

Policy Guidelines for Use of Moore Park

Purpose:

The purpose of this policy is to establish procedural guidance which encourages, coordinates and facilitates the use of Moore Park. Moore Park was given to the Town by Hollis Moore in 1865 and like then, it remains a popular attraction.

Responsibilities:

Scheduling the overall use of the park rests with the Park Committee and Board of Selectmen. Scheduling is a shared responsibility with the Board providing final approval of scheduled events. The Town Manager will coordinate all short notice requests through the Committee or Board and obtain approval. Attached is a copy of the request form. An updated approved schedule or calendar of events will be maintained at the Town Office.

Events, by categories which will be scheduled are outlined below:

Sponsored Public Events – These events include the “Music in the Park” concert series, other concerts and music for the public’s enjoyment. Because these events are scheduled well in advance and are either sponsored or paid for by the Park Committee, priority will be given to these events. The Park Committee will provide these dates to the Board as soon as they become available.

Group or individual events. (Organized) These type of events include Weddings, family reunions, and other gatherings. Other gatherings could include, but not be limited to such things as organized school outings, group recreational use and “farmers market” type activities. Requests by the public will be coordinated and approved by the Board of Selectmen.

Request for Use of Moore Park – Town of Paris, Maine

Name of Applicant: _____

Address: _____

_____ Email: _____

Phone: h _____ c _____ w _____

Event Description: _____

Event Date: _____ Start Time: _____ End Time: _____

Are you a resident of Paris? (Or, if a business, are you located in Paris?) **Y N**

Number of people expected to be in attendance: _____ Can anybody attend the event? **Y N**

If no, who can attend? _____

Are you requesting use of electricity (lights, outlets, etc. in the gazebo)? **Y N**

if so, an additional \$10 is required; this is non-refundable.

DEPOSIT

I/we understand that a \$25 deposit is needed to consider my request. If my/our request is denied, my/our \$25 will be returned. If my/our request is approved, my/our \$25 will be held until after the event. If the facility is returned the way it was found, the \$25 will be returned; if the facility needs maintenance after the event, the \$25 will be retained by the Town of Paris to compensate for such. I/we agree to abide by the attached "Use of Moore Park Policy" and agree to hold the Town of Paris harmless from any liability that may arise or occur as a result of, or by cause of, the event. I/we realize that to obtain refund of my/our \$25 deposit, is available.

WASTE

I/we will clean the park after the event; I/we understand that though there are trash receptacles in the park, they are not for large group use. All trash must be removed.

POLICE SERVICE

I/we realize that those using the park must pay for any necessary police services. **For any event over 50 people (including children), police services must be booked through the Town of Paris Police Department;** your event will not be approved until that has been completed. Police are billable at a rate of \$43/hour for a two hour minimum. Contact Paris Police Chief at 743-0549 if this pertains to your situation.

PARKING

No vehicles are allowed to park on the grass. **No more than 10 vehicles are allowed to park around the perimeter of Moore Park; alternate parking arrangements must be made.**

ELECTRICITY

I/we realize that if I/we want to use electricity at my/our event (lights, outlets, etc. in the gazebo), an additional \$10 **non-refundable** deposit is required at time of request.

PUBLIC SPACE

I/we realize that Moore Park is a public space and that others may be using the park during my/our event. The Town of Paris will not book two large events at once, but cannot ensure that Moore Park will be completely void of folks enjoying casual recreation/leisure at your requested time.

Signature: _____

Date: _____

Signature: _____

Date: _____

General Deposit: \$25 Circle one: cash check

(check # : _____)

Electricity Deposit: \$10 Circle one: cash check

(check # : _____) **this is non-refundable

DO NOT WRITE BELOW THIS LINE

Approval, Parks & Recreation Chair person

Signature: _____

Date: _____

Approval, Town Manager

Signature: _____

Date: _____

Questions? Contact the Paris Town Office at (207) 743-2501.

Form and \$25 deposit should be returned to the **front desk** at Paris Town Office, 33 Market Square, South Paris, Maine 04281.

It usually takes at least one week to process your request.