

## **STEARNS COUNTY PARKS**

**STEARNS COUNTY PARKS MISSION STATEMENT: "TO PROVIDE NATURAL RESOURCE-ORIENTED PARKS AND OUTDOOR RECREATION OPPORTUNITIES, THAT ENHANCE THE QUALITY OF LIFE OF STEARNS COUNTY RESIDENTS THROUGH PHYSICAL FITNESS, COMMUNITY BUILDING AND ECONOMIC VITALITY."**

Approved by Stearns County Board 3/17/09

### **EVENTS POLICY**

**PURPOSE: To promote enjoyment of Stearns County Parks & Trails through the establishment of an orderly way in which groups can organize and conduct public events within the county park & trail system.**

#### **DEFINITIONS:**

- Event - Advertised organized activity, which is open to the public.

Stearns County Parks are available for events under the following conditions:

1. The event organizer complies with any related local, state and federal ordinances.
2. The event organizer shall be responsible for any additional costs beyond the regular operational cost of the park and for damage to facilities or extraordinary cleanup.
3. The event sponsor (when the County is not a co-sponsor) shall provide the following:
  - A liability policy for \$400,000 per person and \$1,000,000 per event.
  - Stearns County must be named as an ADDITIONAL INSURED on the policy.
  - A CERTIFICATE OF INSURANCE must be provided thirty days prior to the event verifying the level of coverage and naming Stearns County as the "ADDITIONAL INSURED" within the policy.
  - Individual participants must sign a LIABILITY WAIVER.
  - Groups of less than 30 participants are exempt from the "Additional Insured" requirement above.
  - The organization must sign an Acceptance of Liability form.
5. The event sponsor (when the County is a co-sponsor) shall provide the following:
  - For events, which require participant registration - A LIABILITY WAIVER signed by the participant holding the County and its agents harmless.
  - The organization must sign an ACCEPTANCE OF LIABILITY form.
  - The first use by an organization the County will co-sponsor the event.
6. During the setup, operation and close down of the event the park shall be open to the public.
7. To use a County Park for an event the standard rental fees will apply. Events at Quarry Park & Nature Preserve will require that each vehicle entering the park has a vehicle-parking permit. A shelter or building rental fee will apply at other County Parks.
8. Events which require a registration fee shall require the following revenue sharing with the Stearns County Park Department. Regular facility rental fees will also apply.
  - For-profit organizations - 25 % of the registration proceeds would be paid to the Stearns County Park Department.
  - Non-profit organizations - 5 % of the registration proceeds, not to exceed \$150 would be paid to the Stearns County Park Department.
9. Events that include booths set up by for profit vendors shall require a \$50 fee per booth.

Reviewed and recommended by the Stearns County Park Commission 4/12/06.

Approved by the Stearns County Board of Commissioners 6/6/06

Reviewed and recommended by the Stearns County Park Commission 2/11/09

Adopted by the Stearns County Commissioners 3/17/09.