

## **Policy on Use of Bayside Public Parks & Open Spaces**

Recognizing that the Bayside is a special place to be enjoyed by all community members, the Board of Overseers has adopted the following guidance regarding the use of public spaces for gatherings and events.

### **GENERAL CONDITIONS FOR EVENTS IN PUBLIC SPACES/PARKS**

*The following conditions apply to all events held in public spaces/parks:*

- No event (including set up for the event) shall start before 8 a.m. or extend past 9 p.m. unless specifically approved by the Board of Overseers;
- Generally, events should be limited to three hours or less;
- No physical alteration of the space is allowed;
- Any item brought to the space for the event, including decorations, service items, chairs, etc., must be removed as soon as possible following the event, but no later than the next day;
- All trash and recyclables must be taken away at the end of the event;
- Applicant is financially responsible for any physical damage done to the area, and must notify the Village office or the President of the Board of Overseers of the damage as soon as possible;
- Other park users cannot be excluded from the area during an event, although the applicant/event coordinator can advise that a private event is happening;
- The applicant/event coordinator is responsible for all guests' behavior;
- Maine law prohibits public drinking, and this law will be enforced by public safety/police officers when present and/or when an area is posted for no alcohol consumption – the Board of Overseers cannot authorize the serving or consumption of alcohol in public spaces;
- Use of any sound/amplification system should be used in a manner that minimizes impact on neighboring properties; and
- The applicant/event coordinator is responsible for making guests aware of the Northport Village Corporation Parking Ordinance and the limited availability of public parking.

### **SCHEDULED EVENTS**

Bayside has been the chosen location for many weddings, celebrations of life, and other special events over the years. The persons planning these events have often petitioned the Board of Overseers for approval for the events, which is freely

granted. While this had not been a formal policy, the Board has determined that as a best practice the process for such requests and the conditions for use be set forth as policy.

People requesting to use an outdoor space in one of Bayside's many parks for scheduled events should request permission from the Board of Overseers at least 30 days before the event. The Request for Permission, which is attached to this policy, should include the following information:

- Date and time of event (including how long the event is anticipated to last);
- Anticipated number of guests;
- A list of all anticipated vendors;
- Whether chairs, tables, or other equipment will be brought to the public space;
- Plan for trash removal and returning space to its condition before the event;
- Confirmation that the applicant understands that the Board of Overseers cannot guarantee exclusive use of the public space and that the Northport Village Corporation is not responsible for any injury to any guests during the event.

The Board of Overseers will review the application as soon as feasible and notify the applicant of the response to the request and any special conditions for the event.

**The Northport Village Corporation Is Not Liable For Any Injury To Any Person Attending Any Event, No Matter The Cause Of That Injury. The Applicant/Event Coordinator May Want To Consider Obtaining Insurance For The Event.**

#### REVIEW AND AMENDMENT

1. This policy will be periodically reviewed to ensure its effectiveness and current relevance.
2. Amendments to this policy may be made by the Board of Overseers.

NORTHPORT VILLAGE CORPORATION

REQUEST FOR NON-EXCLUSIVE USE PUBLIC SPACE/PARK FOR EVENT

NOTE: Public spaces and parks are available for the use of all Bayside residents and visitors.

Approval of a scheduled event does not guarantee exclusive use.

1. Person making request: \_\_\_\_\_
2. Date of Event: \_\_\_\_\_
3. Starting time and duration: \_\_\_\_\_
- 4.. Type of Event: \_\_\_\_\_ No. of guests: \_\_\_\_\_
5. If someone other than the person making the request will be in charge of the event, please provide his/her name (e.g., wedding coordinator) \_\_\_\_\_
6. Anticipated Vendors/Do they have insurance for the event?:
  - a. \_\_\_\_\_ Y \_\_N\_\_
  - b. \_\_\_\_\_ Y \_\_N\_\_
  - c. \_\_\_\_\_ Y \_\_N\_\_
  - d. \_\_\_\_\_ Y \_\_N\_\_

7. Will table/chairs/equipment be brought into the public space for the event? Y \_\_N\_\_

Plan for removal after the event?

\_\_\_\_\_

8. Plan for trash removal: \_\_\_\_\_

9. Plan for restroom facilities, e.g., your cottage, neighbors' cottages, port-a-potty?

\_\_\_\_\_

10. Plan for Parking: \_\_\_\_\_

11. Will you obtain liability insurance for the event? (A single event policy is available through the Maine Municipal Association Insurance platform) Y \_\_N\_\_

By submitting this request, the undersigned has read and understands and agrees to comply the  
POLICY FOR USE OF OUTDOOR PUBLIC SPACES/PARKS.

Signature: \_\_\_\_\_