

**Goshen Parks and Recreation Board
Regular Meeting Agenda
City Courts Building, 111 East Jefferson Street, Goshen, Indiana
Monday, March 21, 2022 4:00 PM**

- I. Call to Order**
- II. Motion to Amend Agenda**
- III. Approval of the February 21, 2022 Park Board Minutes**
- IV. Approval of Parks and Recreation Payable Docket, January 2022**

January, 2022 Payable Docket

Personnel Services	\$85, 323.46
Supplies	\$8, 489.43
Other Services and Charges	\$21, 750.81
Capital Outlays	\$0.00
Non-Appropriated	\$637.65
<u>Total Payable Docket</u>	<u>\$116, 201.35</u>

Approval of Parks and Recreation Gifts, January, 2022

Gift Expenditures

Gift/Kid's Triathlon	\$175.00
<u>Total Gift Expenditures</u>	<u>\$175.00</u>

Gift Revenue

Park Gift/Interest	\$7.09
<u>Total Gift Revenues</u>	<u>\$7.09</u>

- V. Public Presentations and Correspondence**
- VI. Approval of Superintendent and Director Reports**
- VII. New Business**
 - 1.) Elkhart County Clubhouse 10Th Anniversary 5K/3K run/walk & brunch- Howland
 - 2.) NIJC 5K Run/Walk for Immigrant Justice – Howland
 - 3.) Goshen Community Relations Commission – Juneteenth Celebration- Howland
 - 4.) Recreation Service Agreement for Keren Sapient– Heyde
 - 5.) Notice for Prescribed Prairie Burn- Heyde
 - 6.) Pool Admission Rate Increase Proposal – Stephens
 - 7.) Officials Rate Increase Proposal- Stephens
 - 8.) Dance Recital Light and Sound Service Agreement- Stephens
- VIII. Old Business**
 - None

Distribution:

Park Department

Tanya Heyde
Kevin Yoder
Kimberlee Stephens
Staycie Howland

Parks and Recreation Board

Roger Nafziger
Bill Veenstra
Jenni Samuel
Jennifer Shell
Jim Wellington

Others

Jeremy Stutsman, Mayor
Don Shuler, Attorney
Matt Schrock, City Council
Julia King, City Council
Ashley Garcia Coto, Youth Advisor

Media

Goshen News
Elkhart Truth
The Paper
File

Park Board Signatures:

Approved this Monday, March 21 2022

Roger Nafziger, President

Jennifer Shell, Vice President

Jim Wellington, Member

Bill Veenstra, Vice President

Jenni Samuel, Secretary ATTEST: _____

GOSHEN PARKS AND RECREATION PARK BOARD MINUTES

Date: February 21, 2022

Time: 4:30 pm

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

Physically Present: Tanya Heyde, Superintendent; Kevin Yoder, Maintenance Director; Kimberlee Stephens, Recreational Supervisor; Don Shuler, Park Attorney; Jenni Samuel, Vice President Bill Veenstra, Secretary; Roger Nafziger, Member; Jim Wellington, Member; Julia King, City Council; Matt Schrock, City Council; Ashley Garcia Coto, Youth Advisor; Crystal Welsh, Abonmarche.

Virtually Present: Jennifer Shell, President.

I. Call to Order

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

II. Elections of Officers

Nafziger requested nominations and elections for Park Board Officers for 2022.

Wellington nominated Roger Nafziger for President, Jen Shell for Vice President and Jenni Samuel for Secretary.

Nafziger asked the Board if there were any other nominations. Hearing none, Nafziger called for a motion to close nominations and elect Officers as nominated. On a motion by Wellington, Seconded by Shell, ayes carried.

III. Motion to Amend Agenda

None

IV. Approval December 2021 Park Board Minutes

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

V. Approval of Park Payable Docket, November and December 2021

Nafziger called for a motion to approve the Payable Docket for November and December 2021 as presented. On motion by Wellington, Seconded by Veenstra, ayes carried.

Approval of Park Gifts Expenditures, November and December 2021

Nafziger called for a motion to approve the Gift Expenditures for November and December 2021 as presented. On a motion by Wellington, Seconded by Veenstra, ayes carried.

Approval of Park Gifts Revenue, for November and December 2021

Nafziger called for a motion to approve the Gift Revenue for November and December 2021 as presented. On a motion by Wellington, Seconded by Veenstra, ayes carried.

VI. Public Presentations and Correspondence

Heyde stated Abonmarche will present for the Tyler Joldersma Skate Park redesign listed on the agenda as New Business #2.

VII. Approval of Superintendent and Director Report

Nafziger called for a motion to approve the Superintendent and Supervisor Reports for January 2022 as well as February 2022 as presented. Wellington stated the Pickleball hours were incorrect. Stephens

stated she will verify and correct the times. On a motion by Wellington, Seconded by Samuel, ayes carried.

VIII. New Business

1.) Amended Park Board Meeting Dates and Location

Heyde corrected the year for the May meeting from 2021 to 2022. Heyde informed the Board that meeting days and/or times need be adjusted in order to prevent conflict with the courtroom meeting space. Heyde recommended, since the Board previously expressed interest in meeting earlier, that the meeting time be moved earlier to 4:00 pm and still meet the third Monday of each month. Heyde recommended the June meeting be scheduled to meet on Monday, June 13, 2022 at 4:00pm as it falls on the Juneteenth holiday. Location for meetings will remain at the City Courts Building. On a motion by Wellington, Seconded by Samuel, ayes carried.

2.) Tyler Joldersma Skate Park Redesign

Nafziger moved the skate park redesign to later in the meeting after not seeing Abonmarche representatives in the audience. See Discussion.

3.) Proposed Fee Change for Memorial Benches

Heyde presented the Board with a proposed fee change for memorial benches because of the increase in cost of materials. Heyde explained the Parks Department currently charges \$1,800.00 to install a memorial bench. Heyde explained updated costs for materials as:

Bench: \$1,378.20

Poured 6'x8' Concrete Pad: \$1,000.00

Plaque with laser text: \$65.00-\$105.00

Heyde requested the Board increase the current fee from \$1,800.00 to \$3,000.00 to cover the cost of materials and labor. On a motion by Wellington, Seconded by Samuel, ayes carried.

4.) Proposed Fee Change for Ski/Tube Rental

Stephens presented the Board with a proposed fee change for sledding tubes from \$2.00 per day to \$5.00 per day and ski rental fees from \$10.00 per day to \$15.00 per day. Stephens provided information showing the cost to rent skis and tubes at other entities. Nafziger asked what the replacement cost of skis would be. Heyde explained the cheapest amount would be a minimum of \$400.00 to replace a pair of skis. Wellington feels \$15.00 per day for skis is too expensive. Stephens explained the ski rental rate also included poles and boots. Heyde explained many residents have commented over the years on how cheap the cost to rent skis was compared to other entities. Heyde stated she would be willing to bring back to the Board with a cost analysis. Wellington stated he would like to leave the cost of ski rental at \$10.00. Wellington motioned to increase the tube rental fees as presented and to bring back the ski rental fees to the next meeting after a cost analysis is completed. On a motion by Wellington, Seconded by Samuel, ayes carried.

5.) Vibrant Communities- Public Workshop

Heyde informed the Board of the time, date and location of the Board of the upcoming Vibrant Communities Public Workshop. Informational only.

Discussion

Heyde along with Chrystal Welsh from Abonmarche presented the Board with the design of the Joldersma Memorial Skate Park as well as a documentaiton showing the skate park design workshop and survey results.

Heyde explained the Board received in their packet the plans for the redesign for review. The redesign will be inclusive of bikes and roller blades where the original park only accommodated skateboards.

Crystal Welsh, Abonmarche, explained the plan was developed through the public engagements. Ms. Welsh stated cutouts of the different equipment were provided and were used for the public to design their own layout as well as select which equipment they would prefer for the skate park. Abonmarche took that information gathered at the public meetings and designed two separate designs. Schrock asked if all the existing equipment would be removed.

Heyde stated the equipment will be removed during the redesign and permitting phase and until the new equipment is installed. Heyde stated she would like to remove all barriers including the existing fencing. Schrock asked when construction would begin. Heyde explained much of the timeline depends on the Indiana DNR approvals for permitting.

Wellington asked if the equipment there was in disrepair. Heyde informed the Board that the equipment has been repaired and maintained as much as it could be and some ramps are in disrepair.

Schrock asked if the skate park would be for roller blades, BMX, skateboards. Heyde stated that it would be.

Wellington asked if the existing concrete pad would be replaced. Heyde stated that at the very least a portion would be.

Welsh stated IDNR requires the entire design to be complete before it can be submitted for possible approval. Welsh informed the Board that IDNR also requires a hydro model to be done that will determine how much the items will affect the flow of water.

King asked if a different location was considered due to the current location being in a floodway. Welsh informed the Board that the public wanted to keep the location because of the site being a memorial to Tyler Joldersma and being a central location.

Welsh stated there has been great participation on this project.

Schrock complimented Heyde on her presentation at the school board meeting.

IX. Old Business

None

Park Board Signatures:

Approved this Monday, March 21, 2022

Roger Nafziger, President

Jennifer Shell, Vice President

Jim Wellington, Member

Bill Veenstra, Member

Jenni Samuel, Secretary ATTEST: _____

BUDGET TO ACTUAL EXPENDITURES (UNAUDITED)

AS OF: JANUARY 31ST, 2022

204-PARKS AND RECREATION

CULTURE AND RECREATION

08.33% 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	693,000.00	693,000.00	49,524.28	49,524.28	7.15	643,475.72
204-550-00-411.0140 P&R/PART-TIME PERSON	560,000.00	560,000.00	6,888.93	6,888.93	1.23	553,111.07
204-550-00-411.0151 P&R/INCREMENT PAY	13,600.00	13,600.00	0.00	0.00	0.00	13,600.00
204-550-00-411.0152 P&R/LONGEVITY	2,000.00	2,000.00	0.00	0.00	0.00	2,000.00
204-550-00-411.0160 P&R/OVERTIME	8,000.00	8,000.00	0.00	0.00	0.00	8,000.00
204-550-00-413.0100 P&R/FICA MATCH	75,000.00	75,000.00	3,216.88	3,216.88	4.29	71,783.12
204-550-00-413.0200 P&R/MEDICARE	18,000.00	18,000.00	752.33	752.33	4.18	17,247.67
204-550-00-413.0300 P&R/RETIREMENT	103,000.00	103,000.00	8,130.72	8,130.72	7.89	94,869.28
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	245,453.00	245,453.00	16,660.32	16,660.32	6.79	228,792.68
204-550-00-413.0700 P&R/CELL PHONE	3,000.00	3,000.00	150.00	150.00	5.00	2,850.00
204-550-00-413.0701 P&R/CLOTHING/BOOT/FI	2,125.00	2,125.00	0.00	0.00	0.00	2,125.00
204-550-00-413.0702 P&R/CLOTHING	<u>6,200.00</u>	<u>6,200.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>6,200.00</u>
TOTAL PERSONAL SERVICES	1,729,378.00	1,729,378.00	85,323.46	85,323.46	4.93	1,644,054.54
<u>SUPPLIES</u>						
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	45.40	45.40	1.42	3,154.60
204-550-00-422.0151 P&R/OTHER OPERATING	2,590.00	2,590.00	0.00	0.00	0.00	2,590.00
204-550-00-422.0152 P&R/PAINT	5,000.00	5,000.00	0.00	0.00	0.00	5,000.00
204-550-00-422.0153 P&R/GENERAL PROGRAM	28,000.00	28,000.00	2,281.78	2,281.78	8.15	25,718.22
204-550-00-422.0154 P&R/OTHER EQUIPMENT	5,000.00	5,000.00	0.00	0.00	0.00	5,000.00
204-550-00-422.0210 P&R/GASOLINE,DIESEL,	32,000.00	32,000.00	1,544.75	1,544.75	4.83	30,455.25
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	21,568.02	731.33	731.33	3.39	20,836.69
204-550-00-423.0110 P&R/BLDG MATRS& SUPP	30,000.00	32,680.00	2,951.48	2,951.48	9.03	29,728.52
204-550-00-423.0125 P&R/STREET,ALLEY,&SE	32,300.00	39,065.00	878.24	878.24	2.25	38,186.76
204-550-00-423.0201 P&R/REPAIR PARTS	4,000.00	4,000.00	0.00	0.00	0.00	4,000.00
204-550-00-423.0301 P&R/MACHINERY & TOOL	4,000.00	4,000.00	0.00	0.00	0.00	4,000.00
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	56.45	56.45	0.16	34,943.55
204-550-00-429.0002 P&R/OTHER SUPPLIES	<u>30,560.00</u>	<u>35,539.05</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>35,539.05</u>
TOTAL SUPPLIES	234,150.00	249,142.07	8,489.43	8,489.43	3.41	240,652.64
<u>OTHER SERVICES/CHARGES</u>						
204-550-00-431.0500 P&R/SERVICES CONTRAC	113,700.00	113,700.00	2,423.00	2,423.00	2.13	111,277.00
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	44,300.00	7,440.30	7,440.30	16.80	36,859.70
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	0.00	0.00	0.00	17,450.00
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	304.00	304.00	5.07	5,696.00
204-550-00-432.0201 P&R/POSTAGE	500.00	500.00	0.00	0.00	0.00	500.00
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	629.16	629.16	6.29	9,370.84
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: JANUARY 31ST, 2022

204-PARKS AND RECREATION

CULTURE AND RECREATION

08.33% 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	26,500.00	2,950.68	2,950.68	11.13	23,549.32
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	4,165.08	4,165.08	5.55	70,834.92
204-550-00-435.0401 P&R/WATER & SEWER	53,500.00	53,500.00	461.56	461.56	0.86	53,038.44
204-550-00-435.0501 P&R/STORMWATER FEES	9,000.00	9,000.00	0.00	0.00	0.00	9,000.00
204-550-00-436.0101 P&R/REPAIRS TO BLDG	70,000.00	74,171.72	195.48	195.48	0.26	73,976.24
204-550-00-436.0201 P&R/REPAIRS TO EQUIP	6,000.00	6,000.00	0.00	0.00	0.00	6,000.00
204-550-00-436.0501 P&R/MAINTENANCE CONT	51,000.00	51,000.00	136.46	136.46	0.27	50,863.54
204-550-00-436.0502 P&R/SWIM POOL	15,000.00	15,000.00	521.35	521.35	3.48	14,478.65
204-550-00-437.0201 P&R/RENTAL EQUIPMENT	4,000.00	4,000.00	0.00	0.00	0.00	4,000.00
204-550-00-439.0301 P&R/SUBSCRIPTION & D	1,250.00	1,250.00	453.00	453.00	36.24	797.00
204-550-00-439.0910 P&R/EDUCATION	8,000.00	9,921.98	2,070.74	2,070.74	20.87	7,851.24
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	517,943.70	21,750.81	21,750.81	4.20	496,192.89
<u>CAPITAL OUTLAYS</u>						
204-550-00-442.0001 P&R/CAPITAL PROJECTS	500,000.00	528,150.00	0.00	0.00	0.00	528,150.00
204-550-00-442.0100 P&R/INFRASTRUCTURE C	50,000.00	84,178.69	0.00	0.00	0.00	84,178.69
204-550-00-445.0200 P&R/MOTOR VEHICLES	0.00	89,035.47	0.00	0.00	0.00	89,035.47
204-550-00-445.0500 P&R/PLAYGROUND EQUIP	<u>12,000.00</u>	<u>14,508.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>14,508.00</u>
TOTAL CAPITAL OUTLAYS	562,000.00	715,872.16	0.00	0.00	0.00	715,872.16
<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	237.65	237.65	5.28	4,262.35
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>400.00</u>	<u>400.00</u>	<u>0.00</u>	<u>(400.00)</u>
TOTAL UNAPPROPRIATED	4,600.00	4,600.00	637.65	637.65	13.86	3,962.35
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TOTAL NON-DEPARTMENTAL	3,023,678.00	3,216,935.93	116,201.35	116,201.35	3.61	3,100,734.58
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TOTAL CULTURE AND RECREATION	3,023,678.00	3,216,935.93	116,201.35	116,201.35	3.61	3,100,734.58
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TOTAL EXPENDITURES	3,023,678.00	3,216,935.93	116,201.35	116,201.35	3.61	3,100,734.58
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AS OF: JANUARY 31ST, 2022

08.33% OF YEAR COMP.

EXPENDITURES	ORIGINAL BUDGET	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
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<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	175.00	175.00	0.00 (175.00)
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	0.00	0.00	0.00	0.00
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	0.00	0.00	0.00
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	0.00	0.00	0.00
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	175.00	175.00	0.00 (175.00)
<hr/>						
<u>UNAPPROPRIATED</u>						
275-550-00-452.0000 PK GIFT/TRANSFER OUT	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL UNAPPROPRIATED	0.00	0.00	0.00	0.00	0.00	0.00
<hr/>						
TOTAL NON-DEPARTMENTAL	0.00	0.00	175.00	175.00	0.00 (175.00)
<hr/>						
TOTAL CULTURE AND RECREATION	0.00	0.00	175.00	175.00	0.00 (175.00)
<hr/>						
TOTAL EXPENDITURES	0.00	0.00	175.00	175.00	0.00 (175.00)

CITY OF GOSHEN
BUDGET TO ACTUAL REVENUE (UNAUDITED)
AS OF: JANUARY 31ST, 2022

275-PARK GIFT FUND

CULTURE AND RECREATION

08.33% OF YEAR COMP.

NON-DEPARTMENTAL

REVENUES	ORIGINAL BUDGET	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
<hr/>						
<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	7.09	7.09	0.00 (7.09)
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	0.00	0.00	0.00
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	0.00	0.00	0.00
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	7.09	7.09	0.00 (7.09)
<hr/>						
TOTAL NON-DEPARTMENTAL	0.00	0.00	7.09	7.09	0.00 (7.09)

CITY OF GOSHEN
BUDGET TO ACTUAL REVENUE (UNAUDITED)
AS OF: JANUARY 31ST, 2022

275-PARK GIFT FUND
CULTURE AND RECREATION
NON-DEPARTMENTAL

08.33% OF YEAR COMP.

REVENUES	ORIGINAL BUDGET	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
<hr/>						
TOTAL CULTURE AND RECREATION	0.00	0.00	7.09	7.09	0.00 (7.09)
<hr/>						
TOTAL REVENUES	0.00	0.00	7.09	7.09	0.00 (7.09)
	=====	=====	=====	=====	=====	=====

**Goshen Park and Recreation Department
Superintendent's Park Board Report
Tanya Heyde, February – March 2022**

Volunteers: Partnerships/Networking:

- LaCasa Inc. – Elkhart River Challenge, 2022 event planning.
- Goshen Health – partnership 2022 programming.
- Elkhart County Community Foundation – Pathways and Trails Master Planning Project; stakeholder, workshops and engagement planning. In May, the ECCF kicked off their Pathways and Trails Master Planning Project with design firm, Yard & Company. The plan focuses on bike pathways and trail connectivity throughout the County. Forming sub-committee planning teams for spring public engagement events.
- Community Foundation & Elkhart County Convention and Visitors Bureau – Vibrant Communities Organizing Group and Steering Committee/Outreach Team. Steering Committee Meeting January 13 to prepare for Vibrant Vibes which is the first round of public engagement for Vibrant Communities that will take place from February 21 to March 6. Goshen is hosting a Vibrant Vibes Public Workshop on March 2, 4:00 – 5:00 pm at Schrock Pavilion in Shanklin Park.
- Elkhart County Convention and Visitors Bureau – Quilt Garden (Abshire Park) & Tours. Quilt Garden pattern for 2022 was selected. New for 2022 as part of the 15th anniversary of the Gardens are bronze Seward Johnson sculpture's at the Garden locations. Abshire's sculpture will be "Keep Life in Balance" which is a fun sculpture of a man riding a bicycle.
- Goshen Community Schools – Shared facility use, Middle School and HS cross-country meets at Shanklin, HS softball at Shanklin. Pickleball, youth basketball, adult basketball, adult volleyball and over 40 open gym begins in GCS gymnasiums beginning in November.
- Goshen Public Library – Story Walk, Rieth Interpretive Center trail; outdoor story time.
- Goshen Neighborhood Associations – Neighborhood picnics, adopted landscaped areas, neighborhood events.
- PAC – Pumpkinvine Advisory Committee, Goshen, Elkhart County, Middlebury, Shipshewana and Friends of the Pumpkinvine.
- Community Gardens – Hay Park, Allan J. Kauffman Park and Burdick Park, Greenway Gardens, at Regent Street.
- Goshen Historical Society – Rotating displays for the Wayne Wogoman Welcome Center and Rieth Interpretive Center.
- Michiana Area Council of Governments – Trail counter, Millrace Trail.

General Projects:

- Schrock Pavilion – Updating sound equipment and podium for business meeting use.
- Ballfield Lighting – Met with MUSCO Lighting February 23 to discuss replacement of aging field lighting. The department will receive a quote for energy efficient lighting and pole systems.
- Prairie Burn – Department staff plan to conduct a prairie burn at Rieth Interpretive Center on Monday, March 21. Municipalities do not require Indiana Department Environmental Management (IDEM) permitting. Working closely with Resilience Department to develop a burn plan for the area. Resilience department arranged for staff to attend and participate in one of the College's burns on March 16. A consultation meeting with Indiana DN, Urban Wildlife Biologist was held on March 7 at Rieth Interpretive Center. Maintenance Staff will conduct the burn, Fire Department will attend and be on standby, Resilience Department, and Engineering will attend. The prairie burn notice was presented to Board of Public Works and Safety on Monday, March 14, 2022 and is included in the Park Board Packet for the March 21, 2022 meeting.
- Park Maintenance Building – City staff continue to meet and regroup for next steps. City review of plans was held February 22 to find cost saving measures.
- Waste Away Group – Working to establish a central recycling location for park facilities collections; a container is planned for the Administrative Office.
- Software – The Department is demonstrating several recreation softwares in search of improved functions, support, and ease of access for online patrons. Demonstrations will take place February – March.
- Roof Estimates – Working with Horner Roofing to replace damaged roofs from the 2019 hailstorm. The buildings the Department is looking to repair/replace roofs are the Admin. Office, Rieth Interpretive Center, Schrock Pavilion, Mill Street Park and the Fidler Pond House. The contractor began replacing the metal roofs in early March and will circle back to install gutters. The Administrative Office requires a shingle roof and will begin once scheduling and weather allows.

- Park Pavilions – The Department is acquiring quotes for installation of an open-air pavilion at two park locations, Bakersfield Park and Dykstra Park. The pavilions will be neighborhood pavilions, approximately 24' x 34' in size without restrooms. Staff is working with Coverworx, pavilion manufacturer, on preliminary installation and approval for drawings.
- Sensory Trail – Parks continues to work with the Resilience Department on a water feature to be located at Rieth Interpretive Center and an inclusive glider swing to be installed along the Millrace Trail just south of the pedestrian tunnel. The water feature is complete for activation in the spring of 2022 – AquaScapes filled the feature with water for a test run and will continue installing pumps, rain chains and channels this spring. The glider is expected to be received in March and installed by parks maintenance staff. The Resilience Department has planned for cameras to be installed at Rieth Interpretive Center facing west/south west to view the River and at Fidler Pond Park, near the Welcome Center, facing east across the pond. The cameras at Fidler Pond Park and Rieth Interpretive Center are installed and live and can be accessed using this link:
<https://www.youtube.com/channel/UCUIMZnbZ7DUBbALpfSsh68w>.
- Tyler Joldersma Skate Park – At the December 2 design workshop, 13 participants shared their ideas and designed two potential layouts for an updated skate park. A survey requesting input on the two designed has been published and can be found using this link: <https://www.surveymonkey.com/r/6NH6DW2>. The Department will collect input from the survey until February 3. Next steps – Abonmarche will develop a couple concepts using layout information gathered for review and design. The design will be used for engineering, costs, site plan, bid and permitting. Plans were submitted to the Board for review and comment in February and will be submitted to the DNR for approval and permitting.
- 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.
- Pumpkinvine Advisory Committee – Friends of the Pumpkinvine continue work to close Gap 2. The group continues to work on updating its policy for mobility devices and electric bicycles and have formed a sub committee to review and recommend policy edits.
- Abshire Park Quilt Garden – Pattern selection for 2022 is complete. The Department looks forward to planting in the spring.

Recreation Supervisor: Kimberlee Stephens

February Accomplishments:

- **Pickleball**
 - Outdoor nets are up for outdoor playing as weather permits
 - Meets Wednesday, Thursday and Friday, 6:00 – 9:00 pm & Saturdays & 7 – 11 am.
- **Champion Force Cheerleading**
 - Program is at Schrock Pavilion on Mondays from 6-9pm
- **Youth Programs**
 - Spring Ballet Recital is April 16 at GHS
 - Youth summer camps are in the planning stages
- **Adult Programs**
 - Summer volleyball and basketball league registration is now open
 - Zumba is indoors until April
- **New Special Events and Programming**
 - Water Slide Day at Pringle Park June 18, 2022
 - Park to Park- engaging youth activities daily at multiple park locations throughout the summer months
 - Walk with a Doc continues the first Monday of each month
- **Financials**
 - Working on the 2021 annual report.
- **Social Media and Web Pages**
 - Daily updating and advertising on all platforms.
- **DDC and Shanklin Pool**
 - Preparations for the 2022 season are underway
 - Preparations for the 2022 season underway

- **Fidler Pond**
 - 2022 Pond program planning is underway

Committees/New Initiatives

- Assign OSHA required modules to park staff as needed
- Monthly IPEP Newsletters and monthly IPEP Ask an Expert Trainings for staff
- Monitor completion requirements for modules
- Implementing training and severe weather policies.

Vibrant Communities

- Preparing for upcoming next steps and community involvement

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 planned for fall of 2023.

National Parks and Recreation

- Preparing for the Certified Park and Recreation Professional Examination.

March Objectives

- Daily preparations for upcoming 2022 Fall and Winter programming and events
- Continue to secure programming dates, facilities, and instructors for 2022
- Continue working on the 2021 Annual Report and end of the year financials.
- 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 new COVID 19
- Safety training for staff
- Research new programming opportunities

Maintenance Development Director: Kevin Yoder

February Accomplishments:

- Clean grates, Millrace Canal
- Playground inspections – 4
- Plow snow 4 days
- Inspect trails
- Paint and repair as needed 41 picnic tables
- Take mower decks to central garage for service
- Touch up paint in Schrock Pavilion
- Install batteries in thermostat at Welcome Center and get furnace to work
- Attend IPEP training
- Install new shelving in Abshire storage room
- Adjust sliding door on closet in Administration Office
- Change night light in Schrock Pavilion to LED (old light was missing cover and 1 bulb)
- Move equipment to streets in preparation of flooding, move back once water receded
- Set out barricades at 607, Shanklin drive and Rogers entrance, pick up and return once water was off drives
- Replace broken and missing receptacle cover at Abshire Pavilion
- Replace broken hand towel dispenser in Abshire women restroom
- Scrap ice and salt Administration Office, Shanklin and Rieth Interpretive Center drives and parking lots
- Remove graffiti at Skate Park and Dykstra basketball court
- Pick up trash along trail by Lowes part of US 33 from Beaver Crossing to across from Culvers
- Remove Styrofoam trash from Horn Ditch
- Take two tractors, tiller, diamond groomer log splitter and landscape rake to central garage for service

March Objectives:

- Playground inspections
- Bridge inspection
- General repairs
- Repair and paint picnic tables
- Plow snow as needed
- Repair Mullet and Abshire Trails flood damage after the frost is gone and they are dry

Facility Coordinator: Frank Shula

February Accomplishments:

- Checked facilities. Keep inventory of cleaning supplies, order supplies when needed. Organize supplies at all facilities on ongoing basis and stock.
- Supervise cleaning/rentals.
- Clean and open restrooms when needed.
- Show potential renters facilities.
- Report maintenance issues that I am unable to repair.
- Completed and sent grease trap reports for February, emailed to wastewater. Had Cripes empty Schrock grease trap 2/11.
- Working on water fountain quotes.
- Working on light quotes for ball diamonds.
- Snowplow when needed.
- Set up for meetings and presentations ongoing basis- attend if needed.
- Ordered 150 permanent coat hangers and installed- Schrock.
- Updating av/audio system at schrock to handle more inputs and lavalier system.
- Ordered podium and tables for Schrock.
- Organizing and testing of audio equipment.
- Obligated Abshire renter request- delivered 10 more folding chairs and request for different coffee maker than on premises.
- Had FSS Security replace sensors and remove sensors from doors that may be removed due to remodel and added sensor to north west door.

March Objectives:

- Send monthly grease trap reports to wastewater
- Snow plow if needed
- Help staff shovel and salt when needed
- Attend monthly trainings also schedule staff for attending if needed
- Add shelves for cleaning storage supplies at Abshire
- Ball diamond net quotes
- Set up audio video at office for rec demo's and vibrant communities etc. and attend
- Clean all carpet vacuums and filters monthly
- Put new schrock podium together

Park Board Signatures:

Approved this Monday, March 21, 2022

Roger Nafziger, President

Jennifer Shell, Vice President

Jim Wellington, Member

Bill Veenstra, Member

Jenni Samuel, Secretary: _____

Special Event Application for Board Approval Date of Meeting 3/21/2022

Event Name 10TH ANNIVERSARY 5K/3K RUN/WALK & BRUNCH

Type of Event RUN WALK AND BRUNCH

Fundraiser ☐ yes ☒ no

Sponsor ELKHART COUNTY CLUBHOUSE- CORA DALE HOUSE

Event Benefits CORA DALE HOUSE

Non Profit ☒ yes ☐ no

Commercial Event ☐ yes ☒ no Number of Vendors 1

Event Time Including Set-up and Tear Down: Begin time: 8AM End Time 1PM

Event Date: 1st choice 5/21/22 2nd choice _____ 3rd choice _____

Expected Attendance UP TO 250 Number of Volunteers _____

Facility(s) Requested SCHROCK PAVILION FEE \$ 400.00

Open Space Requested _____ FEE \$ _____

Trail Sections Requested MILLRACE TRAIL SHANKLIN TO HEADGATES FEE \$ 0.00

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\$ 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 \$ 425.00

Notes: INCLUDED IN THE PACKET IS A LETTER REQUESTING THE ATTENDANCE FEES AND RENTAL FEES BE WAIVED FOR THE EVENT.
 THE STOMP OUT THE SIGMA RUN/WALK WILL BE FOLLOWED WITH A BRUNCH AT SCHROCK PAVILION.
 THE RESTROOMS AT SCHROCK PAV, THE WARMING HOUSE AND THE HEADGATES SHOULD BE ADEQUATE
 FOR THE EVENT. The run/walk will start at Shanklin Park then head South on the Millrace. The run/walk will end at
 Shanklin as well.

Park Board Signature:
 Approved this Monday 21, 2022

 Roger Nafziger, President

 Jennifer Shell, Vice President

 Jim Wellington, Member

 Bill Veenstra, Member

Jenni Samuel, Secretary ATTEST: _____

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.

- dba Cora Dale House
- Name of Organization or Group organizing the event: Elkhart County Clubhouse
1. Name of Event: 10th Anniversary 5k/3k run/walk + Brunch
 2. Main Contact Person: Rich H. Meyer
 3. Mailing Address: 114 S. 5th St., Goshen IN 46528
Street City State Zip Code
 4. E-mail Address: richm@ecclubhouse.org
 5. Office/Home Phone #: 574.971.5210 Day-of-Event Cell Phone #: 574.202.3920
 6. Fax #: 574.971.5211 Website for organization: www.ecclubhouse.org
 7. 1st Choice Event Date: May 21, 2022 2nd Choice: _____ 3rd choice: _____
 8. Event Time (Approximate start/end; including set up & clean up) 8am - 1pm
 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),

5k / 3k run / walk, followed by fruit, pancakes
+ sausage brunch

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:

Start + end at Shanklin Park, then south
along the millrace

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? Yes

- ☒ 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:

Schrock Pavilion & run/walk on S. Millrace

Event Certificate of Insurance - If your event qualifies as "**Special Event Usage**", please obtain and submit a copy 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" for \$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 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, 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 _____

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 area 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? _____

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.

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.

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, 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.

8 am to 1 pm
8 am setup, 9 am run/walk,
10 am brunch, then clean-up

☒ 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, 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.

Selling our own T-shirts

☒ 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= \$_____

☒ 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 , 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.

☐ 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.*

☒ Alcohol Policy

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

☒ 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.)*

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.*

=====

☐ 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, 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)

☐ 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.

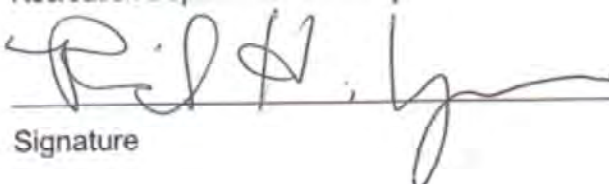
1. Total of all Fees Due to the City of Goshen Parks and Recreation Department, Facility Rentals Fees, Vendor Fees, Tent Fees, Sport Field Rentals, Shanklin Pool Rental, Canoe Rentals, Parking Lot Usage Fees and Recreational Activities Fees are all due 30 days prior to event.

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.


Signature

2.25.2022
Date

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

**Reclaiming our lives,
Sustaining our hope**

TO: City of Goshen Park Board
FROM: Elkhart County Clubhouse dba Cora Dale House (Rich H. Meyer, Director)
DATE: February 25, 2022
RE: Plans for Clubhouse 10th Anniversary

Elkhart County Clubhouse is a support community for adults with mental illnesses. We are celebrating our 10th anniversary in May, along with a name change. Our new name honors a woman with mental illness who was a former resident of our house on 5th Street.

We are requesting use of the Schrock Pavilion for the morning of May 21, 2022 along with permission for a "Stomp Out The Stigma" run/walk along the Millrace south of Shanklin Park. We would anticipate set-up starting at 8am, with the run/walk at 9am and a brunch (fruit, pancakes and sausage) at 10am. With time for clean-up, we are asking for the use of the Schrock Pavilion until 1pm.

The event will be open to the public – we expect 50-100 to attend. We will charge a \$25 entry fee for the event, covering both the run/walk T-shirt and the brunch. We will apply for a temporary food service establishment permit from the Elkhart County Health Department.

We ask you to waive fees for this event in support of our work which serves the community.

Please contact me with any questions,

Thank you,



Rich H. Meyer, Director
574-202-3920



**Cora
Dale
House**

Special Event Application for Board Approval Date of Meeting 3/21/2022

Event Name NIJC 5K RUN/WALK FOR IMMIGRANT JUSTICE

Type of Event 5K RUN/WALK

Fundraiser ☒ yes ☐ no

Sponsor NATIONAL IMMIGRANT JUSTICE CENTER

Event Benefits NATIONAL IMMIGRANT JUSTICE CENTER

Non Profit ☒ yes ☐ no

Commercial Event ☐ yes ☒ no Number of Vendors _____

Event Time Including Set-up and Tear Down: Begin time: 8AM End Time 12PM

Event Date: 1st choice 10-29-22 2nd choice _____ 3rd choice _____

Expected Attendance UP TO 250 Number of Volunteers _____

Facility(s) Requested _____ FEE \$ _____

Open Space Requested _____ FEE \$ _____

Trail Sections Requested MILLRACE TRAIL FEE \$ 100.00 ADM COST

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 1

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\$ <u>25.00</u>
	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 \$ 125.00

Notes: TWO ROUTE MAPS ARE ATTACHED, THE FIRST IS THE PREFERRED ROUTE

ONE PORT A JOHN WILL BE SUPPLIED BY THE EVENT FOR RUNNERS ON THE TRAIL

—

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: National Immigrant Justice Center (NIJC)
1. Name of Event: NIJC 5K Run/Walk for Immigrant Justice
 2. Main Contact Person Maria Blumenfeld
 3. Mailing Address 110 E Washington St. Goshen, Indiana 46526
Street City State Zip Code
 4. E-mail Address: mb@maria-blum.com
 5. Office/Home Phone #: 219-561-3412 Day-of-Event Cell Phone #: 219-561-3412
 6. Fax #: _____ Website for organization: immigrantjustice.org
 7. 1st Choice Event Date: 10/29/2022 2nd Choice: _____ 3rd choice: _____
 8. Event Time (Approximate start/end; including set up & clean up) 8-12
Desired Park: Millrace Trail 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)

Race 5K Run/Walk to raise funds for the National Immigrant Justice Center - Indiana Office located in Goshen, Indiana.

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:

Millrace Trail

COMMERICAL EVENT OR COMMERCIAL PRODUCTS:

Do you plan to sell tickets ahead of time? yes 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? Yes

- ☐ Attached is Non-Profit supporting certificates with Federal ID #)

certificate on file with GPRD

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, 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 _____ NIA

Rogers Park Baseball Diamond _____

Athletic Fields \$40.00/field/Court per (2) two hour rental:

Pringle Soccer Field #1 _____ #2 _____ Pringle Football Field _____

NIA

Pringle Park Sand Volleyball Courts #1 _____ #2 _____ #4 _____ #5 _____ #6 _____

Rogers Park Sand Volleyball Court #1 _____ #2 _____

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? _____ NIA

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? _____

NIA

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: _____ NIA
Day Month, Date, Year

Name of Organization/Renter: _____ NIA

Contact Person's Name: _____ NIA Phone Number: (____) _____ NIA

Address: _____ NIA City: _____ State: _____ Zip Code: _____

There must be at least one adult attending per 10 youth in your group.

This rental is for _____ NIA 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.

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.

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, 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)

Revised 08/2019

☐ 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.

ATTACHED

☐ 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, 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= \$ _____

☐ 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 , 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.

☐ 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.)*

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

☐ 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? 1 Supplier: Cripe's

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.)

Drop off 10/28/2022
Pick up 10/29/2022

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.

Near Start Location. See Map attached.

☐ 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, 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)

☐ [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.

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.

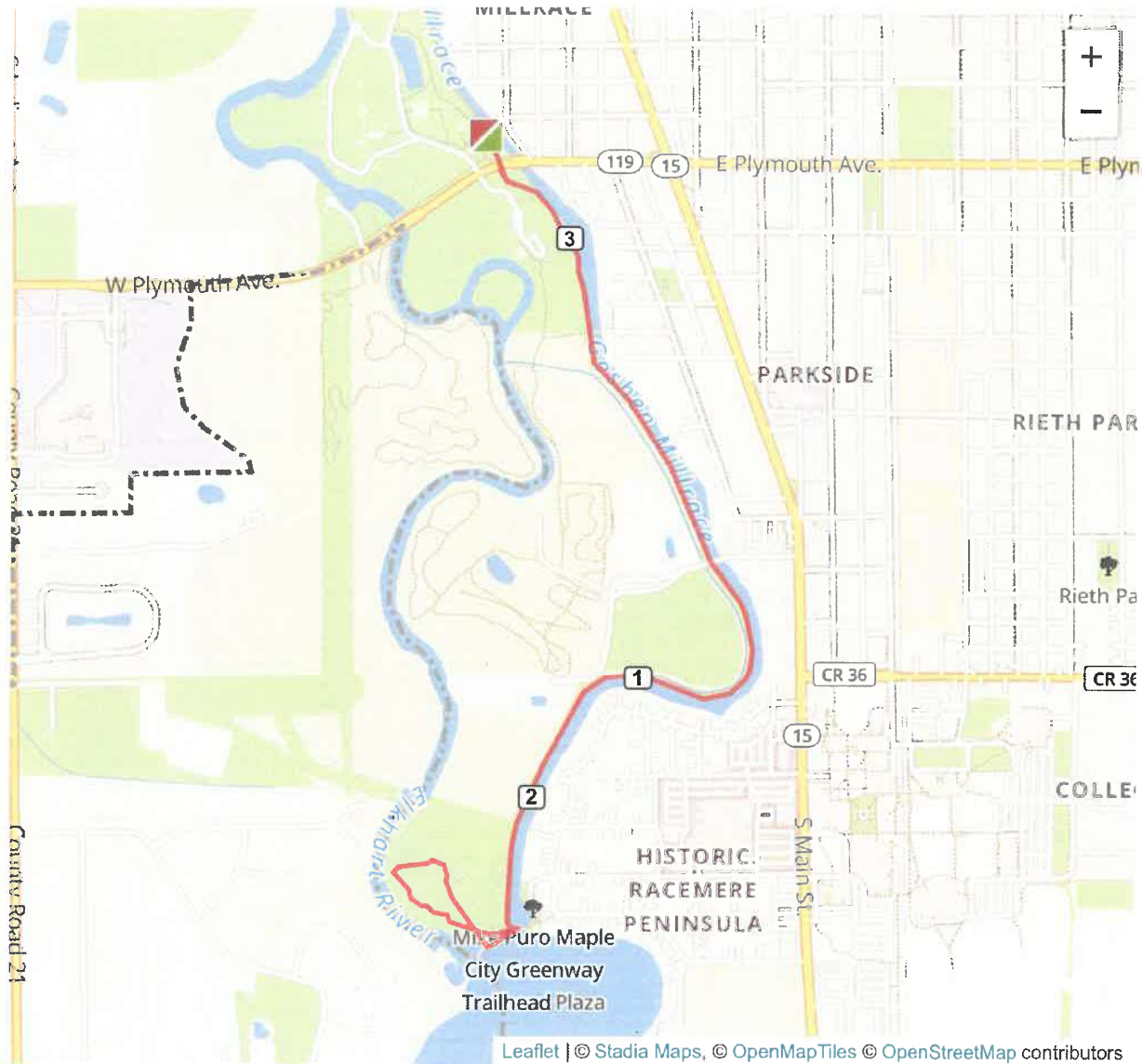
I, the undersigned, as the representative of my organization, hereby submit the Special Use Event Application-Event Reservation & Facility Rental for approval. The information and details that I have provided to the City of Goshen Parks and Recreation Department about my event are accurate to the best of my knowledge.


Signature

2-25-2022
Date

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

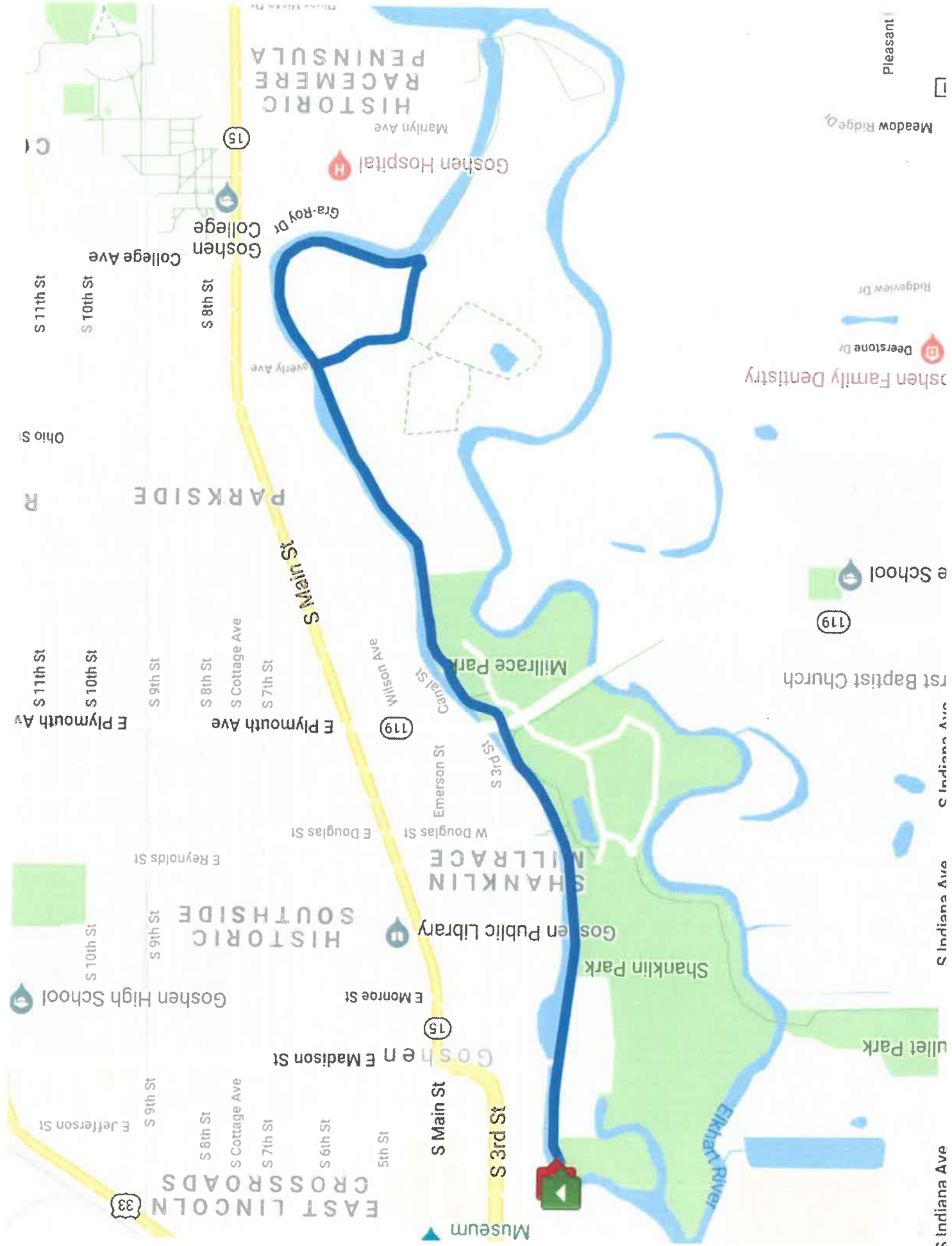
mapometer - unnamed route



Distance
3.18 mi

ascent
0 m

descent
0 m



Pleasant

Meadow Ridge Dr

Ridgeview Dr
Deerstone Dr

Goshen Family Dentistry

119
e School

119
rst Baptist Church

S Indiana Ave

S Indiana Ave

uliet Park

S Indiana Ave

HISTORIC
RACEMERE
PENINSULA

Goshen Hospital

Gra-Roy Dr

Goshen College

College Ave

S 8th St

S 10th St

S 11th St

PARKSIDE

S Main St

E Plymouth Ave

S 8th St

S 7th St

S 9th St

S 10th St

S 11th St

E Plymouth Ave

119

Canal St

Emerson St

W Douglas St

E Reynolds St

SHANKLIN
MILLRACE

Goshen Public Library

E Monroe St

15

Goshen E Madison St

S Main St

S 3rd St

5th St

S 6th St

S 7th St

S 8th St

S Cottage Ave

S 9th St

E Jefferson St

EAST LINCOLN
CROSSROADS

33

Museum

Special Event Application for Board Approval Date of Meeting 4/18/2022

Event Name JUNETEENTH CELEBRATION

Type of Event MUSIC PERFORMANCE, EDUCATIONAL WORKSHOPS, AND VENDOR FAIR

Fundraiser ☐ yes ☒ no

Sponsor CITY OF GOSHEN COMMUNITY RELATIONS

Event Benefits _____

Non Profit ☐ yes ☒ no

Commercial Event ☒ yes ☐ no Number of Vendors 15-20

Event Time Including Set-up and Tear Down: Begin time: 9AM End Time 6PM

Event Date: 1st choice 6/19/22 2nd choice _____ 3rd choice _____

Expected Attendance UP TO 250 Number of Volunteers _____

Facility(s) Requested SCHROCK PAVILION FEE \$ 0.00

Open Space Requested SHANKLIN PARK FEE \$ 0.00

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 checked="" type="checkbox"/>	FEE\$ 0.00
Tent	<input checked="" type="checkbox"/>	FEE\$ 0.00
Vendor	<input checked="" type="checkbox"/>	FEE\$ 0.00
Rec Equipment	<input type="checkbox"/>	FEE\$ _____
Parking	<input type="checkbox"/>	FEE\$ _____
Bike Rack	<input type="checkbox"/>	FEE\$ _____

All event fees not including refundable deposit \$ 0.00

Notes: This is a city sponsored event. Vendors are being lined up for the event and tent rental has not been completed as of 3/14/22. There will be workshops and food trucks at the event.

Revised 08/2019

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

A Juneteenth Festival celebrating music, showcasing a vendor fair, and offering educational workshops.

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: Schrock and surrounding area. See attached map.

COMMERICAL EVENT OR COMMERCIAL PRODUCTS:

Do you plan to sell tickets ahead of time? __NO__ 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? _____

- ☐ 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, 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 _____

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? _____

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.

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.

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

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(Attach a separate sheet if necessary)

Revised 08/2019

[Attached] 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.

[Attached] 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.

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need to apply for a Single Day Special Sales Permit (*information booths do not apply*)

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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) _X_ 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.
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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.)*

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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: _____

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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, US Mail: 524 E Jackson St, Goshen, Indiana 46526, or in person.

1. Who is your Tent provider? [We plan on using tents. A vendor has not been confirmed.]

• 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)*

☐ **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.

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.

Alexander Delgadillo

Signature

3.14.2022

Date

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

Juneteenth Celebration Food Vendor Application

Event Date: June 19th, 2022

Set up: 11:00 am-12:00 pm; Vendor Fair 12:00 pm- 3 pm; Must be cleaned up by 4 pm.

Event Address: Shanklin Park 411 W Plymouth Ave. Goshen, IN 46526

AJDelgadillo@goshencity.com

Phone: (574) 537-3839 or Fax: (574)533-9740

* Required

1. Name *

2. Phone *

3. Email *

4. Organization/ Business Name *

5. How will food be sold? *

Mark only one oval.

☐ Food Truck

☐ Pop-up Table

Juneteenth Celebration Vendor Application

Event Date: June 19th, 2022

Set up: 11:00 am-12:00 pm; Vendor Fair 12:00 pm- 3 pm; Must be cleaned up by 4 pm.

Event Address: Shanklin Park 411 W Plymouth Ave. Goshen, IN 46526

AJDelgadillo@goshencity.com

Phone: (574) 537-3839 or Fax: (574)533-9740

* Required

1. Name *

2. Phone *

3. Email *

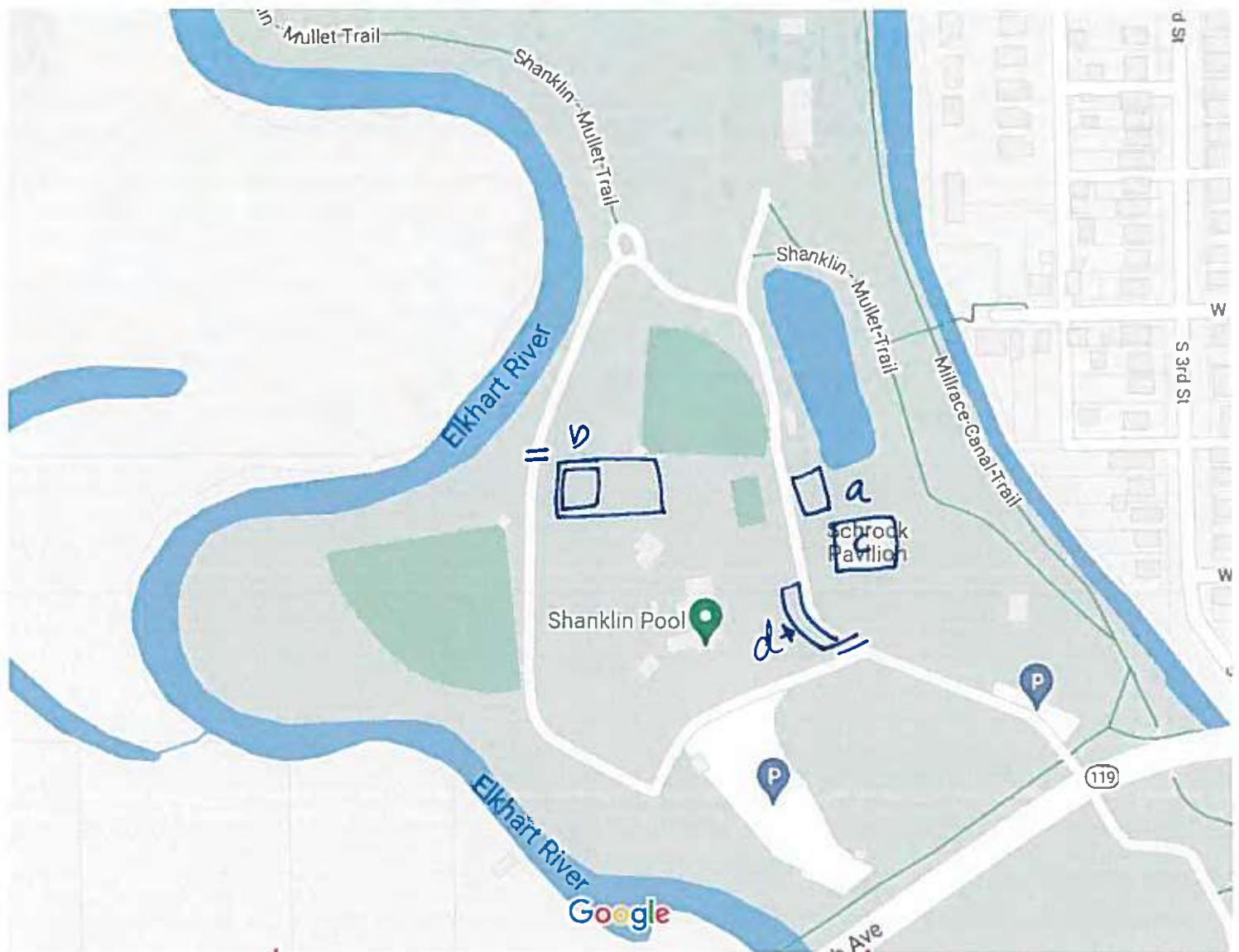
4. Organization/ Business Name *

5. Type of Business

Next Meeting: **March 7th, 6:00 pm**

	Food Truck Space	Vendor Tent	Schrock	Performance Tent
8:00				
9:00			Team Set up	
10:00	Team Set up		Personal finance workshop	entrepreneur workshop
11:00	Vendor Set up			
12:00	Food Trucks	Vendor Fair	Team set up	
1:00			Banner Gallery	Performances
2:00				
3:00				
4:00	Vendor Clean up		Team clean up	
5:00	Team clean up			
6:00	Hospitality done by now			

Google Maps Shanklin Park



- a) Vendor / Artist tent
- b) Performance tent
- c) informational space / cool down
- d) Food trucks

Map data ©2022 Google 200 ft

// Cut off traffic

SERVICE AGREEMENT

This Agreement is entered into this 28 day of February, _____ by and between the City of Goshen Parks and Recreation Department, hereinafter referred to as "GPRD" and Keren Sapien hereinafter referred to as "Contractor."

WHEREAS, the GPRD desires to engage Contractor to perform certain services pursuant to the terms and conditions of this Agreement;

NOW, THEREFORE, in consideration of the mutual promises and covenants contained in this Agreement, the parties hereby agree as follows:

1. Contractor shall provide Digital Editing Artwork services for the following GPRD program/activity:
PROGRAM NAME: GPRD Advertisement Materials Fidler Pond
DAY(S) & TIME(S): As Available
LOCATION: _____
START DATE: February 28, 2022
END DATE: April 30, 2022
2. GPRD shall pay Contractor for said services the sum of \$500.00 approximately thirty (30) days after Contractor has satisfactorily, as determined by GPRD, performed all services contemplated by this Agreement. No other payment for these services shall be given from GPRD to Contractor, nor any such other payment demanded or requested by Contractor from GPRD.
3. GPRD reserves the right to cancel the program for any reason upon giving seven (7) days written notice to Contractor.
4. Contractor agrees to notify GPRD as soon as possible if an emergency will prevent Contractor from providing services on the schedule dates as contemplated herein. No program will be cancelled or postponed by Contractor without approval of the GPRD. Contractor may further be required to notify all participants in the program of such cancellation of postponement due to Contractor.
5. Contractor shall be deemed an independent contractor and operate as a separate entity from the City of Goshen and the GPRD. All work done and services provided under this Agreement shall be provided at the highest professional standard and shall be performed to the GPRD's reasonable satisfaction. Failure to do so may result in the termination of this Agreement.
6. Contractor warrants and represents that he or she will comply with all federal, state, and local laws regarding reporting of compensation earned and payment of all federal, state, and local taxes.
7. Contractor agrees not to discriminate in any form or manner against any person in the performance of services under this Agreement because of a person's race, religion, color, gender, national origin, ancestry, age, disability, or status as a veteran.
8. No portion of this Agreement shall be assigned or subcontracted by Contractor except with the written consent of the GPRD.
9. Contractor hereby expressly assumes all risk and responsibility for any accident, injury, or damage to person or property arising from Contractor's provision of services under this Agreement. Contractor also expressly agrees to indemnify and hold harmless the City of Goshen, Indiana, the Goshen Parks and Recreation Board, and the GPRD,

its successors and assigns, from and against any and all obligations, liability, liens, claims, demands, damages, expenses, fees, costs, fines, penalties, suits, losses, judgments, proceedings, actions, and causes of action of any and every kind and nature, including without limitation, any damage or injury to person or property and all costs , attorney's fees, and expenses incurred in connecting therewith, arising or growing out of or in any way connected with Contractor's provision of services to be provided under this Agreement. Contractor hereby releases the City of Goshen, the Goshen Parks and Recreation Board, and the GPRD from all liability for any action, damage, or injury caused to person or property resulting from the Contractor's provision of services under this Agreement, notwithstanding whether such acts or omissions be active or passive.

10. If any part or parts of this Agreement shall be held to unenforceable for any reason, the remainder of this Agreement shall continue in full force and effect. If any provision of this Agreement is deemed invalid or unenforceable by any court of competent jurisdiction, and if limiting such provision would make the provision valid, then such provision shall be deemed to be construed as so limited.
11. The covenants and conditions contained in this Agreement shall apply to and bind the parties and the heirs, legal representatives, successors, and permitted assigns of all Parties.
12. In any action of any kind relating to this Agreement, each party shall bear the costs of its own attorney's fees.
13. The failure of either party to enforce any provision of this Agreement shall not be deemed a waiver or limitation of that party's right to subsequently enforce and compel strict compliance with every provision of this Agreement.
14. This Agreement constitutes the entire agreement between the Parties and supersedes any prior understanding or representation of any kind preceding the date of this Agreement. There are no other promises, conditions, understandings, or other agreements, whether oral or written, relating to the subject matter of this Agreement. This Agreement may be modified in writing and must be signed by all parties.
15. This Agreement shall be governed by and construed in accordance with the laws of the State of Indiana. If legal action is brought to enforce or interpret the terms of and conditions of this Agreement, the proper venue for such action will be in a court of competent jurisdiction in Elkhart County, Indiana.
16. In all cases where notice is required to the parties, GPRD agrees to be notified via Tanya Heyde, at 607 W. Plymouth Avenue, Goshen, Indiana 46526, Ph: 574.534.2901; and Contractor agrees to be notified at the address and telephone number provided below.

CITY OF GOSHEN

PARKS AND RECREATION DEPARTMENT

Title:_____

CONTRACTOR

Printed Name:_____
Address:_____

Ph:_____



Parks & Recreation Department

CITY OF GOSHEN

524 East Jackson Street · Goshen, IN 46526

Phone (574) 534-2901 · Fax (574) 349-6672

goshenparks@goshencity.com · www.goshenindiana.org

To: Board of Parks and Recreation

From: Parks and Recreation Department

Subject: Notice for Prescribed Prairie Burn

Date: March 11, 2022

The Goshen Parks and Recreation Department plans to conduct a prescribed prairie burn at the Rieth Interpretive Center, 411 W. Plymouth Ave., with the objective of maintaining and restoring plants and habitat. The burn will cover approximately 1.2 acres of prairie south of W. Plymouth Ave., east of the Elkhart River, west of the Millrace Canal and north of the Rieth Interpretive Center building.

It is difficult to provide accurate notice of when the prescribed burn will take place since the decision to commence involves weather dependent conditions. The burn is planned to take place the week of March 21 – March 25, 2022, with a target date of Monday, March 21. If conditions are not suitable on Monday, March 21, the burn will take place another day within the week. The burn will begin at approximately 9:00 am.



Parks & Recreation Department

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Shanklin Pool's rates have not been adjusted since 2005. In order to keep up with market competing market prices and inflation due to concessions cost and staffs wages we ask that the board approve the fee's be updated as noted above. The proposed fee increase would be an increase of \$2 in each admissions category.

Merrifield Pool Mishawaka Rates – No Resident/Non Resident

<u>DAILY</u>		
Toddler (2-4)		\$2.00
Youth (5-17)		\$5.00
Adult		\$6.00
Senior (62+)		\$5.00
Family (Mon - Fri)		\$15.00
Re-entry (6:00-9:00pm)		\$3.00
Spectator		\$3.00

Potawatomi Pool, South Bend

<u>DAILY</u>		
0-2		Free
3-17		\$4.00
18+		\$5.00

Goshen Aquatic Center Rates No Resident/Non Resident

<u>DAILY</u>		
Staff and Seniors		\$2.00
Single		\$3:00

Elkhart Aquatic Center

<u>DAILY</u>		
Members Only		\$20.00 per month

Shanklin Pool Rates/Proposed New Rates

<u>DAILY</u>	Current Resident/Proposed	Non Resident/ Non Resident Proposed
Toddler (1-2)	Free/Free	\$2.00/4.00
Youth (3-17)	\$2.50/\$4.50	\$4.00/\$6.00
Adult (18+)	\$3.50/\$5.50	\$5.00/\$7.00
Senior (60+)	\$2.50/\$4.50	\$4.00/\$6.00



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Due to the shortage of officials and to keep up with current competing market for contracting officials for both volleyball and softball we are asking the board approve an increase in contractual pay from \$25 per game to \$30 per game. The Town of Topeka and Elkhart City Parks both pay \$30 dollars an hour for their officials. This would be an overall increase of \$5 dollars an hour.

SERVICE AGREEMENT

This Agreement is entered into this 1 day of April, 2022 by and between the City of Goshen Parks and Recreation Department, hereinafter referred to as "GPRD" and Brooks Hochstetler hereinafter referred to as "Contractor."

WHEREAS, the GPRD desires to engage Contractor to perform certain services pursuant to the terms and conditions of this Agreement;

NOW, THEREFORE, in consideration of the mutual promises and covenants contained in this Agreement, the parties hereby agree as follows:

1. Contractor shall provide Light and Sound services for the following GPRD program/activity:
PROGRAM NAME: Ballet Spring Concert
DAY(S) & TIME(S): Friday April 14 and Saturday April 15 3-7pm both nights
LOCATION: Goshen Highschool
START DATE: April 2022
END DATE: April 30, 2022
2. GPRD shall pay Contractor for said services the sum of \$800 for both light & sound approximately thirty (30) days after Contractor has satisfactorily, as determined by GPRD, performed all services contemplated by this Agreement. No other payment for these services shall be given from GPRD to Contractor, nor any such other payment demanded or requested by Contractor from GPRD.
3. GPRD reserves the right to cancel the program for any reason upon giving seven (7) days written notice to Contractor.
4. Contractor agrees to notify GPRD as soon as possible if an emergency will prevent Contractor from providing services on the schedule dates as contemplated herein. No program will be cancelled or postponed by Contractor without approval of the GPRD. Contractor may further be required to notify all participants in the program of such cancellation or postponement due to Contractor.
5. Contractor shall be deemed an independent contractor and operate as a separate entity from the City of Goshen and the GPRD. All work done and services provided under this Agreement shall be provided at the highest professional standard and shall be performed to the GPRD's reasonable satisfaction. Failure to do so may result in the termination of this Agreement.
6. Contractor warrants and represents that he or she will comply with all federal, state, and local laws regarding reporting of compensation earned and payment of all federal, state, and local taxes.
7. Contractor agrees not to discriminate in any form or manner against any person in the performance of services under this Agreement because of a person's race, religion, color, gender, national origin, ancestry, age, disability, or status as a veteran.
8. No portion of this Agreement shall be assigned or subcontracted by Contractor except with the written consent of the GPRD.
9. Contractor hereby expressly assumes all risk and responsibility for any accident, injury, or damage to person or property arising from Contractor's provision of services under this Agreement. Contractor also expressly agrees to indemnify and hold harmless the City of Goshen, Indiana, the Goshen Parks and Recreation Board, and the GPRD,

its successors and assigns, from and against any and all obligations, liability, liens, claims, demands, damages, expenses, fees, costs, fines, penalties, suits, losses, judgments, proceedings, actions, and causes of action of any and every kind and nature, including without limitation, any damage or injury to person or property and all costs, attorney's fees, and expenses incurred in connecting therewith, arising or growing out of or in any way connected with Contractor's provision of services to be provided under this Agreement. Contractor hereby releases the City of Goshen, the Goshen Parks and Recreation Board, and the GPRD from all liability for any action, damage, or injury caused to person or property resulting from the Contractor's provision of services under this Agreement, notwithstanding whether such acts or omissions be active or passive.

10. If any part or parts of this Agreement shall be held to unenforceable for any reason, the remainder of this Agreement shall continue in full force and effect. If any provision of this Agreement is deemed invalid or unenforceable by any court of competent jurisdiction, and if limiting such provision would make the provision valid, then such provision shall be deemed to be construed as so limited.
11. The covenants and conditions contained in this Agreement shall apply to and bind the parties and the heirs, legal representatives, successors, and permitted assigns of all Parties.
12. In any action of any kind relating to this Agreement, each party shall bear the costs of its own attorney's fees.
13. The failure of either party to enforce any provision of this Agreement shall not be deemed a waiver or limitation of that party's right to subsequently enforce and compel strict compliance with every provision of this Agreement.
14. This Agreement constitutes the entire agreement between the Parties and supersedes any prior understanding or representation of any kind preceding the date of this Agreement. There are no other promises, conditions, understandings, or other agreements, whether oral or written, relating to the subject matter of this Agreement. This Agreement may be modified in writing and must be signed by all parties.
15. This Agreement shall be governed by and construed in accordance with the laws of the State of Indiana. If legal action is brought to enforce or interpret the terms of and conditions of this Agreement, the proper venue for such action will be in a court of competent jurisdiction in Elkhart County, Indiana.
16. In all cases where notice is required to the parties, GPRD agrees to be notified via Tanya Heyde, at 607 W. Plymouth Avenue, Goshen, Indiana 46526, Ph: 574.534.2901; and Contractor agrees to be notified at the address and telephone number provided below.

CITY OF GOSHEN
PARKS AND RECREATION DEPARTMENT

Title: _____

CONTRACTOR



Printed Name: Brooks Hochstetler
Address: 101 North Winter Ave
Goshen IN 46526
Ph: 574-538-1063