

**PARKS DEPARTMENT
RULES AND REGULATIONS**

RESERVATIONS:

Reservations are required for all park facilities including pavilions, ball fields and gazebo's and shall not be taken prior to January 1st of each new year.

Reservations are required to use the following park pavilions: **Prospect, Burton, North Lake, Johns, Liberty Upstairs & Down, and South Park.** All persons must come into the Utility Collections Office to make reservations for the use of a park facility, complete a Rental Agreement, and pay the required fee. The rental agreement can be found on the City's website, www.ci.mansfield.oh.us or by stopping into the Utility Collections Office.

No reservations can be made over the phone.

No reservations will be made after 12:00 noon on Thursday prior to a weekend reservation.

A renter must be at least 21 years of age to reserve a park pavilion.

All parties must vacate the park premises by 10:00 p.m.

CENTRAL PARK:

Groups requesting the use of Central Park/Gazebo must come into the Mayor's Office to complete a "Special Activities" form. This form will be reviewed and signed by the Public Works Director and Safety-Safety Director. City functions will have priority and others requesting the use of Central Park will be served on a first come first serve basis. There is no charge for using Central Park. Special Activities forms also must be completed for **public events** in any park.

RENTAL FEES:

Effective January 1, 2011, rental fees for the parks are as follows:

Monday through Thursday	\$ 80.00 per day
Friday, Saturday, Sunday or Holiday	\$100.00 per day

The rental fee is due at the time the reservation is made by either cash or check. Checks should be made payable to the City of Mansfield – Parks Department.

There is a charge to use the following pavilions: **Prospect, Burton, North Lake, Johns and Liberty Upstairs.** There is **no charge** for **South Park and Liberty Downstairs** which are open shelters **unless the kitchen is requested to be open. If the kitchen is requested to be open, the above rental fees apply.**

CANCELLATION POLICY:

If there is a cancellation by the party making the reservation, there will be a **non-refundable charge of \$50.00**. The party must come into the Utility Collections to fill out a cancellation form. **Refunds generally take 2-3 weeks for processing.**

EXCEPTIONS:

Groups that do not have to pay for usage of the park pavilions, but must complete a park rental agreement include: **Scout Troops, Neighborhood Watch Groups, Summer Fun, City Programs, Friends of the Parks and City School Classes.**

FUND RAISERS:

Anyone requesting the use of a park for a fundraiser must have a tax exempt I.D. number and complete a Special Activities form.

No person or group may charge any other person or group admission to use or be admitted to a park facility.

Donations to the parks are welcome and are deposited in the Adopt-A-Park fund.

BALL FIELDS:

A written request to use the ball fields, tennis courts or basketball courts will be taken no earlier than the first working day of January of each year. The date received will be recorded on each request. There is no charge to use the ball fields, tennis courts or basketball courts.

The City of Mansfield Recreation Department has preference on ball fields and courts.

There is a limit of 4 times per week for a group to use a ball field, tennis court or basketball court.

All groups must vacate park premises by 10:00 p.m.

EFFECTIVE: January 1, 2011