

<b>CITY OF APPLETON PARKS AND RECREATION DEPARTMENT POLICY</b>		<b>TITLE: Use of City of Appleton Parks</b>
<b>ISSUE DATE:</b> February 6, 2008	<b>LAST UPDATE:</b>	<b>TEXT NAME:</b> F:\COMMON POLICIES\Normal and Ordinary Use of City of Appleton Parks
<b>POLICY SOURCE:</b> Parks and Recreation Department		<b>TOTAL PAGES: 2</b>
<b>Reviewed by Attorney's Office:</b>	<b>Parks and Recreation Committee Approval Date: January 23, 2008</b>	<b>Council Approval Date:</b> February 6, 2008

**I. Purpose:**

It is recognized that parks and open spaces allow for many quality of life uses for individuals, organizations and groups and bring certain benefits to the community. At the same time, the City of Appleton is aware that parks and facilities have certain use limitations due to size, available facilities, and location. Therefore, the Parks and Recreation Department has established normal and ordinary use guidelines with the ultimate goal being the preservation of the public's health, safety, welfare, and to promote the responsible use of publicly owned property and facilities under its jurisdiction.

**II. Policy:**

Events or any planned occurrences on City property under the jurisdiction of the Parks and Recreation Department that exceed the normal and ordinary use may be considered special events and be subject to review and licensing within the City of Appleton's Special Events Policy.

**III. Definition:**

- A. Normal and ordinary use – parks and facilities are used in a manner that is consistent with the intent of park and/or facility. (For example, ball diamond complex is used softball/baseball games, tournaments, etc. Pavilions are used for family gatherings, company picnics, etc.)
- B. Normal and ordinary use guidelines of individual park, pavilions and or/facilities are as follows:

<b>Community Parks</b>	<b>Recommended Use</b>
Appleton Memorial	Up to 120 individuals per facility reservation agreement Up to 500 per facility reservation agreement with additional restroom facilities provided by event sponsor,
Erb & Telulah	Up to 200 individuals per facility reservation agreement

Pierce	Up to 500 individuals per facility reservation agreement
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<b>Neighborhood Parks</b>	<b>Recommended Use</b>
Alicia	Not to exceed 120 individuals per facility reservation agreement
City	Not to exceed 120 individuals per facility reservation agreement
Colony Oaks	Not to exceed 120 individuals per facility reservation agreement
Green Meadows	Not to exceed 120 individuals per facility reservation agreement
Highview	Not to exceed 120 individuals per facility reservation agreement
Hoover	Not to exceed 120 individuals per facility reservation agreement
Jaycee	Not to exceed 120 individuals per facility reservation agreement
Jones	Not to exceed 120 individuals per facility reservation agreement
Kiwanis	Not to exceed 120 individuals per facility reservation agreement
Linwood	Not to exceed 120 individuals per facility reservation agreement
Lions	Not to exceed 120 individuals per facility reservation agreement
Lutz	Not to exceed 120 individuals per facility reservation agreement
Peabody	Not to exceed 120 individuals per facility reservation agreement
Schaefer	Not to exceed 120 individuals per facility reservation agreement
Houdini Plaza	Approval of Mayor and/or Parks & Recreation Director required

**Procedures:**

- A. The reservation of parks, pavilions and/or facilities shall follow the Park Pavilion and Special Areas Policy.
- B. The reservation of parks, pavilions and/or facilities that exceed the normal and ordinary use shall follow the procedures identified in the Special Events Policy.