

City of Aurora

Park Use Policies and Procedures

GENERAL INFORMATION

The park is equipped with electricity and lights at all three shelters also at the Main and Liberty Street shelters water is available. There are no barbeque pits. The ball field is available for rent; however, equipment must be supplied by the user. There is no lighting for the field for night games. Tennis and basketball courts along with two playground areas are available for play year round. There is a horseshoe pit on the Main street side of the park.

Park Shelters may be reserved Saturdays and Sundays, between Memorial Day weekend through the end of September every year. Weekday use of the facilities is normally on a first-come, first-serve basis, however reservations will be considered after all available weekends are reserved. Due to Aurora Colony Days, the park is not available for rent the second weekend in August.

Any person at least 21 years of age, or any organized group may submit an application to reserve the Aurora City Park. Annual event renewals are accepted January 1 through February 15th. Reservations are open to the general public thereafter. We can check to see if your choice is available over the phone, but your call to check on a date does not guarantee that date for you. A completed application, including all necessary forms, fees and deposits must be submitted to hold your request.

Residency is based on the permanent address of the responsible party. The responsible party shall incur all costs, be responsible for damages and liability, and, if required, must provide the City with a certificate of liability insurance.

All applications are subject to review and approval by City Staff. Use Agreements are not transferable. A new application must be submitted with all appropriate fees, for each new request.

SPECIAL RESTRICTIONS

The City Park is a day park only, open to public use between 6:00AM and 11:00PM. No overnight camping, portable dwellings, or other equipment designed for such use is allowed.

- Only gas barbeques are allowed in the park. Charcoal briquette barbeques are prohibited. Gas barbeques are not to be used inside the shelters.
- Littering, damaging, defacing or vandalizing of any public property is prohibited. Please do not nail banners or signs to trees, posts or other park items. These can be taped, but must be removed after the event.
- Under no circumstances are tables or other equipment to be removed from the park. Main and Liberty Street shelters are provided with 6 tables each and there are 8 tables available at the amphitheater.
- Please do not move picnic tables if you see a reservation sign, as part of your deposit if you do move a table please return it to the original location.
- Discharge or use of firearms/weapons are prohibited.
- Golfing in the park is prohibited.
- The sale of any merchandise, service, or operation of any concession must be authorized by the City Council.

PARKING

Absolutely no motor vehicles inside the park. Motor vehicles may park in designated parking areas only, located on Main Street and Liberty Street. If your event has more cars than what the Park has available parking spaces for, the applicant is responsible to find an alternate location for parking. **The neighboring homes are subject to parking issues and noise almost every weekend of the summer season. Please be respectful of their peace and quiet, and their parking areas, and their personal property.**

ALCOHOL

Personal consumption of **alcoholic beverages** shall be limited to wine and/or beer. Hard alcohol is not permitted. No persons shall **serve or sell** alcoholic beverages in the city park without a City of Aurora reservation and alcohol use request form/or OLCC approval. **A certificate of liability insurance is required for all events where alcohol is served or sold.** (see "INSURANCE", below). If the event is catered you must attaché a City of Aurora Business license.

INSURANCE

Proof of Comprehensive General Liability insurance, naming the City of Aurora as 'additional insured' is required for the following events.

- Estimated attendance of 100 or more.
- Alcohol Use
- Special Equipment Use

The insurance required is titled 'Comprehensive General Liability'. The coverage must specifically name the City of Aurora as 'additional insured' and must be in the amount of no less than \$1,000,000. If alcohol is served, the certificate must include coverage for 'Liquor Liability'. To obtain insurance for your event inquire to your home or renters insurance.

Catered Events

Individuals or companies wishing to cater an event at the City Park will need to sign a Cater Agreement Form and possess an Aurora City Business License all forms are available at City Hall.

RENTAL CONFIRMATION

You will receive a receipt via email when your application is processed and approved. A permit will be placed on the shelter that you have reserved the day of your event.

SOUND AMPLIFICATION EQUIPMENT

Sound equipment must be operated so as not to disturb other park users and the surrounding neighbors. It is expected that the City noise ordinance will be adhered to, and sound checks and any other noisy activities should not begin before 10:00AM and end by 10:00PM.

ANIMALS

All pets must be on a leash at all times. Owners are required to clean up after their pets. Bags and disposal receptacles are provided throughout the park. Other animals (horses, donkeys, etc.) are prohibited.

CLEAN UP

All debris, decorations, litter and garbage must be picked up, secured in bags and taken to the dumpster located in the NW corner of the park (Aurora Well Building #3, 21170 Main St.) All tables shall be returned to their proper locations and restrooms should be left tidy. To avoid additional charges, please leave the facility as clean as you found it.

CANCELLATIONS/REFUNDS

If you find it necessary to cancel your reservation, a written request is required, providing the following information: name of group, signature of applicant, date of intended use, address and telephone number. This information may be faxed, mailed or brought in person to Aurora City Hall. A partial or full refund will be issued in accordance with the following schedule:

More than 30 days prior to date of reservation:

All applicable fees and deposits will be refunded, minus a \$10 process fee.

Less than 30 days, but more than 10 business days prior to date of reservation :

50% of applicable fees plus full deposit will be refunded.

Less than 10 business days, prior to date of reservation:

100% of applicable fees will be forfeited, but full deposit will be refunded.

ALL REFUNDS WILL BE PROCESSED WITHIN 30 DAYS. WE DO NOT HONOR CANCELLATIONS OR REFUNDS DUE TO INCLEMENT WEATHER.

The City of Aurora reserves the right to cancel or change park use agreements when deemed necessary. Failure to comply with the Park Use Policies and Procedures will be grounds for cancelling the park use agreement and deny future applications.