

Park Utilization Policy

Wellsboro Department of Parks & Recreation



Guidelines for Requesting Special Event Facility Usage:

The following guidelines are to be followed to ensure proper coordination and communication of basic special event requirements - *Form WSEFU*.

The form WSEFU is required when usage of a borough park/recreation/conservation area/building for a special event is requested. This form must be completed at least 60 days in advance of the event and is available from the Wellsboro Department of Parks and Recreation, 227 Nichols St., Wellsboro, Pa. 16901.

It shall be understood that an approved request only provides reservation of facilities. Reservation of a facility does not imply that any additional arrangements have been made unless specifically indicated on the request form.

As a rule, programs and recreational groups sponsored by the Wellsboro Department of Parks and Recreation will have first preference in scheduling. Community groups (clubs, organizations, churches etc.) will be given consideration for facility usage as space is available.

The Wellsboro Department of Parks and Recreation will approve special event requests only if the special event is available and open to the general public. The event shall not interfere with the normal operation of the park and shall not impede citizens of the community from utilization of the park amenities, unless authorized by the Director of Parks & Recreation as provided in Ordinance #471.

No group shall utilize the park for a special event for more than a 12 hour period beginning at dawn and ceasing operation at dusk unless approved by the Director of Parks & Recreation or designated agent. Events which include music will be given consideration as long as:

1. The duration of the amplified music is limited to a maximum of 3 hours, with a cease time not to exceed 9:00 p.m.
2. The volume level is not considered excessive by the municipality - (A decibel level measurable at 30 feet from the source of amplification not to exceed 98dB will be considered acceptable) provided the time restraint as stated in #1 is strictly adhered to.
3. Exception: PA system at Packer Pool.

Park Rules - partial listing

4. No alcoholic beverages allowed.
5. Dogs must be on a leash not to exceed 10 feet in length; pooper scooper law is in effect.
6. Groups are responsible for the cleanup of litter associated with their facility usage.
7. All park tables/equipment (if moved) are to be returned to their respective positions.
8. Solicitation prohibited unless approved in advance by Director of Parks & Recreation.

Full and complete rules and regulation concerning the usage of park facilities is contained in Ordinance #471, Borough of Wellsboro, enacted November 10, 1975. Ordinance available at the Borough office, 14 Crafton St. Wellsboro, PA (570) 724-3186.

The Wellsboro Department of Parks and Recreation reserves the right to accept and/or reject any application which is found to be in the best interest of the residents of the area and the municipality.

Special Event Application
Wellsboro Dept. Parks & Recreation

Return to: Wellsboro Dept. Parks & Recreation, 227 Nichols St. Wellsboro, Pa. 16901

Form WSEFU:

To be filled out and returned for approval at least **60 days** prior to the proposed utilization. The Wellsboro Department of Parks and Recreation reserves the right to accept and or reject any and/or all requests in the best interest of the residents of the area and the municipality. Date of Application ____/____/____

Name of Organization

Address of Organization

Type of Event

Estimated # of participants

Date of Facility Usage

TO _____
Time of the proposed usage

Name of person filing application

(_____) _____
Daytime telephone #

Please describe your event in detail - use a separate sheet if necessary.

I agree to fully comply with park ordinance #471.

Signature of Applicant

For Dept. Usage Only:

1. Facilities available: Yes _____ No _____ Date of review ____/____/____

2. Special equipment _____

3. Estimated charges _____
(Additional maintenance/security, etc.)

4. Facility: Approval _____ Disapproval _____

Signature of Municipal Official _____.