & TIME(S): June 27-July 1 and I Try Sailing Wednesdays
LOCATION: Fidler Pond Park
START DATE: June 2022
END DATE: August 3, 2022
2. GPRD shall pay Contractor for said services the sum of \$12 an hour approximately thirty (30) days after Contractor has satisfactorily, as determined by GPRD, performed all services contemplated by this Agreement. No other payment for these services shall be given from GPRD to Contractor, nor any such other payment demanded or requested by Contractor from GPRD.
3. GPRD reserves the right to cancel the program for any reason upon giving seven (7) days written notice to Contractor.
4. Contractor agrees to notify GPRD as soon as possible if an emergency will prevent Contractor from providing services on the schedule dates as contemplated herein. No program will be cancelled or postponed by Contractor without approval of the GPRD. Contractor may further be required to notify all participants in the program of such cancellation or postponement due to Contractor.
5. Contractor shall be deemed an independent contractor and operate as a separate entity from the City of Goshen and the GPRD. All work done and services provided under this Agreement shall be provided at the highest professional standard and shall be performed to the GPRD's reasonable satisfaction. Failure to do so may result in the termination of this Agreement.
6. Contractor warrants and represents that he or she will comply with all federal, state, and local laws regarding reporting of compensation earned and payment of all federal, state, and local taxes.
7. Contractor agrees not to discriminate in any form or manner against any person in the performance of services under this Agreement because of a person's race, religion, color, gender, national origin, ancestry, age, disability, or status as a veteran.
8. No portion of this Agreement shall be assigned or subcontracted by Contractor except with the written consent of the GPRD.
9. Contractor hereby expressly assumes all risk and responsibility for any accident, injury, or damage to person or property arising from Contractor's provision of services under this Agreement. Contractor also expressly agrees to indemnify and hold harmless the City of Goshen, Indiana, the Goshen Parks and Recreation Board, and the GPRD,

its successors and assigns, from and against any and all obligations, liability, liens, claims, demands, damages, expenses, fees, costs, fines, penalties, suits, losses, judgments, proceedings, actions, and causes of action of any and every kind and nature, including without limitation, any damage or injury to person or property and all costs, attorney's fees, and expenses incurred in connecting therewith, arising or growing out of or in any way connected with Contractor's provision of services to be provided under this Agreement. Contractor hereby releases the City of Goshen, the Goshen Parks and Recreation Board, and the GPRD from all liability for any action, damage, or injury caused to person or property resulting from the Contractor's provision of services under this Agreement, notwithstanding whether such acts or omissions be active or passive.

10. If any part or parts of this Agreement shall be held to unenforceable for any reason, the remainder of this Agreement shall continue in full force and effect. If any provision of this Agreement is deemed invalid or unenforceable by any court of competent jurisdiction, and if limiting such provision would make the provision valid, then such provision shall be deemed to be construed as so limited.
11. The covenants and conditions contained in this Agreement shall apply to and bind the parties and the heirs, legal representatives, successors, and permitted assigns of all Parties.
12. In any action of any kind relating to this Agreement, each party shall bear the costs of its own attorney's fees.
13. The failure of either party to enforce any provision of this Agreement shall not be deemed a waiver or limitation of that party's right to subsequently enforce and compel strict compliance with every provision of this Agreement.
14. This Agreement constitutes the entire agreement between the Parties and supersedes any prior understanding or representation of any kind preceding the date of this Agreement. There are no other promises, conditions, understandings, or other agreements, whether oral or written, relating to the subject matter of this Agreement. This Agreement may be modified in writing and must be signed by all parties.
15. This Agreement shall be governed by and construed in accordance with the laws of the State of Indiana. If legal action is brought to enforce or interpret the terms of and conditions of this Agreement, the proper venue for such action will be in a court of competent jurisdiction in Elkhart County, Indiana.
16. In all cases where notice is required to the parties, GPRD agrees to be notified via Tanya Heyde, at 524 E Jackson Street, Goshen, Indiana 46526, Ph: 574.534.2901; and Contractor agrees to be notified at the address and telephone number provided below.

CITY OF GOSHEN
PARKS AND RECREATION DEPARTMENT

CONTRACTOR

Title: _____

Printed Name: _____
Address: _____

Ph: _____

SERVICE AGREEMENT

This Agreement is entered into this 13 day of June, 2022 by and between the City of Goshen Parks and Recreation Department, hereinafter referred to as "GPRD" and _____ hereinafter referred to as "Contractor."

WHEREAS, the GPRD desires to engage Contractor to perform certain services pursuant to the terms and conditions of this Agreement;

NOW, THEREFORE, in consideration of the mutual promises and covenants contained in this Agreement, the parties hereby agree as follows:

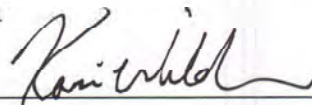
1. Contractor shall provide Kari Wilchman services for the following GPRD program/activity:
PROGRAM NAME: Youth Soccer Camp
DAY(S) & TIME(S): Monday thru Thursday
LOCATION: Shanklin Park
START DATE: 06/13/2022
END DATE: 06/13/2023
2. GPRD shall pay Contractor for said services the sum of 65% of total revenue approximately thirty (30) days after Contractor has satisfactorily, as determined by GPRD, performed all services contemplated by this Agreement. No other payment for these services shall be given from GPRD to Contractor, nor any such other payment demanded or requested by Contractor from GPRD.
3. GPRD reserves the right to cancel the program for any reason upon giving seven (7) days written notice to Contractor.
4. Contractor agrees to notify GPRD as soon as possible if an emergency will prevent Contractor from providing services on the schedule dates as contemplated herein. No program will be cancelled or postponed by Contractor without approval of the GPRD. Contractor may further be required to notify all participants in the program of such cancellation of postponement due to Contractor.
5. Contractor shall be deemed an independent contractor and operate as a separate entity from the City of Goshen and the GPRD. All work done and services provided under this Agreement shall be provided at the highest professional standard and shall be performed to the GPRD's reasonable satisfaction. Failure to do so may result in the termination of this Agreement.
6. Contractor warrants and represents that he or she will comply with all federal, state, and local laws regarding reporting of compensation earned and payment of all federal, state, and local taxes.
7. Contractor agrees not to discriminate in any form or manner against any person in the performance of services under this Agreement because of a person's race, religion, color, gender, national origin, ancestry, age, disability, or status as a veteran.
8. No portion of this Agreement shall be assigned or subcontracted by Contractor except with the written consent of the GPRD.
9. Contractor hereby expressly assumes all risk and responsibility for any accident, injury, or damage to person or property arising from Contractor's provision of services under this Agreement. Contractor also expressly agrees to indemnify and hold harmless the City of Goshen, Indiana, the Goshen Parks and Recreation Board, and the GPRD,

its successors and assigns, from and against any and all obligations, liability, liens, claims, demands, damages, expenses, fees, costs, fines, penalties, suits, losses, judgments, proceedings, actions, and causes of action of any and every kind and nature, including without limitation, any damage or injury to person or property and all costs, attorney's fees, and expenses incurred in connecting therewith, arising or growing out of or in any way connected with Contractor's provision of services to be provided under this Agreement. Contractor hereby releases the City of Goshen, the Goshen Parks and Recreation Board, and the GPRD from all liability for any action, damage, or injury caused to person or property resulting from the Contractor's provision of services under this Agreement, notwithstanding whether such acts or omissions be active or passive.

10. If any part or parts of this Agreement shall be held to unenforceable for any reason, the remainder of this Agreement shall continue in full force and effect. If any provision of this Agreement is deemed invalid or unenforceable by any court of competent jurisdiction, and if limiting such provision would make the provision valid, then such provision shall be deemed to be construed as so limited.
11. The covenants and conditions contained in this Agreement shall apply to and bind the parties and the heirs, legal representatives, successors, and permitted assigns of all Parties.
12. In any action of any kind relating to this Agreement, each party shall bear the costs of its own attorney's fees.
13. The failure of either party to enforce any provision of this Agreement shall not be deemed a waiver or limitation of that party's right to subsequently enforce and compel strict compliance with every provision of this Agreement.
14. This Agreement constitutes the entire agreement between the Parties and supersedes any prior understanding or representation of any kind preceding the date of this Agreement. There are no other promises, conditions, understandings, or other agreements, whether oral or written, relating to the subject matter of this Agreement. This Agreement may be modified in writing and must be signed by all parties.
15. This Agreement shall be governed by and construed in accordance with the laws of the State of Indiana. If legal action is brought to enforce or interpret the terms of and conditions of this Agreement, the proper venue for such action will be in a court of competent jurisdiction in Elkhart County, Indiana.
16. In all cases where notice is required to the parties, GPRD agrees to be notified via Tanya Heyde, at 607 W. Plymouth Avenue, Goshen, Indiana 46526, Ph: 574.534.2901; and Contractor agrees to be notified at the address and telephone number provided below.

CITY OF GOSHEN
PARKS AND RECREATION DEPARTMENT

CONTRACTOR



Title: _____

Printed Name: Kari Wildman

Address: 61795 Amber Meadows Dr
Goshen IN 46528

Ph: 574-527-9465

SERVICE AGREEMENT

This Agreement is entered into this 13 day of June, 2022 by and between the City of Goshen Parks and Recreation Department, hereinafter referred to as "GPRD" and _____ hereinafter referred to as "Contractor."

WHEREAS, the GPRD desires to engage Contractor to perform certain services pursuant to the terms and conditions of this Agreement;

NOW, THEREFORE, in consideration of the mutual promises and covenants contained in this Agreement, the parties hereby agree as follows:

1. Contractor shall provide Mara Schrock services for the following GPRD program/activity:
PROGRAM NAME: I Try Sailing and Sailing Camp
DAY(S) & TIME(S): June through August 2022 I Try Sailing, Sailing Camp June 27-July 1
LOCATION: Fidler Pond
START DATE: June 15 2022
END DATE: September 30 2022
2. GPRD shall pay Contractor for said services the sum of \$12 an hour approximately thirty (30) days after Contractor has satisfactorily, as determined by GPRD, performed all services contemplated by this Agreement. No other payment for these services shall be given from GPRD to Contractor, nor any such other payment demanded or requested by Contractor from GPRD.
3. GPRD reserves the right to cancel the program for any reason upon giving seven (7) days written notice to Contractor.
4. Contractor agrees to notify GPRD as soon as possible if an emergency will prevent Contractor from providing services on the schedule dates as contemplated herein. No program will be cancelled or postponed by Contractor without approval of the GPRD. Contractor may further be required to notify all participants in the program of such cancellation of postponement due to Contractor.
5. Contractor shall be deemed an independent contractor and operate as a separate entity from the City of Goshen and the GPRD. All work done and services provided under this Agreement shall be provided at the highest professional standard and shall be performed to the GPRD's reasonable satisfaction. Failure to do so may result in the termination of this Agreement.
6. Contractor warrants and represents that he or she will comply with all federal, state, and local laws regarding reporting of compensation earned and payment of all federal, state, and local taxes.
7. Contractor agrees not to discriminate in any form or manner against any person in the performance of services under this Agreement because of a person's race, religion, color, gender, national origin, ancestry, age, disability, or status as a veteran.
8. No portion of this Agreement shall be assigned or subcontracted by Contractor except with the written consent of the GPRD.
9. Contractor hereby expressly assumes all risk and responsibility for any accident, injury, or damage to person or property arising from Contractor's provision of services under this Agreement. Contractor also expressly agrees to indemnify and hold harmless the City of Goshen, Indiana, the Goshen Parks and Recreation Board, and the GPRD,

its successors and assigns, from and against any and all obligations, liability, liens, claims, demands, damages, expenses, fees, costs, fines, penalties, suits, losses, judgments, proceedings, actions, and causes of action of any and every kind and nature, including without limitation, any damage or injury to person or property and all costs, attorney's fees, and expenses incurred in connecting therewith, arising or growing out of or in any way connected with Contractor's provision of services to be provided under this Agreement. Contractor hereby releases the City of Goshen, the Goshen Parks and Recreation Board, and the GPRD from all liability for any action, damage, or injury caused to person or property resulting from the Contractor's provision of services under this Agreement, notwithstanding whether such acts or omissions be active or passive.

10. If any part or parts of this Agreement shall be held to unenforceable for any reason, the remainder of this Agreement shall continue in full force and effect. If any provision of this Agreement is deemed invalid or unenforceable by any court of competent jurisdiction, and if limiting such provision would make the provision valid, then such provision shall be deemed to be construed as so limited.
11. The covenants and conditions contained in this Agreement shall apply to and bind the parties and the heirs, legal representatives, successors, and permitted assigns of all Parties.
12. In any action of any kind relating to this Agreement, each party shall bear the costs of its own attorney's fees.
13. The failure of either party to enforce any provision of this Agreement shall not be deemed a waiver or limitation of that party's right to subsequently enforce and compel strict compliance with every provision of this Agreement.
14. This Agreement constitutes the entire agreement between the Parties and supersedes any prior understanding or representation of any kind preceding the date of this Agreement. There are no other promises, conditions, understandings, or other agreements, whether oral or written, relating to the subject matter of this Agreement. This Agreement may be modified in writing and must be signed by all parties.
15. This Agreement shall be governed by and construed in accordance with the laws of the State of Indiana. If legal action is brought to enforce or interpret the terms of and conditions of this Agreement, the proper venue for such action will be in a court of competent jurisdiction in Elkhart County, Indiana.
16. In all cases where notice is required to the parties, GPRD agrees to be notified via Tanya Heyde, at 524 E Jackson Street, Goshen, Indiana 46526, Ph: 574.534.2901; and Contractor agrees to be notified at the address and telephone number provided below.

CITY OF GOSHEN
PARKS AND RECREATION DEPARTMENT

Title: _____

CONTRACTOR

Mara Schrock

Printed Name: Mara Schrock
Address: 905 905 South 8th Street
Goshen, IN 46526
Ph: (574) 202-9917

SERVICE AGREEMENT

This Agreement is entered into this 22 day of June, 2022 by and between the City of Goshen Parks and Recreation Department, hereinafter referred to as "GPRD" and Mia Wellington hereinafter referred to as "Contractor."

WHEREAS, the GPRD desires to engage Contractor to perform certain services pursuant to the terms and conditions of this Agreement;

NOW, THEREFORE, in consideration of the mutual promises and covenants contained in this Agreement, the parties hereby agree as follows:

1. Contractor shall provide Sailing Instruction services for the following GPRD program/activity:
PROGRAM NAME: Sailing Camp
DAY(S) & TIME(S): June 27-July 1 and I Try Sailing Wednesdays
LOCATION: Fidler Pond Park
START DATE: June 2022
END DATE: August 3, 2022
2. GPRD shall pay Contractor for said services the sum of \$12 an hour approximately thirty (30) days after Contractor has satisfactorily, as determined by GPRD, performed all services contemplated by this Agreement. No other payment for these services shall be given from GPRD to Contractor, nor any such other payment demanded or requested by Contractor from GPRD.
3. GPRD reserves the right to cancel the program for any reason upon giving seven (7) days written notice to Contractor.
4. Contractor agrees to notify GPRD as soon as possible if an emergency will prevent Contractor from providing services on the schedule dates as contemplated herein. No program will be cancelled or postponed by Contractor without approval of the GPRD. Contractor may further be required to notify all participants in the program of such cancellation or postponement due to Contractor.
5. Contractor shall be deemed an independent contractor and operate as a separate entity from the City of Goshen and the GPRD. All work done and services provided under this Agreement shall be provided at the highest professional standard and shall be performed to the GPRD's reasonable satisfaction. Failure to do so may result in the termination of this Agreement.
6. Contractor warrants and represents that he or she will comply with all federal, state, and local laws regarding reporting of compensation earned and payment of all federal, state, and local taxes.
7. Contractor agrees not to discriminate in any form or manner against any person in the performance of services under this Agreement because of a person's race, religion, color, gender, national origin, ancestry, age, disability, or status as a veteran.
8. No portion of this Agreement shall be assigned or subcontracted by Contractor except with the written consent of the GPRD.
9. Contractor hereby expressly assumes all risk and responsibility for any accident, injury, or damage to person or property arising from Contractor's provision of services under this Agreement. Contractor also expressly agrees to indemnify and hold harmless the City of Goshen, Indiana, the Goshen Parks and Recreation Board, and the GPRD,

its successors and assigns, from and against any and all obligations, liability, liens, claims, demands, damages, expenses, fees, costs, fines, penalties, suits, losses, judgments, proceedings, actions, and causes of action of any and every kind and nature, including without limitation, any damage or injury to person or property and all costs, attorney's fees, and expenses incurred in connecting therewith, arising or growing out of or in any way connected with Contractor's provision of services to be provided under this Agreement. Contractor hereby releases the City of Goshen, the Goshen Parks and Recreation Board, and the GPRD from all liability for any action, damage, or injury caused to person or property resulting from the Contractor's provision of services under this Agreement, notwithstanding whether such acts or omissions be active or passive.

10. If any part or parts of this Agreement shall be held to unenforceable for any reason, the remainder of this Agreement shall continue in full force and effect. If any provision of this Agreement is deemed invalid or unenforceable by any court of competent jurisdiction, and if limiting such provision would make the provision valid, then such provision shall be deemed to be construed as so limited.
11. The covenants and conditions contained in this Agreement shall apply to and bind the parties and the heirs, legal representatives, successors, and permitted assigns of all Parties.
12. In any action of any kind relating to this Agreement, each party shall bear the costs of its own attorney's fees.
13. The failure of either party to enforce any provision of this Agreement shall not be deemed a waiver or limitation of that party's right to subsequently enforce and compel strict compliance with every provision of this Agreement.
14. This Agreement constitutes the entire agreement between the Parties and supersedes any prior understanding or representation of any kind preceding the date of this Agreement. There are no other promises, conditions, understandings, or other agreements, whether oral or written, relating to the subject matter of this Agreement. This Agreement may be modified in writing and must be signed by all parties.
15. This Agreement shall be governed by and construed in accordance with the laws of the State of Indiana. If legal action is brought to enforce or interpret the terms of and conditions of this Agreement, the proper venue for such action will be in a court of competent jurisdiction in Elkhart County, Indiana.
16. In all cases where notice is required to the parties, GPRD agrees to be notified via Tanya Heyde, at 524 E Jackson Street, Goshen, Indiana 46526, Ph: 574.534.2901; and Contractor agrees to be notified at the address and telephone number provided below.

CITY OF GOSHEN
PARKS AND RECREATION DEPARTMENT

CONTRACTOR

Title: _____

Printed Name: _____
Address: _____

Ph: _____

SERVICE AGREEMENT

This Agreement is entered into this 22 day of June, 2022 by and between the City of Goshen Parks and Recreation Department, hereinafter referred to as "GPRD" and Pi Wellington hereinafter referred to as "Contractor."

WHEREAS, the GPRD desires to engage Contractor to perform certain services pursuant to the terms and conditions of this Agreement;

NOW, THEREFORE, in consideration of the mutual promises and covenants contained in this Agreement, the parties hereby agree as follows:

1. Contractor shall provide Sailing Instruction services for the following GPRD program/activity:
PROGRAM NAME: Sailing Camp
DAY(S) & TIME(S): June 27-July 1 and I Try Sailing Wednesdays
LOCATION: Fidler Pond Park
START DATE: June 2022
END DATE: August 3, 2022
2. GPRD shall pay Contractor for said services the sum of \$12 an hour approximately thirty (30) days after Contractor has satisfactorily, as determined by GPRD, performed all services contemplated by this Agreement. No other payment for these services shall be given from GPRD to Contractor, nor any such other payment demanded or requested by Contractor from GPRD.
3. GPRD reserves the right to cancel the program for any reason upon giving seven (7) days written notice to Contractor.
4. Contractor agrees to notify GPRD as soon as possible if an emergency will prevent Contractor from providing services on the schedule dates as contemplated herein. No program will be cancelled or postponed by Contractor without approval of the GPRD. Contractor may further be required to notify all participants in the program of such cancellation or postponement due to Contractor.
5. Contractor shall be deemed an independent contractor and operate as a separate entity from the City of Goshen and the GPRD. All work done and services provided under this Agreement shall be provided at the highest professional standard and shall be performed to the GPRD's reasonable satisfaction. Failure to do so may result in the termination of this Agreement.
6. Contractor warrants and represents that he or she will comply with all federal, state, and local laws regarding reporting of compensation earned and payment of all federal, state, and local taxes.
7. Contractor agrees not to discriminate in any form or manner against any person in the performance of services under this Agreement because of a person's race, religion, color, gender, national origin, ancestry, age, disability, or status as a veteran.
8. No portion of this Agreement shall be assigned or subcontracted by Contractor except with the written consent of the GPRD.
9. Contractor hereby expressly assumes all risk and responsibility for any accident, injury, or damage to person or property arising from Contractor's provision of services under this Agreement. Contractor also expressly agrees to indemnify and hold harmless the City of Goshen, Indiana, the Goshen Parks and Recreation Board, and the GPRD,

its successors and assigns, from and against any and all obligations, liability, liens, claims, demands, damages, expenses, fees, costs, fines, penalties, suits, losses, judgments, proceedings, actions, and causes of action of any and every kind and nature, including without limitation, any damage or injury to person or property and all costs, attorney's fees, and expenses incurred in connecting therewith, arising or growing out of or in any way connected with Contractor's provision of services to be provided under this Agreement. Contractor hereby releases the City of Goshen, the Goshen Parks and Recreation Board, and the GPRD from all liability for any action, damage, or injury caused to person or property resulting from the Contractor's provision of services under this Agreement, notwithstanding whether such acts or omissions be active or passive.

10. If any part or parts of this Agreement shall be held to unenforceable for any reason, the remainder of this Agreement shall continue in full force and effect. If any provision of this Agreement is deemed invalid or unenforceable by any court of competent jurisdiction, and if limiting such provision would make the provision valid, then such provision shall be deemed to be construed as so limited.
11. The covenants and conditions contained in this Agreement shall apply to and bind the parties and the heirs, legal representatives, successors, and permitted assigns of all Parties.
12. In any action of any kind relating to this Agreement, each party shall bear the costs of its own attorney's fees.
13. The failure of either party to enforce any provision of this Agreement shall not be deemed a waiver or limitation of that party's right to subsequently enforce and compel strict compliance with every provision of this Agreement.
14. This Agreement constitutes the entire agreement between the Parties and supersedes any prior understanding or representation of any kind preceding the date of this Agreement. There are no other promises, conditions, understandings, or other agreements, whether oral or written, relating to the subject matter of this Agreement. This Agreement may be modified in writing and must be signed by all parties.
15. This Agreement shall be governed by and construed in accordance with the laws of the State of Indiana. If legal action is brought to enforce or interpret the terms of and conditions of this Agreement, the proper venue for such action will be in a court of competent jurisdiction in Elkhart County, Indiana.
16. In all cases where notice is required to the parties, GPRD agrees to be notified via Tanya Heyde, at 524 E Jackson Street, Goshen, Indiana 46526, Ph: 574.534.2901; and Contractor agrees to be notified at the address and telephone number provided below.

CITY OF GOSHEN
PARKS AND RECREATION DEPARTMENT

CONTRACTOR

Title: _____

Printed Name: _____
Address: _____

Ph: _____

SERVICE AGREEMENT

This Agreement is entered into this 22 day of June, 2022 by and between the City of Goshen Parks and Recreation Department, hereinafter referred to as "GPRD" and Wynn Wellington hereinafter referred to as "Contractor."

WHEREAS, the GPRD desires to engage Contractor to perform certain services pursuant to the terms and conditions of this Agreement;

NOW, THEREFORE, in consideration of the mutual promises and covenants contained in this Agreement, the parties hereby agree as follows:

1. Contractor shall provide Sailing Instruction services for the following GPRD program/activity:
PROGRAM NAME: Sailing Camp
DAY(S) & TIME(S): June 27-July 1 and I Try Sailing Wednesdays
LOCATION: Fidler Pond Park
START DATE: June 2022
END DATE: August 3, 2022
2. GPRD shall pay Contractor for said services the sum of \$12 an hour approximately thirty (30) days after Contractor has satisfactorily, as determined by GPRD, performed all services contemplated by this Agreement. No other payment for these services shall be given from GPRD to Contractor, nor any such other payment demanded or requested by Contractor from GPRD.
3. GPRD reserves the right to cancel the program for any reason upon giving seven (7) days written notice to Contractor.
4. Contractor agrees to notify GPRD as soon as possible if an emergency will prevent Contractor from providing services on the schedule dates as contemplated herein. No program will be cancelled or postponed by Contractor without approval of the GPRD. Contractor may further be required to notify all participants in the program of such cancellation or postponement due to Contractor.
5. Contractor shall be deemed an independent contractor and operate as a separate entity from the City of Goshen and the GPRD. All work done and services provided under this Agreement shall be provided at the highest professional standard and shall be performed to the GPRD's reasonable satisfaction. Failure to do so may result in the termination of this Agreement.
6. Contractor warrants and represents that he or she will comply with all federal, state, and local laws regarding reporting of compensation earned and payment of all federal, state, and local taxes.
7. Contractor agrees not to discriminate in any form or manner against any person in the performance of services under this Agreement because of a person's race, religion, color, gender, national origin, ancestry, age, disability, or status as a veteran.
8. No portion of this Agreement shall be assigned or subcontracted by Contractor except with the written consent of the GPRD.
9. Contractor hereby expressly assumes all risk and responsibility for any accident, injury, or damage to person or property arising from Contractor's provision of services under this Agreement. Contractor also expressly agrees to indemnify and hold harmless the City of Goshen, Indiana, the Goshen Parks and Recreation Board, and the GPRD,

its successors and assigns, from and against any and all obligations, liability, liens, claims, demands, damages, expenses, fees, costs, fines, penalties, suits, losses, judgments, proceedings, actions, and causes of action of any and every kind and nature, including without limitation, any damage or injury to person or property and all costs, attorney's fees, and expenses incurred in connecting therewith, arising or growing out of or in any way connected with Contractor's provision of services to be provided under this Agreement. Contractor hereby releases the City of Goshen, the Goshen Parks and Recreation Board, and the GPRD from all liability for any action, damage, or injury caused to person or property resulting from the Contractor's provision of services under this Agreement, notwithstanding whether such acts or omissions be active or passive.

10. If any part or parts of this Agreement shall be held to unenforceable for any reason, the remainder of this Agreement shall continue in full force and effect. If any provision of this Agreement is deemed invalid or unenforceable by any court of competent jurisdiction, and if limiting such provision would make the provision valid, then such provision shall be deemed to be construed as so limited.
11. The covenants and conditions contained in this Agreement shall apply to and bind the parties and the heirs, legal representatives, successors, and permitted assigns of all Parties.
12. In any action of any kind relating to this Agreement, each party shall bear the costs of its own attorney's fees.
13. The failure of either party to enforce any provision of this Agreement shall not be deemed a waiver or limitation of that party's right to subsequently enforce and compel strict compliance with every provision of this Agreement.
14. This Agreement constitutes the entire agreement between the Parties and supersedes any prior understanding or representation of any kind preceding the date of this Agreement. There are no other promises, conditions, understandings, or other agreements, whether oral or written, relating to the subject matter of this Agreement. This Agreement may be modified in writing and must be signed by all parties.
15. This Agreement shall be governed by and construed in accordance with the laws of the State of Indiana. If legal action is brought to enforce or interpret the terms of and conditions of this Agreement, the proper venue for such action will be in a court of competent jurisdiction in Elkhart County, Indiana.
16. In all cases where notice is required to the parties, GPRD agrees to be notified via Tanya Heyde, at 524 E Jackson Street, Goshen, Indiana 46526, Ph: 574.534.2901; and Contractor agrees to be notified at the address and telephone number provided below.

CITY OF GOSHEN
PARKS AND RECREATION DEPARTMENT

CONTRACTOR

Title: _____

Printed Name: _____
Address: _____

Ph: _____