

**Goshen Parks and Recreation Board**  
**Regular Meeting Agenda**  
**City Courts Building, 111 East Jefferson Street, Goshen, Indiana**  
**Monday July 19, 2020, 4:30 PM**

- I. Call to Order**
- II. Motion to Amend Agenda**
- III. Approval of the June 21, 2021, Park Board Minutes**
- IV. Approval of Parks and Recreation Payable Docket, May 2021**

**May, 2021 Payable Docket**

Personnel Services	<u>\$104,735.82</u>
Supplies	<u>\$18,582.38</u>
Other Services and Charges	<u>\$34,371.23</u>
Capital Outlays	<u>\$0.00</u>
Non-Appropriated	<u>\$2,633.25</u>
<b><i>Total Payable Docket</i></b>	<b><i><u>\$160,322.68</u></i></b>

**Approval of Parks and Recreation Gifts, May 2021**

***May Gift Expenditures***

Gift/Pool Receipts	<u>\$300.00</u>
<b><i>Total Gift Expenditures</i></b>	<b><i><u>\$300.00</u></i></b>

***May Gift Revenue***

Park Gift/Interest	<u>\$27.71</u>
<b><i>Total Gift Revenues</i></b>	<b><i><u>\$27.71</u></i></b>

- V. Public Presentations and Correspondence**  
None
- VI. Approval of Superintendent and Director Reports**
- VII. New Business**
  - 1.) Goshen College Special Event Contract– Howland
  - 2.) Goshen Pride Special Event Application – Howland
  - 3.) Austin Weirich Special Event Application - Howland
- VIII. Old Business**  
None

**Distribution:**

<b>Park Department</b>	<b>Parks and Recreation Board</b>	<b>Others</b>	<b>Media</b>
Tanya Heyde	Roger Nafziger	Jeremy Stutsman, Mayor	Goshen News
Kevin Yoder	Bill Veenstra	Donald Shuler, Attorney	Elkhart Truth
Kimberlee Stephens	Jenni Samuel	Matt Schrock, City Council	The Paper
Staycie Howland	Jennifer Shell	Julia King, City Council	File
	James Wellington	Ashley Garcia Coto, Youth Advisor	

**Park Board Signatures:**

**Approved this Monday, July 19, 2021**

\_\_\_\_\_  
**Roger Nafziger, Member**

\_\_\_\_\_  
**Jennifer Shell, President**

\_\_\_\_\_  
**James Wellington, Member**

\_\_\_\_\_  
**Jenni Samuel, Vice President**

**Bill Veenstra, Secretary ATTEST:** \_\_\_\_\_

## GOSHEN PARKS AND RECREATION PARK BOARD MINUTES

**Date:** June 21, 2021

**Time:** 4:30 pm

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

**Physically Present:** Tanya Heyde, Superintendent; Kimberlee Stephens; Recreation Supervisor; Staycie Howland, Administrative Office, Don Shuler, Park Attorney; Jennifer Shell, President; Bill Veenstra, Vice President; Roger Nafziger, Member; Jim Wellington, Member; Ashley Garcia Coto, Youth Advisor, Alan Kauffman, Alaina Parrish, MACOG **Virtually Present:** Matt Schrock, Council; Kevin Yoder, Maintenance Director, Julia King, Council,

### **I. Call to Order**

Shell called the meeting to order at 4:30 PM.

### **II. Motion to Amend Agenda**

By request by Heyde, Shell called for a motion to amend the agenda to add item # 14 Alarm Monitoring Review and Contracts and item # 15 Allan Kauffman Park Discussion. On a motion by Wellington, second Nafziger, ayes carried.

### **III. Approval May 2021 Park Board Minutes**

Shell called for a motion to approve the Park Board Minutes for May 2021. On a motion by Wellington, Seconded by Nafziger, ayes carried.

### **IV. Approval of Park Payable Docket, April 2021**

Shell called for a motion to approve the Payable Docket for April 2021 as presented. On a motion by Wellington, Seconded by Nafziger, ayes carried.

#### **Approval of Park Gifts Expenditures, April 2021**

Shell called for a motion to approve the Gift Expenditures for April 2021 as presented. On a motion by Wellington, Seconded by Nafziger, ayes carried.

#### **Approval of Park Gifts Revenue, for April 2021**

Shell called for a motion to approve the Gift Revenue for April 2021 as presented. On a motion by Wellington, Seconded by Nafziger, ayes carried.

### **V. Public Presentations and Correspondence**

None

### **VI. Approval of Superintendent and Director Reports**

Heyde updated the Board on the public engagement meeting for the new skate park. Heyde stated the meeting was very well attended with approximately 50 in attendance. Heyde as very pleased with the attendance and excited for all the input from the community. Heyde thanked Shell and Youth Advisor Garcia Coto for attending the meeting.

Wellington asked about the success of the Fishing Derby. Stephens stated the Fishing Derby went very well with approximately 20 in attendance.

By request of Shell the relationship with the Library and the Parks Department was discussed. Heyde explained partnerships with the Library include the Story Book Trail as well as other reading programs. Stephens stated the Recreation Department has extended programs with the Library to add more hands on activities in the Parks like a magician, reptile program and will be adding more Story Book Trails in the future.

By request of Wellington the lease with private land owners and signs was discussed. Heyde explained she has been working with our legal department to come up with some wording for such a contract to ensure BMX trails that go through Beachy Forest and also onto GCS property will ensure that all land owners are covered for liability purposes.

Shell called for a motion to approve the Superintendent and Supervisor Reports for June 2021 as presented. On a motion by Nafziger, Seconded by Wellington, ayes carried.

## **VII. New Business**

### **1.) Youth Advisor**

Heyde introduced Ashley Garcia Coto, the newly appointed Youth Park Advisor by Mayor Stutsman. Garcia Coto stated she was very excited to work with the Park Staff as well as the Park Board members. Heyde stated even though the vote would not count, she would like Ashley to participate in the voting process for the experience. The Board Welcomed Garcia Coto.

### **2.) Crossway Trails Month MACOG**

Alaina Parish, the Active Transportation Planner with MACOG presented the Board with a request to hold a scavenger hunt on 2 of the following trails Pumpkinvine, Plymouth Avenue, Winona Interurban or the 9<sup>th</sup> Street for a month long trail celebration. Alaina explained MACOG will use this opportunity to advertise the new Regional Trail Branding, Crossway Trails. Alaina also explained they are hoping to introduce people to a new trail or to just get them back out on the trails and would like to place a couple rubber ducks on the trails along with a couple signs explain the Scavenger Hunt. The goal is for people to be able to come across them as they're traveling normally on the trails. Once they see one, there will be a tag on the duck that will instruct them to take a picture of the duck (with them, their helmet, etc.) and tag them in a post on either Instagram or Facebook. Introduce new trails or get community back on the trails. Plymouth Avenue, 9<sup>th</sup> Street or Winona Trail Pumpkinvine. Shell asked if approval was needed. On a motion by Wellington, Seconded by Nafziger, ayes carried.

### **3.) Open Air Pavilion Rental Times**

Heyde presented the Board with a request to change open air pavilion with kitchens rental times to 8:00 am to 9:00 pm. With new park hours being from dawn to dusk, set hours would ensure that our staff has enough time to do rental check outs before the Parks close. On a motion by Nafziger, Seconded by Wellington, ayes carried.

### **4.) Arts on the Millrace Special Event Contract**

Howland presented the Board with a special event application from Eye Dart Studio. The request is to hold the Arts on The Millrace Event using of the Power House, Millrace greenery space and some portions of the trail on September 11, 2021 between the hours of 8:00 am to 10:00 pm. port a lets will be placed at the event and a Certificate of Liability will be submitted. Heyde stated the event is a City co-Sponsored art event so there are no fees are required. Shell



asked if alcohol will be at the event. Heyde explained that there will be beer/wine gardens in the open greenspace. Heyde explained that although the Parks Department does not allow alcohol in the parks, the Millrace area is under Redevelopment jurisdiction and the Parks has taken over rental and reservation process for the property's because the Parks Department is already set for rentals and reservations. On a motion by Nafziger, Seconded by Wellington, ayes carried.

**5.) Crane Composites Special Event Contract**

Howland presented the Board with a special event application for Crane Composites. The request is to hold a company picnic in Shanklin Park on August 14, 2021 from 10:00 am to 2:00pm. The event will include Schrock Pavilion \$628.00, tents \$80.00, attendance fee \$25.00, ball diamond \$26.75 Greenery Space \$100.00. A Certificate of Liability will be submitted. On a motion by Nafziger, Seconded by Wellington, ayes carried.

**6.) Center for Healing and Hope Special Event Contract**

Howland presented the Board with a special event application for Center for Healing and Hope to hold a fundraiser at Pringle Park on September 18, 2021 from 10:00 am to 8:00 pm. The request includes: Fidler Pavilion rental \$235.50, attendance fee \$25.00, vendor fee \$2000.00, tent fees \$800.00 and Park Equipment rental Fees \$25.00. A Certificate of Liability and Food Service Permit will be submitted, six port a lets will be placed and parking is to be arranged with Goshen Little League. The event will have several food and craft vendors as well as musical performances. The organizer is also requesting an exemption to the Noise Control Ordinance. Julia King asked if the Park Board had authority to waive the Noise Control Ordinance or if it needed to go to Council. Don Shuler explained according to the Ordinance, if the Board approved the special event application, the event would be exempt from the Noise Control Ordinance. On a motion by Wellington, Seconded by Nafziger, ayes carried.

**7.) Zook Special Event Contract**

Howland presented the Board with a special event application from Naomi Zook to hold wedding reception at the Power House. The event will include: Power House Rental \$207.00, attendance fee \$25.00. The organizer is also requesting the rental hours be extended to 11:00 pm. port a lets will be place and a Certificate of Liability will be submitted. On a motion by Wellington, Seconded by Nafziger, ayes carried.

**8.) Rock the Quarry Stone Soup Agreement**

Stephens presented the Board with a recreation contract for Stone Soup for race directing the Adult Triathlon in the amount of \$5000.00. Stephens requested permission to enter into and execute the contract as submitted. On a motion by Wellington, Seconded by Nafziger, ayes carried.

**9.) Adult Triathlon Race Retainer Agreement**

Stephens presented the Board with a recreation contract for Race Retainer. The contract is for the time keep time for the Adult Triathlon. Stephens requested permission to enter into and execute the contract as presented. On a motion by Wellington, Seconded by Nafziger, ayes carried.

**10.) Conflict of Interest**

Stephens presented the Board with a Conflict of Interest for Jim Wellington explaining Wellington facilitates I try Sailing Camp and two of the instructors are Wellingtons children. Shuler stated Wellington would need to file the Conflict of Interest and it needs to be kept on file for a year. Wellington abstained from the vote to approve the recreation service agreements for Mia Wellington and Wynn Wellington, Sailing Camp Instructors. Wellington makes no money off of the Sailing Camp. No motion needed. Discussion.

**11.) Recreation Service Agreement**

Stephens presented the Board with Recreation Service Agreements for Lauren Abshire, Mara Schrock, Jeremy Stutzman, Wynn Wellington, Mia Wellington, Sailing Camp Instructors. Stephens explained she added a weekly I Try Sailing Camp every Wednesday at Fidler Pond from 10:00 am to 12:00 pm, therefore corrected agreements were circulated at the meeting. Stephens requested to ratify, enter into and execute the new sailing Camp Recreation Service Agreements as presented. Wellington abstained from the vote. On a motion by Nafziger, Seconded by Veenstra, ayes carried.

**12.) Billboard Location Update**

In follow up to June 21, 2021 Park Board Meeting and the placement of the Triathlon Billboards, Stephens updated the Board on the different location of where the Triathlon Billboards will be placed.

**13.) Fidler Pond Park Jet Ski/Boat**

Wellington stated the motor boat and the jet-ski at the pond are not in great working condition. Wellington stated he believed we should replace the jet-ski for safety reasons. Heyde stated she had conversations with Carl at Central Garage regarding the replacement of either the jet-ski, boat or both. Heyde suggested that we budget \$10,000 for next year to purchase one and in the meantime we would send the existing jet-ski to be repaired. Informational only. No motion needed.

**14.) Alarm Monitoring**

Heyde presented the Board with three separate quotes for alarm monitoring of the Parks Department buildings. Heyde stated that our current alarm company FSS was the lowest of the quotes. Heyde also stated there were a few concerns in the contracts and is having legal review the contracts. Heyde asked the Board to allow permission to enter into and execute the contracts after legal review. On a motion by Wellington, Seconded by Nafziger, ayes carried.

**15.) Allan Kauffman Park**

Allan Kauffman attended the meeting in follow up to the June 21, 2021 Park Board meeting requesting his name be removed from Allen Kauffman Park. After much discussion the Board agreed to remove Allan Kauffman's name from the park when the new sign can be installed. On a motion by Wellington, Seconded by Nafziger, ayes carried.

None

**Park Board Signatures:**

**Approved this Monday, July 19, 2021**

\_\_\_\_\_  
**Roger Nafziger, Member**

\_\_\_\_\_  
**Jennifer Shell, President**

\_\_\_\_\_  
**James Wellington, Member**

\_\_\_\_\_  
**, Vice President**

**Bill Veenstra, Secretary ATTEST:** \_\_\_\_\_

## BUDGET TO ACTUAL EXPENDITURES (UNAUDITED)

AS OF: MAY 31ST, 2021

## 204-PARKS AND RECREATION

## CULTURE AND RECREATION

41.67% OF YEAR COMP.

## NON-DEPARTMENTAL

EXPENDITURES	ORIGINAL BUDGET	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
<u>PERSONAL SERVICES</u>						
204-550-00-411.0130 P&R/FULL-TIME PERSON	645,000.00	645,000.00	48,095.59	257,409.88	39.91	387,590.12
204-550-00-411.0140 P&R/PART-TIME PERSON	410,000.00	410,000.00	24,607.62	50,101.85	12.22	359,898.15
204-550-00-411.0151 P&R/INCREMENT PAY	13,600.00	13,600.00	0.00	1,700.00	12.50	11,900.00
204-550-00-411.0152 P&R/LONGEVITY	4,000.00	4,000.00	0.00	2,000.00	50.00	2,000.00
204-550-00-411.0160 P&R/OVERTIME	4,100.00	4,100.00	122.60	122.60	2.99	3,977.40
204-550-00-413.0100 P&R/FICA MATCH	69,000.00	69,000.00	4,234.54	17,964.93	26.04	51,035.07
204-550-00-413.0200 P&R/MEDICARE	16,200.00	16,200.00	990.34	4,201.47	25.94	11,998.53
204-550-00-413.0300 P&R/RETIREMENT	98,000.00	98,000.00	7,812.20	40,679.70	41.51	57,320.30
204-550-00-413.0400 P&R/UNEMPLOYMENT	0.00	0.00	0.00	0.00	0.00	0.00
204-550-00-413.0501 P&R/HEALTH INSURANCE	217,000.00	217,000.00	17,267.71	92,132.28	42.46	124,867.72
204-550-00-413.0700 P&R/CELL PHONE	2,400.00	2,400.00	150.00	600.00	25.00	1,800.00
204-550-00-413.0701 P&R/CLOTHING/BOOT/FI	2,075.00	2,075.00	0.00	0.00	0.00	2,075.00
204-550-00-413.0702 P&R/CLOTHING	<u>6,200.00</u>	<u>6,200.00</u>	<u>1,455.22</u>	<u>1,510.17</u>	<u>24.36</u>	<u>4,689.83</u>
TOTAL PERSONAL SERVICES	1,487,575.00	1,487,575.00	104,735.82	468,422.88	31.49	1,019,152.12

SUPPLIES

204-550-00-421.0200 P&R/STATIONERY & PRI	500.00	500.00	0.00	0.00	0.00	500.00
204-550-00-421.0501 P&R/OTHER OFFICE EXP	3,200.00	3,200.00	423.78	971.33	30.35	2,228.67
204-550-00-422.0151 P&R/OTHER OPERATING	2,590.00	2,590.00	19.96	19.96	0.77	2,570.04
204-550-00-422.0152 P&R/PAINT	5,000.00	5,000.00	23.96	626.65	12.53	4,373.35
204-550-00-422.0153 P&R/GENERAL PROGRAM	28,000.00	28,000.00	625.20	6,037.13	21.56	21,962.87
204-550-00-422.0154 P&R/OTHER EQUIPMENT	5,000.00	5,000.00	0.00	1,750.00	35.00	3,250.00
204-550-00-422.0210 P&R/GASOLINE,DIESEL,	32,000.00	32,000.00	2,164.73	8,460.48	26.44	23,539.52
204-550-00-422.0251 P&R/OTHER GARAGE & M	1,000.00	1,000.00	0.00	0.00	0.00	1,000.00
204-550-00-422.0311 P&R/INSTITUTIONAL &	21,000.00	21,000.00	3,402.66	7,868.24	37.47	13,131.76
204-550-00-423.0110 P&R/BLDG MATRS& SUPP	30,000.00	31,680.00	2,615.87	8,400.04	26.52	23,279.96
204-550-00-423.0125 P&R/STREET,ALLEY,&SE	32,300.00	32,300.00	6,255.87	8,821.47	27.31	23,478.53
204-550-00-423.0201 P&R/REPAIR PARTS	4,000.00	4,000.00	0.00	197.28	4.93	3,802.72
204-550-00-423.0301 P&R/MACHINERY & TOOL	4,000.00	4,000.00	61.96	1,572.75	39.32	2,427.25
204-550-00-429.0000 P&R/MEMORIAL TREES	0.00	0.00	0.00	0.00	0.00	0.00
204-550-00-429.0001 P&R/PROGRAM SUPPLIES	35,000.00	35,000.00	207.60	350.13	1.00	34,649.87
204-550-00-429.0002 P&R/OTHER SUPPLIES	<u>30,560.00</u>	<u>30,560.00</u>	<u>2,780.79</u>	<u>10,316.98</u>	<u>33.76</u>	<u>20,243.02</u>
TOTAL SUPPLIES	234,150.00	235,830.00	18,582.38	55,392.44	23.49	180,437.56

OTHER SERVICES/CHARGES

204-550-00-431.0500 P&R/SERVICES CONTRAC	113,700.00	113,700.00	3,198.70	4,917.17	4.32	108,782.83
204-550-00-431.0501 P&R/TREE PROGRAM	0.00	0.00	0.00	0.00	0.00	0.00
204-550-00-431.0502 P&R/TREES PLANTED	0.00	0.00	0.00	0.00	0.00	0.00
204-550-00-431.0503 P&R/OTHER PROFESSION	30,000.00	30,000.00	4,480.00	5,667.50	18.89	24,332.50
204-550-00-431.0504 P&R/STREET TREE MAIN	0.00	0.00	0.00	0.00	0.00	0.00
204-550-00-431.0505 P&R/LANDSCAPING	17,450.00	17,450.00	395.90	1,281.84	7.35	16,168.16
204-550-00-431.0506 P&R/TREE TRIM REMOVA	0.00	0.00	0.00	0.00	0.00	0.00
204-550-00-431.0507 P&R/LEGAL REIMB	6,000.00	6,000.00	95.00	622.60	10.38	5,377.40
204-550-00-432.0201 P&R/POSTAGE	500.00	500.00	0.00	167.80	33.56	332.20
204-550-00-432.0300 P&R/TRAVEL EXPENSES	500.00	500.00	0.00	0.00	0.00	500.00
204-550-00-432.0401 P&R/TELEPHONE	10,000.00	10,000.00	566.64	3,080.29	30.80	6,919.71
204-550-00-433.0200 P&R/PUBLICATION LEGA	150.00	150.00	0.00	0.00	0.00	150.00

BUDGET TO ACTUAL EXPENDITURES (UNAUDITED)

AS OF: MAY 31ST, 2021

204-PARKS AND RECREATION

CULTURE AND RECREATION

41.67% OF YEAR COMP.

NON-DEPARTMENTAL

EXPENDITURES	ORIGINAL BUDGET	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
204-550-00-433.0501 P&R/OTHER PRINTING &	22,500.00	22,500.00	712.95	2,888.30	12.84	19,611.70
204-550-00-434.0500 P&R/COMPREHENSIVE PL	0.00	0.00	0.00	0.00	0.00	0.00
204-550-00-435.0101 P&R/ELECTRICITY & GA	75,000.00	75,000.00	2,797.52	18,229.22	24.31	56,770.78
204-550-00-435.0401 P&R/WATER & SEWER	53,500.00	53,500.00	455.86	2,101.68	3.93	51,398.32
204-550-00-435.0501 P&R/STORMWATER FEES	9,000.00	9,000.00	1,878.00	1,878.00	20.87	7,122.00
204-550-00-436.0101 P&R/REPAIRS TO BLDG	70,000.00	70,000.00	8,243.79	9,157.71	13.08	60,842.29
204-550-00-436.0201 P&R/REPAIRS TO EQUIP	6,000.00	6,000.00	173.96	2,982.72	49.71	3,017.28
204-550-00-436.0501 P&R/MAINTENANCE CONT	51,000.00	51,000.00	1,298.37	7,730.29	15.16	43,269.71
204-550-00-436.0502 P&R/SWIM POOL	15,000.00	15,000.00	9,849.54	12,623.46	84.16	2,376.54
204-550-00-437.0201 P&R/RENTAL EQUIPMENT	4,000.00	4,000.00	0.00	2,622.27	65.56	1,377.73
204-550-00-439.0301 P&R/SUBSCRIPTION & D	1,250.00	1,250.00	0.00	513.60	41.09	736.40
204-550-00-439.0910 P&R/EDUCATION	8,000.00	8,000.00	225.00	3,975.00	49.69	4,025.00
204-550-00-439.1000 P&R/COMMUNITY CENTER	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
TOTAL OTHER SERVICES/CHARGES	493,550.00	493,550.00	34,371.23	80,439.45	16.30	413,110.55
<u>CAPITAL OUTLAYS</u>						
204-550-00-442.0001 P&R/CAPITAL PROJECTS	200,000.00	200,000.00	0.00	0.00	0.00	200,000.00
204-550-00-442.0100 P&R/INFRASTRUCTURE C	50,000.00	50,000.00	0.00	0.00	0.00	50,000.00
204-550-00-445.0200 P&R/MOTOR VEHICLES	0.00	0.00	0.00	0.00	0.00	0.00
204-550-00-445.0500 P&R/PLAYGROUND EQUIP	<u>12,000.00</u>	<u>12,000.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>12,000.00</u>
TOTAL CAPITAL OUTLAYS	262,000.00	262,000.00	0.00	0.00	0.00	262,000.00
<u>UNAPPROPRIATED</u>						
204-550-00-452.0000 TRANSFERS-HEALTH INS	0.00	0.00	0.00	0.00	0.00	0.00
204-550-00-452.0004 P&R/TRANSFERS OUT	0.00	0.00	0.00	0.00	0.00	0.00
204-550-00-459.0000 P&R/SALES TAX	4,500.00	4,500.00	584.25	836.25	18.58	3,663.75
204-550-00-459.1000 P&R/FACILITY SALES T	100.00	100.00	0.00	0.00	0.00	100.00
204-550-00-499.0001 P&R/NON-APPROPRIATED	<u>0.00</u>	<u>0.00</u>	<u>2,049.00</u>	<u>5,919.00</u>	<u>0.00</u>	<u>( 5,919.00)</u>
TOTAL UNAPPROPRIATED	4,600.00	4,600.00	2,633.25	6,755.25	146.85	( 2,155.25)
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TOTAL NON-DEPARTMENTAL	2,481,875.00	2,483,555.00	160,322.68	611,010.02	24.60	1,872,544.98
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TOTAL CULTURE AND RECREATION	2,481,875.00	2,483,555.00	160,322.68	611,010.02	24.60	1,872,544.98
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TOTAL EXPENDITURES	2,481,875.00	2,483,555.00	160,322.68	611,010.02	24.60	1,872,544.98
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## BUDGET TO ACTUAL EXPENDITURES (UNAUDITED)

AS OF: MAY 31ST, 2021

## 275-PARK GIFT FUND

## CULTURE AND RECREATION

41.67% OF YEAR COMP.

## NON-DEPARTMENTAL

EXPENDITURES	ORIGINAL BUDGET	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
<u>OTHER SERVICES/CHARGES</u>						
275-550-00-439.0009 PARK GIFT/PARK OPERA	0.00	0.00	0.00	0.00	0.00	0.00
275-550-00-439.0028 PARK GIFT/COMMUNITY	0.00	0.00	0.00	0.00	0.00	0.00
275-550-00-439.0031 PARK GIFT/DISCOVERY	0.00	0.00	0.00	0.00	0.00	0.00
275-550-00-439.0501 PARK GIFT/BFKST WITH	0.00	0.00	0.00	0.00	0.00	0.00
275-550-00-439.0502 PARK GIFT/DADDY-DAUG	0.00	0.00	0.00	0.00	0.00	0.00
275-550-00-439.0503 PARK GIFT/GGH CANCER	0.00	0.00	0.00	0.00	0.00	0.00
275-550-00-439.0504 PARK GIFT/KIDS TRYAT	0.00	0.00	0.00	0.00	0.00	0.00
275-550-00-439.0506 PARK GIFT/RIETH INT	0.00	0.00	0.00	0.00	0.00	0.00
275-550-00-439.0507 PARK GIFT/TENNIS LES	0.00	0.00	0.00	0.00	0.00	0.00
275-550-00-439.0508 PK GIFT/MISC TREE GI	0.00	0.00	0.00	0.00	0.00	0.00
275-550-00-439.0511 PARK GIFT/SKATE PARK	0.00	0.00	0.00	0.00	0.00	0.00
275-550-00-439.0513 PARK GIFT/FALL FEST	0.00	0.00	0.00	0.00	0.00	0.00
275-550-00-439.0514 PARK GIFT/MEMORIAL	0.00	0.00	0.00	0.00	0.00	0.00
275-550-00-439.0515 PARK GIFT/SPECIAL EV	0.00	0.00	0.00	0.00	0.00	0.00
275-550-00-439.0516 PARK GIFT/BALLET	0.00	0.00	0.00	0.00	0.00	0.00
275-550-00-439.0517 PARK GIFT/TOMMY'S KI	0.00	0.00	0.00	0.00	0.00	0.00
275-550-00-439.0519 PARK GIFT/NIPSCO TRE	0.00	0.00	0.00	0.00	0.00	0.00
275-550-00-439.0520 PARK GIFT/POOL RCPTS	0.00	0.00	300.00	300.00	0.00 (	300.00)
275-550-00-439.0521 PARK GIFT/GAS TAX FO	0.00	0.00	0.00	0.00	0.00	0.00
275-550-00-439.0525 PARK GIFT/ARBOR DAY	0.00	0.00	0.00	0.00	0.00	0.00
275-550-00-439.0527 PARK GIFT/RECYCLING	0.00	0.00	0.00	0.00	0.00	0.00
275-550-00-439.0529 PARK GIFT/FLAG FOOTB	0.00	0.00	0.00	0.00	0.00	0.00
275-550-00-439.0530 PARK GIFT/HEAD GATES	0.00	0.00	0.00	0.00	0.00	0.00
275-550-00-439.0532 PK GIFT/FIDLER POND	0.00	0.00	0.00	0.00	0.00	0.00
275-550-00-439.0533 PARK GIFT/BALLET SCH	0.00	0.00	0.00	0.00	0.00	0.00
275-550-00-439.0534 PK GIFT/BIKE RACKS D	0.00	0.00	0.00	0.00	0.00	0.00
275-550-00-439.0536 PK GIFT/YODER-CULP T	0.00	0.00	0.00	0.00	0.00	0.00
275-550-00-439.0537 PK GIFT/BARK PARK	0.00	0.00	0.00	0.00	0.00	0.00
275-550-00-439.0538 PK GIFT/MISC DONATIO	0.00	0.00	0.00	1,675.00	0.00 (	1,675.00)
275-550-00-439.0539 PK GIFT/MILL ST PARK	0.00	0.00	0.00	0.00	0.00	0.00
275-550-00-439.0540 PK GIFT/SCHOLARSHIP	0.00	0.00	0.00	0.00	0.00	0.00
275-550-00-439.0541 PK GIFT/PICKLEBALL G	0.00	0.00	0.00	349.86	0.00 (	349.86)
275-550-00-439.0542 PK GIFT/CHIDDISTER P	0.00	0.00	0.00	0.00	0.00	0.00
275-550-00-439.0543 PK GIFT/ADULT TRYATH	0.00	0.00	0.00	0.00	0.00	0.00
275-550-00-439.0544 PK GIFT/SAILING CAMP	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL OTHER SERVICES/CHARGES	0.00	0.00	300.00	2,324.86	0.00 (	2,324.86)
<u>UNAPPROPRIATED</u>						
275-550-00-452.0000 PK GIFT/TRANSFER OUT	0.00	0.00	0.00	12,760.14	0.00 (	12,760.14)
TOTAL UNAPPROPRIATED	0.00	0.00	0.00	12,760.14	0.00 (	12,760.14)
TOTAL NON-DEPARTMENTAL	0.00	0.00	300.00	15,085.00	0.00 (	15,085.00)
TOTAL CULTURE AND RECREATION	0.00	0.00	300.00	15,085.00	0.00 (	15,085.00)
TOTAL EXPENDITURES	0.00	0.00	300.00	15,085.00	0.00 (	15,085.00)

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## BUDGET TO ACTUAL REVENUE (UNAUDITED)

AS OF: MAY 31ST, 2021

## 275-PARK GIFT FUND

## CULTURE AND RECREATION

41.67% OF YEAR COMP.

## NON-DEPARTMENTAL

REVENUES	ORIGINAL BUDGET	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
<u>CULTURE AND RECREATION</u>						
275-450-00-347.0201 PK GIFT/GGH CANCER T	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL CULTURE AND RECREATION	0.00	0.00	0.00	0.00	0.00	0.00
<u>MISCELLANEOUS</u>						
275-450-00-360.0100 PK GIFT/BREAKFAST W/	0.00	0.00	0.00	0.00	0.00	0.00
275-450-00-360.0101 PK GIFT/FALL FEST	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL MISCELLANEOUS	0.00	0.00	0.00	0.00	0.00	0.00
<u>CONTRIBUTIONS</u>						
275-450-00-367.0009 PARK GIFT/PARK OPERA	0.00	0.00	0.00	0.00	0.00	0.00
275-450-00-367.0010 PF GIFT/ SKATE PARK	0.00	0.00	0.00	0.00	0.00	0.00
275-450-00-367.0011 PK GIFT/ INTEREST	0.00	0.00	27.71	151.45	0.00 (	151.45)
275-450-00-367.0012 PK GIFT/BALLET PROGR	0.00	0.00	0.00	0.00	0.00	0.00
275-450-00-367.0013 PK GIFT/DADDY-DAUGHT	0.00	0.00	0.00	0.00	0.00	0.00
275-450-00-367.0014 PK GIFT/KIDS TRYATHA	0.00	0.00	0.00	0.00	0.00	0.00
275-450-00-367.0015 PK GIFT/MISC TREE GI	0.00	0.00	0.00	0.00	0.00	0.00
275-450-00-367.0016 PK GIFT/POOL RECEIPT	0.00	0.00	0.00	0.00	0.00	0.00
275-450-00-367.0017 PK GIFT/RIC PROGRAMS	0.00	0.00	0.00	0.00	0.00	0.00
275-450-00-367.0018 PK GIFT/TOMMY'S KIDS	0.00	0.00	0.00	0.00	0.00	0.00
275-450-00-367.0019 PK GIFT/NIPSCO TREE	0.00	0.00	0.00	0.00	0.00	0.00
275-450-00-367.0021 PK GIFT/GAS TAX FOR	0.00	0.00	0.00	0.00	0.00	0.00
275-450-00-367.0022 PK GIFT/SPEC EVENT S	0.00	0.00	0.00	0.00	0.00	0.00
275-450-00-367.0023 PK GIFT/TENNIS LESSO	0.00	0.00	0.00	0.00	0.00	0.00
275-450-00-367.0024 PK GIFT/RIETH PARK G	0.00	0.00	0.00	0.00	0.00	0.00
275-450-00-367.0025 PK GIFT/ARBOR DAY RE	0.00	0.00	0.00	0.00	0.00	0.00
275-450-00-367.0026 PK GIFT/MEMORIAL BEN	0.00	0.00	0.00	0.00	0.00	0.00
275-450-00-367.0027 PK GIFT/RECYCLING DO	0.00	0.00	0.00	0.00	0.00	0.00
275-450-00-367.0028 PK GIFT/COMMUNITY CE	0.00	0.00	0.00	0.00	0.00	0.00
275-450-00-367.0029 PK GIFT/FLAG FOOTBAL	0.00	0.00	0.00	0.00	0.00	0.00
275-450-00-367.0030 PK GIFT/HEAD GATES L	0.00	0.00	0.00	0.00	0.00	0.00
275-450-00-367.0031 PARK GIFT/DISCOVERY	0.00	0.00	0.00	0.00	0.00	0.00
275-450-00-367.0032 PK GIFT/FIDLER POND	0.00	0.00	0.00	0.00	0.00	0.00
275-450-00-367.0033 PARK GIFT/BALLET SCH	0.00	0.00	0.00	0.00	0.00	0.00
275-450-00-367.0034 PK GIFT/BIKE RACKS D	0.00	0.00	0.00	0.00	0.00	0.00
275-450-00-367.0035 PK GIFT/BICYCLE ADVI	0.00	0.00	0.00	0.00	0.00	0.00
275-450-00-367.0036 PK GIFT/YODER-CULP T	0.00	0.00	0.00	0.00	0.00	0.00
275-450-00-367.0037 PK GIFT/BARK PARK	0.00	0.00	0.00	0.00	0.00	0.00
275-450-00-367.0038 PK GIFT/MISC DONATIO	0.00	0.00	0.00	1,675.00	0.00 (	1,675.00)
275-450-00-367.0039 PK GIFT/MILL ST PARK	0.00	0.00	0.00	0.00	0.00	0.00
275-450-00-367.0040 PK GIFT/SCHOLARSHIP	0.00	0.00	0.00	0.00	0.00	0.00
275-450-00-367.0041 PK GIFT/PICKLEBALL G	0.00	0.00	0.00	0.00	0.00	0.00
275-450-00-367.0042 PK GIFT/CHIDDISTER P	0.00	0.00	0.00	0.00	0.00	0.00
275-450-00-367.0043 PK GIFT/ADULT TRYATH	0.00	0.00	0.00	500.00	0.00 (	500.00)
275-450-00-367.0044 PK GIFT/SAILING CAMP	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL CONTRIBUTIONS	0.00	0.00	27.71	2,326.45	0.00 (	2,326.45)
TOTAL NON-DEPARTMENTAL	0.00	0.00	27.71	2,326.45	0.00 (	2,326.45)

CITY OF GOSHEN  
BUDGET TO ACTUAL REVENUE (UNAUDITED)  
AS OF: MAY 31ST, 2021

275-PARK GIFT FUND  
CULTURE AND RECREATION  
NON-DEPARTMENTAL

41.67% OF YEAR COMP.

REVENUES	ORIGINAL BUDGET	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
<hr/>						
<hr/>						
TOTAL CULTURE AND RECREATION	0.00	0.00	27.71	2,326.45	0.00 (	2,326.45)
<hr/>						
TOTAL REVENUES	0.00	0.00	27.71	2,326.45	0.00 (	2,326.45)
	=====	=====	=====	=====	=====	=====



**Goshen Park and Recreation Department**  
**Superintendent's Park Board Report**  
**Tanya Heyde, June – July 2021**

**Staff:** Seasonal and Temporary staffing positions continue to be filled. The following staff members have been hired for the respective positions:

<b>Custodian</b>	Alicia	Evans
<b>Fidler Pond Attendant &amp; Custodian</b>	Gerardo	Sapien
<b>Lifeguard</b>	Norah	George Miller
<b>Custodian</b>	Blade	Ratliff

**Volunteers: Partnerships/Networking:**

- Elkhart County Convention and Visitors Bureau – Quilt Garden (Abshire Park) & Tours.
- Lippert Components – Community Service; Shanklin Park July 30
- Goshen Community Schools – Shared facility use, summer lunch program at Shanklin, Oakridge, Pringle, Rieth and Walnut. Middle School and HS cross-country meets at Shanklin, HS softball at Shanklin.
- Vibrant Communities – Organizing Group meetings.
- East Goshen Neighborhood Association – Dog Park
- Goshen Public Library – Story Walk, Rieth Interpretive Center trail; outdoor story time. Summer story time; live reptiles and display, Pringle Park.
- Goshen Neighborhood Associations – Neighborhood picnics, adopted landscaped areas, neighborhood events.
- PAC – Pumpkinvine Advisory Committee, Goshen, Elkhart County, Middlebury, Shippshewana and Friends of the Pumpkinvine.
- Community Gardens – Hay Park, Allan J. Kauffman Park and Burdick Park. In 2020 an additional 10 garden plots were added, Greenway Gardens, at Regent Street and the Educational Greenway trail that connects Waterford Crossing and Prairie View Elementary School.
- Elkhart County Community Foundation – Kids’ and Teens’ Triathlon, Youth Sailing Camp, Vibrant Communities.
- Goshen Historical Society – Rotating displays for the Wayne Wogoman Welcome Center and Rieth Interpretive Center. Powerhouse & train viewing station discussions.
- Michiana Area Council of Governments – Trail counter, Millrace Trail; Regional trail branding events, Millrace Trail and Winona Interurban Trail.

**General Projects:**

- Parks Maintenance Building – A kick off meeting was held March 31 with Redevelopment, Engineering and Abonmarche to develop a plan for the proposed location. The plan will ensure the site will support the needs of the department. Staff met May 24 for a concept review meeting.
- 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.
- Dog Park – The final items are being installed: signs (Signtech), accessible gates (Mike’s Fencing), and landscape. Once these items are installed, a grand opening will be scheduled.
- Tyler Joldersma Skate Park – Meeting with Abonmarche and staff on July 16 to review survey result and public input to complete a design concept.
- Pumpkinvine Advisory Committee – Friends of the Pumpkinvine continue work to close Gap 2. The next meeting will focus on evaluating mobility devices and electric bicycle policies.
- Disc Golf Course – The ribbon cutting/grand opening took place on Friday, July 9<sup>th</sup>. The course is complete and Mullet has become quite a busy park.
- Abshire Park Quilt Garden – The garden has been planted and will be ready for the Quilt Garden tours beginning May 30 and continuing through September 15.

- Canal Street Property – Met with Stoneridge regarding the parcel of City owned land along the Millrace, across from Rieth Interpretive Center. Currently railroad ties line the canal and there is a small deck, both needing upgrading. The department had the parcel surveyed and is moving forward with a concept to improve the site.

## **Recreation Supervisor: Kimberlee Stephens**

### **June Accomplishments:**

- **Pickleball**
  - Free beginner play and instruction began in April and continues through fall
- **Champion Force Cheerleading**
  - Program will resume indoor Schrock in the fall
- **Youth Ballet**
  - Summer in person sessions June-July
  - Planning for Fall sessions in progress
- **Adult Programs**
  - Adult Summer volleyball and softball continue through July
  - Planning for Fall volleyball, softball, and basketball
  - Pound Fit is outdoors at Pringle Park
  - Zumba will resume outdoors at Pringle Park on June 14.
  - VIBE Classes outdoor at Pringle Park
- **Youth and Family Program and Events**
  - Soccer Camp June 14-17
  - Sailing Camp June 14-18
  - Art Camp July 12-16
  - I Try Scuba July 17
  - Fishing Derby June 19
  - Moana and Ariel Brunch June 26
  - Preparations for youth soccer starting August 14
- **New Programming**
  - **Pringle Park Pavilion - the Library's Funday Mondays at 2:30**
    - June 7: Rusty Ammerman, magician performs Wands at the Ready, Harry Potter magic for muggles
    - June 14: Elkhart County Parks Creature Feature with Indiana Animals, both live and taxidermies.
    - June 21: Pretty Funny Balloons Tails & Tales - using balloons and humor to explore the animal kingdom
    - June 28: Soaring Hawk Raptor Rehabilitation Center brings live raptors and explores their role in the environment
  - **I Try Sailing**-Free each Wednesday from 10am to noon at Fidler Pond
- **Mullet Park Disc Golf Course**
  - Course is open and the grand opening will be July 10
- **Special Event Plans**
  - Movies in the park continue throughout the summer
    - Friday July 16: Aladdin 7pm at Shanklin Park
  - Kid's Triathlon July 10
  - Adult Triathlon August 14 and the Maple City Walk September 18; event plans are in the planning process.
- **Social Media and Web Pages**
  - Daily updating and advertising on all platforms.
  - Kids Triathlon, RTQ and Maple City Walk pages have all been updated with the current 2021 event plans.
- **DDC and Shanklin Pool**
  - Daily operations and preparations
- **Fidler Pond**
  - Sailing Camp is set for June 14-18
  - Field trips for Goshen Community Schools summer school program have been scheduled.
- **Seasonal Staff Training:**
  - Assign OSHA required modules to all park staff
  - Monitor completion requirements for modules
  - Implementing training and severe weather policies.

### **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 is planned for spring of 2022.

## **Nation Parks and Recreation**

- Preparing for the Certified Park and Recreation Professional Examination.

## **July Goals**

- Daily preparations for upcoming 2021 Fall and Winter programming and events
- Continue to secure programming dates, facilities, and instructors for 2021
- Continue working on proposed dog park, and multipurpose pavilion initiatives
- Continue to attend Safety committee and Pumpkinvine committee meetings.
- 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 COVID 19
- OSHA training for all seasonal staff

## **Maintenance Development Director: Kevin Yoder**

### **June Accomplishments:**

- Clean grates
- Mow parks, triangles
- Mow ball fields 2 times a week
- Playground inspections – 4
- Bridge inspection
- Check pool daily
- Fill recurring hole on Millrace Trail
- Change toilet seat in men's pool shower room
- Replace broken grating on pool deck gutter
- Replace broken latch on stall door in men's restroom at Abshire Park
- Install tee signs for disc golf
- Haul brown mulch for volunteers in Shanklin Park
- Turn on irrigation at 5 points
- Install edging and brown mulch around Dog Park fence
- Install waste stations and leash holders in Dog Park
- Repair Rieth Splash Pad
- Install bench with new pedestals in men's shower room at pool
- Install drinking fountain at Dog Park
- Form for concrete at east service entrance at Dog Park (utilities poured it for us)
- Prep Dino Dig for use – pull weeds, level sand and repair bad ropes
- Start turning on drinking fountains and irrigation
- Build and install bridge on over/under mound at Dog Park
- Clean up down trees/storm damage – Pumpkinvine trail, Mullet Trail, Linway Lake, Millrace Trail and Rieth Interpretive Center
- Reset GFI recept, Rieth Splash Pad
- Adjust door closer on men's restroom door at Puro Plaza
- Take jet-ski in for repair and pick up when done
- Move equipment to streets for possible flooding and return when river subsided
- Replace broken part on Pringle Splash Pad
- Put sprayer in gator and repair pump
- Repair pool main circulating pump (L and M)
- Install battery box and battery in boat at Fidler Pond
- Install street signs for Pringle Splash Pad
- Put rubber mats around basket posts and tee information posts on disc golf course
- Clean up mulch that washed out of playground during rainstorm at Dykstra Playground
- Level sunken bricks on walkway at Headgates by bridge and Tailgates on overlook

### **July Objectives:**

- Playground inspections
- Bridge inspection

- Check on pool daily
- General repairs
- Finish Dog Park - rubber mulch, dog house, signs, build dog house, install benches and parking bumpers
- Mow trails back
- Install boardwalk around Kauffman Playground
- Lower water in Millrace for bridge repair and raise when completed

**Facility Coordinator: Frank Shula**

**June Accomplishments:**

- Inspect facilities, keep inventory of cleaning supplies, order, organize and stock supplies when needed.
- Supervise cleaning/rentals. Show potential renters facilities
- Hire and train staff
- Report maintenance issues that I am unable to repair.
- Set up for meetings at facilities
- Sent completed grease traps to wastewater and fog inspector monthly
- Maintain quilt garden weeded, and fertilize
- Assist with cleaning and landscape along with staff
- Completed jet ski training for Fidler Pond staff
- Set up for church volunteer group at the dam/Puro Plaza
- Collected quotes from alarm companies
- Attended skate park public engagement
- Dog park quote for landscaping
- Set up date for A1 concrete to fix unlevelled pads Thursday, July 8<sup>th</sup>
- Had fire extinguisher's inspected with Fox Fire

**July Objectives:**

- Set up/organize a volunteer day with Lippert-July 30<sup>th</sup>
- Set up for youth church group volunteer Thursday 9am-12pm and give them a presentation.
- Youth Triathlon/set up wireless mic and outdoor speaker etc.
- Supervise cleaning and help clean
- Send Grease trap reports for end of July
- Order rental signs
- Attend Mullet Park grand opening Friday 10am

**Park Board Signatures:**

**Approved this Monday, July 19, 2021**

\_\_\_\_\_  
**Roger Nafziger, Member**

\_\_\_\_\_  
**Jennifer Shell, President**

\_\_\_\_\_  
**James Wellington, Member**

\_\_\_\_\_  
**, Vice-President**

**Bill Veenstra, Secretary:** \_\_\_\_\_

Special Event Application for Board Approval      Date of Meeting 7/19/2021

Event Name GOSHEN COLLEGE STAFF RETREAT

Type of Event STAFF RETREAT

Fundraiser    ☐ yes    ☒ no

Sponsor N/A

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: 8:00AM End Time 5:00PM

Event Date: 1<sup>st</sup> choice 8/17/2021 2<sup>nd</sup> choice \_\_\_\_\_ 3<sup>rd</sup> choice \_\_\_\_\_

Expected Attendance 220      Number of Volunteers \_\_\_\_\_

Facility(s) Requested SCHROCK PAVILION      FEE \$ 400.00+TAX

Open Space Requested \_\_\_\_\_ FEE \$ \_\_\_\_\_

Trail Sections Requested \_\_\_\_\_ FEE \$ \_\_\_\_\_

Athletic Fields Requested DIAMOND 1 10:30- 4PM      FEE \$ 68.70+TAX

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\$ 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 \$ 493.70 + TAX \_\_\_\_\_

Notes: STAFF PICNIC- KICKBALL ON SOFTBALL DIAMOND 1 AND VARIOUS GAMES IN OPEN AREAS.

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Board Questions and  
Requests: \_\_\_\_\_

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## 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: Goshen College
- Name of Event: All Employee Retreat
  - Main Contact Person: Tia Johnson
  - Mailing Address: 1700 S. Main St. Goshen, IN. 46526  
Street City State Zip Code
  - E-mail Address: tiaj@goshen.edu
  - Office/Home Phone #: 574-535-7881 Day-of-Event Cell Phone #: 540-383-7051
  - Fax #: \_\_\_\_\_ Website for organization: Goshen.edu
  - 1st Choice Event Date: Aug. 17<sup>th</sup>, 2021 2nd Choice: \_\_\_\_\_ 3rd choice: \_\_\_\_\_
  - Event Time (Approximate start/end; including set up & clean up) Event time: 10:30 am - 4pm. (8am - 5:00)  
 Desired Park: Shanklin Pavilion Is your event open to the general public no
  - 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

- Only 220 (max) people.

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

large corporate function - large group gathering for lunch and meeting.  
Outdoor activities such as cornhole, kickball, volleyball, etc.

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:

- grassy area directly around Shanklin Pavilion  
- baseball field for a informal game of kickball

**COMMERICAL 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?

N/A

- Have you conducted any other fundraisers/benefit in the calendar year? N/A
- 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? 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:

Shanklin Pavilion

**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](mailto: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

Would like to use a <sup>ball</sup> field for Kickball, but could just use a grassy area too. Very informal.

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 \_\_\_\_\_

N/A

**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? NA

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

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: \_\_\_\_\_  
Day Month, Date, Year

Name of Organization/Renter: \_\_\_\_\_

Contact Person's Name: \_\_\_\_\_ Phone Number: (\_\_\_\_) \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

NA 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.

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**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.

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### 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](mailto: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)

☒ 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.

8am: committee arrives and sets up chairs in main area of pavilion.  
Sets up volleyball net, cornhole, other small yard games around pavilion.

10:30: Employees arrive, retreat starts w/ a time of worship and speech from the president of GC.

11:30: lunch served under outdoor pavilion patio.

12:30pm: Outdoor games

4pm: Event ends

5pm: All cleaned up and out.

☒ Vendors - Any vendors performing commercial activity in the park (food, goods, or other items)

NA

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](mailto: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= \$

NA ☒ 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](mailto: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.

NA ☒ Special Event Use - Trash and Recycling Policy

\* We will take all our trash with us afterwards.

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")

NA 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.* \_\_\_\_\_

NA ☒ Alcohol Policy

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

NA ☒ Bathrooms & Porta-Johns

NA 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.*

\_\_\_\_\_

\_\_\_\_\_

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NA [NA] 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](mailto: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)

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☒ 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.

**[NA]** Police Support Services and/or Security

NA 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.

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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.

Tia Johnson  
Signature

6/7/21  
Date



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

Special Event Application for Board Approval      Date of Meeting 7/19/2021

Event Name FAMILY PRIDE PICNIC

Type of Event PICNIC AND POOL PARTY

Fundraiser    ☐ yes    ☒ no

Sponsor NAOMI ZOOK

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: 9AM      End Time 4PM

Event Date: 1<sup>st</sup> choice 7/17/2021    2<sup>nd</sup> choice \_\_\_\_\_    3<sup>rd</sup> choice \_\_\_\_\_

Expected Attendance 40      Number of Volunteers \_\_\_\_\_

Facility(s) Requested RIVERSIDE PAVILION      FEE \$ 75.00

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\$ _____
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 \$ 75.00

Notes: THEY WILL HAVE MUSIC , BALLOONS, YARD GAMES.

INSURANCE WILL BE SUPPLIED FOR THE EVENT

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Board Questions and

Requests: \_\_\_\_\_

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## 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: Goshen Pride
1. Name of Event: Family Pride Party
2. Main Contact Person: Naomi Zook
3. Mailing Address: 803 S 6th Goshen IN 46526  
Street City State Zip Code
4. E-mail Address: Naomi.zook@yahoo.com
5. Office/Home Phone #: 574-312-4047 Day-of-Event Cell Phone #: 574-312-4047
6. Fax #: \_\_\_\_\_ Website for organization: \_\_\_\_\_
7. 1st Choice Event Date: 7-17-21 2nd Choice: \_\_\_\_\_ 3rd choice: \_\_\_\_\_
8. Event Time (Approximate start/end; including set up & clean up) 9am - 4pm  
 Desired Park: Shanklin 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)

Family pride event - music - balloons - dancing - 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:

Riverside pavilion

**COMMERICAL 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?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

- 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? 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:


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](mailto: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 \_\_\_\_\_

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**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? \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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**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.

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**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.

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## 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](mailto: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)*



☐ 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.*

<sup>N2</sup>  
☐ 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.*

9am set up

12 music <sup>ipod + speaker</sup> - balloon - yard games - corn hole

3 clean up

4 gone

<sup>N2</sup>  
☐ 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](mailto: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= \$\_\_\_\_\_

<sup>N2</sup>  
☐ 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](mailto: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.

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### ☒ 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.*

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### ☒ Alcohol Policy

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

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### ☐ 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? None 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.*

\_\_\_\_\_

\_\_\_\_\_

[N] **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](mailto: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 = \$ \_\_\_\_\_

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### ☐ 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](mailto: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.

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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.

Naomi Zook  
Signature

7-14-21  
Date

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



Special Event Application for Board Approval      Date of Meeting JULY 19,2021

Event Name AUSTIN WEIRICH MEMORIAL SCHOLARSHIP 5K

Type of Event 5K RUN/WALK

Fundraiser ☒ yes ☐ no

Sponsor LESLIE'S HOPE

Event Benefits AUSTIN WEIRICH MEMORIAL SCHOLARSHIP

Non Profit ☒ yes ☐ no

Commercial Event ☐ yes ☒ no      Number of Vendors \_\_\_\_\_

Event Time Including Set-up and Tear Down: Begin time: 7AM      End Time 1PM

Event Date: 1<sup>st</sup> choice SEPT 11      2<sup>nd</sup> choice SEPT 25      3<sup>rd</sup> choice \_\_\_\_\_

Expected Attendance UNDER 250      Number of Volunteers \_\_\_\_\_

Facility(s) Requested CHIDDISTER PAVILION      FEE \$ 200.00

Open Space Requested FIDLER POND PARK      FEE \$ 100.00

Trail Sections Requested FIDLER POND TRIAL      FEE \$ 0.00

Athletic Fields Requested \_\_\_\_\_      FEE \$ \_\_\_\_\_

Parking Areas Requested ORGANIZER MUST ORGANIZE WITH ADJACENT LAND OWNERS      FEE \$ \_\_\_\_\_

Number of Parking Assistants 8-10

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 \$ 325.00 \_\_\_\_\_

Notes: REQUESTED MAP OF EVENT AND EXPECTED ATTENDANCE NUMBER

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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: Leslie's HOPE

1. Name of Event: **Austin Weirich Memorial Scholarship 5K**  
\_\_\_\_\_
2. Main Contact Person **Leslie Weirich**  
\_\_\_\_\_
3. Mailing Address **143 River Park Drive, Middlebury, Indiana, 46540**  
\_\_\_\_\_
4. \_\_\_\_\_  
Street City State Zip Code
5. E-mail Address: **Leslie.Weirich@Oaklawn.org**
6. Office/Home Phone # **574-238-9443** Day-of-Event Cell Phone #: **574-2238-9443** Fax #: \_\_\_\_\_ Website for organization: **LesliesHope.org** Date: **September 11<sup>th</sup>, 2021** 2<sup>nd</sup> choice: **September 25<sup>th</sup>, 2021**
7. Event Time (Approximate start/end; including. set up & clean up) **7 a.m. - 1 p.m.**  
Desired Park: **Fidler Pond** Is your event open to the general public **Yes**
8. 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



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

This event would be a fundraiser for the scholarship fund which was established in 2016 in memory of our son Austin Weirich. We have given away four college scholarships to GHS students since that time. This 5K would raise funds (and awareness for Suicide Prevention) for the scholarship fund. Our fund is a registered 501C3 at First Source Bank.

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:

This would be a 5K walk or run around Fidler pond.

COMMERICAL EVENT OR COMMERCIAL PRODUCTS:

Do you plan to sell tickets ahead of time? Yes. There will be a \$37 entrance fee written to the Austin Weirich Memorial Fund at First Source Bank. (#37 was Austin's football number at Wabash College) 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.*

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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? We will be posting the event on social media (Facebook and Instagram as well as my LinkedIN page)
  - Have you conducted any other fundraisers/benefit in the calendar year? No. 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? Our scholarship fund is through First Source Bank.

- ☐ 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](mailto:goshenparks@goshencity.com), fax: 574-349-6672, US Mail: 524 E Jackson St, Goshen 46526, or in person.

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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 \_\_\_\_\_

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**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? **At least 8-10.**

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 would like to utilize the same type of overflow parking that the "Rock The Quarry" has in the past.**

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**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.

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**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.

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## 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..
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## **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](mailto: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)*

- ☐ 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.

Revised 08/2019

*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 would have a registration table set up to hand out T-shirts. The event would be twice around Fidler Pond.*

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☐ 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](mailto: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= \$\_\_\_\_\_

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☐ 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 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](mailto:goshenparks@goshencity.com) , via fax 574-349-6672, US Mail, or in person.

Revised 08/2019

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.

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### ☐ 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 do not anticipate any need for dumpsters since there will be no food or drinks sold.

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.)*

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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.*

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### ☐ Alcohol Policy

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

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### ☐ 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.)

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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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**[ ] 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](mailto: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.*

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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= \$\_\_\_\_\_

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### ☐ 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](mailto: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.**

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**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)*

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### ☐ 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.

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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* July 12, 2021

Signature

Date

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