

PARK BOARD AGENDA



MEETING SCHEDULE

Tuesday, June 20, 2023, at 5:00 pm
Council Chambers
229 S. 2nd Street, Elkhart, IN 46516

CALL TO ORDER

1. ROLL CALL

2. APPROVAL OF AGENDA

3. APPROVAL OF MINUTES

- May 16, 2023
- May 30, 2023

4. APPROVAL OF FINANCIALS

- Claims - \$784,178.69
- Donations – \$0
- Grants - \$0

5. NEW BUSINESS MATTERS

- a. Memorandum of Understanding The Village
- b. Memorandum of Understanding Dwight Weber
- c. Updated Wage Resolution

6. OLD BUSINESS

- a. None

7. USE AND EVENT PERMIT

- a. A’Nu COE 1st Fridays – Various Dates – Ullery Park
- b. Elkhart Mennonite Worship – July 30, 2023 – Island Park
- c. Community Unity Back to School Day – August 13, 2023 – McNaughton Park
- d. Rockin’ on the Rails – August 26, 2023 – Parks Stage
- e. Woof Group 4th Annual Breakfast – October 28, 2023 – Dr. Frank Booth Bark Park
- f. Break down the walls- 2023

8. DEPARTMENT REPORT

9. CORRESPONDENCE

- a. None

10. PUBLIC INPUT/PRIVILEGE OF THE FLOOR

ADJOURNMENT

NEXT REGULAR PARK BOARD MEETING JULY 18, 2023, COUNCIL CHAMBERS.
FINANCIALS ONLY MEETING JULY 5, 2023, PARKS OFFICE

City of Elkhart Parks & Recreation Park Board Minutes



DATE: May 16, 2023

TIME: 5:07 PM

LOCATION: City of Elkhart Parks & Recreation
Council Chambers
229 S. 2nd Street, Elkhart, IN 46516

Call to Order at 5:00 PM.

1. Roll Call- Quorum Present
BOARD MEMBERS PRESENT

Sarah Santerre President Absent	Nekeisha Alayna Alexis Vice President	Mark Datema Secretary	Christopher Baiker Treasurer

2. Approval of Agenda

Motion to Approve Agenda

Motion: MD

Second: CB

Motion passes with unanimous voice vote

3. Approval of Minutes

April 18, 2023

Motion to Approve

Motion: MD

Second: CB

Motion passes with unanimous voice vote

4. Approval of Financials

Claims: \$131,490.90

Donations: \$0

Grants: \$0

Motion to discuss, approve and place on file

Motion: MD

Second: CB

Motion passes with unanimous voice vote

There are no questions from the Board.

5. New Business

a. 2023 Fee Schedule Amendments

Mr. Czarnecki states the Mayor's office and Human Resources want to offer benefits to city employees, and parks will offer a 20% discount on pavilion rental fees for city employees. The Department is also adding rental fees for the Party Patios at the aquatic facilities.
Motion to approve

City of Elkhart Parks & Recreation

Park Board Minutes



Motion: MD

Second: CB

Motion passes with unanimous voice vote

b. Entertainment Contracts

Ms. Krask explains that contracts are standard contracts the Legal Department provides for all entertainment for Parks events.

Motion to approve

Motion: MD

Second: CB

Motion passes with unanimous voice vote

c. Memorandum of Understanding Shark in the Park Summer Workout Series

Ms. Ixmattlahua presents the MOU. Tina Sharkey, fitness instructor, will offer fitness classes in Walker Park

Motion to approve

Motion: MD

Second: CB

Motion passes with unanimous voice vote

d. Memorandum of Understanding Soccer Camps

Ms. Ixmattlahua presents the MOU. Julio De La Croix, a semi-pro soccer player from Elkhart, will be doing three soccer camps for the Department at Studebaker Park.

Motion: MD

Second: CB

Motion passes with unanimous voice vote

e. Michiana Rental Contract

Ms. Krask states that the contract is for a tent rental for Rhapsody Arts and Music Festival.

Motion to approve signing the contract electronically

Motion: MD

Second: CB

Motion passes with unanimous voice vote

6. Old Business

a. None

7. Use and Event Permit

a. Picnic at the Park – Various Dates – McNaughton Park

Ms. Beth Pittman of Crossroads Community Church presents the permit. Crossroads Community Church would like to host free picnics at McNaughton Park on Thursdays from Noon to 1 pm.

Due to other things going on in the park at that time, the location may need to change.

Motion to approve contingent on the Superintendent's approval for the new location

Motion: MD

Second: CB

Motion passes with unanimous voice vote

b. Church in the Park – Various Dates – Weston Park, Kardzhali Park, and Ullery Park

Ms. Ashley LeCount of Crossroads Community Church presents the permit. They would like to broadcast their service in the parks and provide a cookout for the community.

Motion to approve contingent on Health Department approval

Motion: MD

Second: CB

Motion passes with unanimous voice vote

c. Summer Reading End Party – July 20, 2023 – NIBCO Water & Ice Park & Kardzhali Park

City of Elkhart Parks & Recreation

Park Board Minutes



Ms. Jill Martinson of the Elkhart Public Library presents the permit. The library wants to hold its annual summer reading end party at NIBCO Water & Ice Park and Kardzhali Park.

Motion to MD

Motion: CB

Second: NAA

Motion passes with unanimous voice vote

d. **Thor Elkhart River Walk Grand Prix – August 2-6, 2023 – NIBCO Water & Ice Park & Kardzhali Park**

Ms. Krask presents the permit on behalf of Kristy Sommers. The event uses NIBCO as a staging area and Kardzhali for the cornhole tournament.

Motion to approve

Motion: MD

Second: CB

Motion passes with unanimous voice vote

e. **Lemonade Day – June 3, 2023 – Various Parks**

Ms. Krask presents the permit. Junior Achievement's Lemonade Day is Saturday, June 3. The Department would like to grant permission for children participating to set up in city parks.

Motion to approve

Motion: MD

Second: CB

Motion passes with unanimous voice vote

f. **Elkhart's Independence Day Celebration – July 1, 2023 – Kardzhali Park**

Ms. Krask presents the permit. Kardzhali Park is used to set off the fireworks.

Motion to approve

Motion: MD

Second: CB

Motion passes with unanimous voice vote

8. Department Report

Mr. Czarnecki states that the Department is busy preparing for summer. The new software program, CivicRec, is almost ready to use. Governor Holcomb came for the River Greenway Trail ribbon cutting. The kiddie pool has been removed from Ideal Beach. Aquatic facilities are preparing to open. Summer hiring is ongoing.

Ms. Krask informs the Board about events. Farmers Market has started and has been busy. Event Aides are being hired. Upcoming events include Rhapsody Arts & Music Festival and Summer Chill. Two parks have been adopted through the Adopt a Park Program.

Ms. Ixmattlahua provides updates on programming. The Roosevelt afterschool program has over 150 participants with 20 high school student mentors. Line dancing continues, and photography class, watercolors, and CPR have all finished. Upcoming programs include ADEC bird hikes, Bike Rodeo, and the Peace Run and Unity Rally.

Mr. McCray provides the Board with the ranger report for April. Mr. McCray will be leaving the Department to go to the Police Department by the end of May.

9. Public Input/Privilege of the Floor

Ms. Alexis opens the privilege of the floor.

Ms. Alexis closes the privilege of the floor.

10. Approval for Adjournment

Motion to adjourn

Motion: MD

City of Elkhart Parks & Recreation

Park Board Minutes



Second: CB
Motion passes with unanimous voice vote
Adjourn 6:07 pm

PARKS & RECREATION STAFF MEMBERS IN ATTENDANCE

Jamison Czarnecki, Superintendent Luisa Ixmattlahua-Garay, Program Coordinator Sherry Krask, Event Coordinator Nick Cron, Operations Manager	Sommer Bowers, Office Manager Jennifer Kobie, Recording Secretary Stan McCray, Lead Park Ranger
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ADDITIONAL CITY EMPLOYEES AND GUESTS IN ATTENDANCE

Ms. Jill Martinson, Elkhart Public Library	Ms. Rose Rivera, Legal Department Ms. Ashley LeCount, via Webex	Ms. Beth Pittman, via Webex
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Minutes Certification:

Respectfully Submitted,

Recording Secretary Jennifer Kobie

Date

Park Board President Sarah Santerre

Date

Park Board Secretary Mark Datema

Date

City of Elkhart Parks & Recreation

Park Board Minutes



DATE: May 30, 2023

TIME: 5:00 PM

LOCATION: City of Elkhart Parks & Recreation
229 S. 2nd Street, Elkhart, IN 46516

Call to Order at 5:04 PM.

1. Roll Call- Quorum Present BOARD MEMBERS PRESENT

Sarah Santerre President	Nekeisha Alayna Alexis Vice President	Mark Datema Secretary	Chris Baiker Treasurer
	Absent, Eric Trotter, Proxy		Absent Joe Foy, Proxy

2. Approval of Agenda

Motion to Approve Agenda

Motion: JF

Second: ET

Motion passes with a unanimous voice vote

3. Approval of Financials

Claims: \$16,564.50

Donations: \$0

Grants: \$0

Motion to discuss, approve and place on file

Motion: MD

Second: JF

Motion passes with a unanimous voice vote

There were no questions from the Board.

4. New Business

a. Billboard Contract

Ms. Bowers explains that the contract is for two more billboards. One for Summer Chill and one for the Farmers Market.

Motion: MD

Second: JF

Motion passes with a unanimous voice vote

b. Memorandum of Understanding Elkhart Dahlia Society

Ms. Ixmatlahua presents the MOU. In exchange for free pavilion use, the society is providing line dancing classes and CPR certification classes.

Motion to approve

Motion: MD

Second: ET

Motion passes with unanimous voice vote

c. Memorandum of Understanding Christopher Baiker

City of Elkhart Parks & Recreation

Park Board Minutes



Mr. Baiker is providing fly fishing lessons.

Motion to approve contingent on conflict of interest

Motion: JF

Second: MD

Motion passes with unanimous voice vote

d. **Memorandum of Understanding Rachel Inks**

Ms. Inks is providing a senior balance class and a grandma and me class.

Motion to approve

Motion: MD

Second: JF

Motion passes with unanimous voice vote

e. **Memorandum of Understanding The Quantum Realm Institute**

The Quantum Realm is providing Yoga and Holistic Health intro classes.

Motion to approve

Motion: JF

Second: MD

Motion passes with unanimous voice vote

f. **Memorandum of Understanding Pause and Paint**

The Pause and Paint program is for the day camp program.

Motion to approve pending conflict of interest signature and background checks

Motion: MD

Second: JF

Motion passes with unanimous voice vote

g. **Memorandum of Understanding Julie Cotton**

Ms. Cotton is providing kickboxing and meditation classes, bilates and meditation classes, and improv comedy classes.

Motion to approve

Motion: MD

Second: JF

Motion passes with unanimous voice vote

5. Public Input/Privilege of the Floor

Ms. Santerre opens the privilege of the floor.

Ms. Santerre closes the privilege of the floor.

6. Approval for Adjournment

Motion to adjourn

Motion: MD

Second: JF

Motion passes with a unanimous voice vote

Adjourn 5:27 pm

PARKS & RECREATION STAFF MEMBERS IN ATTENDANCE

Jamison Czarnicki, Superintendent Luisa Ixmattlahua, Program Coordinator Nick Cron, Operations Manager	Jennifer Kobie, Recording Secretary Sommer Bowers, Office Manager
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ADDITIONAL CITY EMPLOYEES AND GUESTS IN ATTENDANCE

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City of Elkhart Parks & Recreation Park Board Minutes



Minutes Certification:

Respectfully Submitted,

Recording Secretary Jennifer Kobie

Date

Park Board President Sarah Santerre


Date

Park Board Secretary Mark Datema

Date

PARKS BOARD
CLAIM AND ALLOWANCE DOCKET

I HEREBY CERTIFY THAT EACH OF THE ABOVE LISTED VOUCHERS AND INVOICES OR BILLS ATTACHED THERETO ARE TRUE AND CORRECT AND I HAVE AUDITED SAME IN ACCORDANCE WITH IC 5-11-10-1.6. I ALSO HEREBY CERTIFY THAT THESE VOUCHERS AND INVOICES REPRESENT GOODS AND/OR SERVICES THAT ARE FOR THE BENEFIT OF THE CITY OF ELKHART AND THAT APPROPRIATIONS FOR THESE EXPENDITURES HAVE BEEN DULY MADE OR OTHERWISE AUTHORIZED BY THE CITY COUNCIL AND OTHER APPROPRIATE AUTHORITY.

June 16th, 2023 _____
JAMIE ARCE - CONTROLLER

IN RELIANCE ON THE ABOVE CERTIFICATION, CLAIMS IN THE TOTAL AMOUNT OF \$784,178.69 AS LISTED ON THE REGISTER ATTACHED HERETO CONSISTING OF 9 PAGES, ARE HEREBY APPROVED EXCLUDING ANY CLAIMS WITHHELD AS SHOWN ON THE SEPARATE SUMMARY OF PENDING CLAIMS.

EXECUTED THIS 20TH DAY OF JUNE 2023 BY:

PRESIDENT

SARAH SANTERRE

VICE PRESIDENT

NEKEISHA ALAYNA ALEXIS

SECRETARY

MARK DATEMA

TREASURER

CHRISTOPHER BAIKER

ORIGINAL COPY MUST BE RETAINED IN THE CONTROLLER'S OFFICE



City of Elkhart

City of Elkhart

Expense Approval Report

By Fund

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
Fund: 2204 - PARK & RECREATION					
SON CHHUON	R00622110	06/20/2023	Pavilion Rental Refund - McNa	2204-5-501-4581000	420.56
NICOLE WILLIAMS	R00627243	06/20/2023	Pavilion Refund - McNaughto	2204-5-501-4581000	210.28
AMERICAN NATIONAL RED CR	22581056	06/20/2023	Lifeguarding Certification Bun	2204-5-501-4220150	368.00
RICOH, USA	107177624	06/20/2023	Rent for Parks Copier	2204-5-501-4370200	107.52
BIG C LUMBER CO INC	1830753	06/20/2023	Siding for Studebaker Pavilion	2204-5-501-4360500	6,225.00
ADOLPH KIEFER AND ASSOCIA	INV001311852	06/20/2023	Lifeguard Uniforms-Shirts	2204-5-501-4220150	3,708.17
MENARD, INC	31970	06/20/2023	Studebaker Remodel - Repairs	2204-5-501-4360500	183.51
A & R MACHINE SHOP LLP	5382	06/20/2023	High Dive Fence	2204-5-501-4440500	4,464.00
PETTY CASH / JAMISON CZAR	PSPL-0007-2016	06/20/2023	Pool License	2204-5-501-4220150	75.00
PETTY CASH / JAMISON CZAR	PSPL-0008-2016	06/20/2023	Pool License	2204-5-501-4220150	75.00
PETTY CASH / JAMISON CZAR	PSPL-0009-2016	06/20/2023	Pool License	2204-5-501-4220150	75.00
AMAZON CAPITAL SERVICES I	19LV-43FF-QH4M	06/20/2023	Operating Supplies - Day Cam	2204-5-501-4220150	443.47
GREG RIEKSECKER	9858	06/20/2023	Riverview Staff Shirts	2204-5-501-4220150	288.00
ELKHART COMMUNITY SCHO	E21956	06/20/2023	Radio Advertising - Facility Ad	2204-5-501-4330300	207.00
MENARD, INC	32389	06/20/2023	Studebaker Remodel - Repairs	2204-5-501-4360500	162.66
YODER OIL COMPANY INC	CL77026	06/20/2023	Park Department Gasoline	2204-5-501-4220210	515.44
NEWCO	I393-28755	06/20/2023	Private Party Signs-McNghtn S	2204-5-501-4220150	80.76
ADOLPH KIEFER AND ASSOCIA	INV001319916	06/20/2023	Lifeguard Supplies	2204-5-501-4220150	78.50
RICOH USA, INC	5067417362	06/20/2023	Copier Read - May	2204-5-501-4210500	303.18
ADOLPH KIEFER AND ASSOCIA	INV001320910	06/20/2023	Lifeguard Uniforms	2204-5-501-4220150	636.50
LRS HOLDINGS LLC	PS536846	06/20/2023	Portable Restrooms - Studeba	2204-5-501-4370200	181.00
LRS HOLDINGS LLC	PS536847	06/20/2023	Portable Restrooms - McNaug	2204-5-501-4370200	217.00
LRS HOLDINGS LLC	PS536848	06/20/2023	Portable Restrooms - Walker	2204-5-501-4370200	136.00
LRS HOLDINGS LLC	PS536849	06/20/2023	Portable Restrooms - Willowd	2204-5-501-4370200	136.00
LRS HOLDINGS LLC	PS536850	06/20/2023	Portable Restrooms - Pierre M	2204-5-501-4370200	136.00
TERRIN ALLEN	R00663265	06/20/2023	Pavilion Refund - McNaughto	2204-5-501-4581000	210.28
PETTY CASH / JAMISON CZAR	632023	06/20/2023	McNaughton Spray Park	2204-5-501-4220150	24.08
MENARD, INC	32700	06/20/2023	Outreach Kit	2204-5-501-4220150	29.99
HERON ENVIRONMENTAL LLC	23-0535	06/20/2023	Environmental Site Assessme	2204-5-501-4310400	1,400.00
BUGSY'S ELKHART EXTERMIN	24819	06/20/2023	Pest Control - may	2204-5-501-4390912	210.00
MENARD, INC	32534	06/20/2023	Aquatic Supplies for Facilit	2204-5-501-4220150	189.93
PETTY CASH / JAMISON CZAR	662023	06/20/2023	Day Camp Supplies	2204-5-501-4220150	33.71
PETTY CASH / JAMISON CZAR	2305	06/20/2023	Day Camp Supplies	2204-5-501-4220150	10.25
LUISA IXMATLAHUA	9676	06/20/2023	Camp Snacks Supplies	2204-5-501-4220150	56.35
LUISA IXMATLAHUA	9677	06/20/2023	Camp Snack Supplies	2204-5-501-4220150	317.43
AMAZON CAPITAL SERVICES I	1TR7-1R1V-LT11	06/20/2023	Office Supplies - Laminating S	2204-5-501-4210500	64.98
AMAZON CAPITAL SERVICES I	1TR7-1R1V-LT11	06/20/2023	Office Supplies - Laminating S	2204-5-501-4220150	151.39
Fund 2204 - PARK & RECREATION Total:					22,131.94
Fund: 2314 - PARKS DONATION					
RICHARD K KALIL	3721	06/20/2023	Summerchill Event Performer	2314-5-124-4390900	800.00
Fund 2314 - PARKS DONATION Total:					800.00
Fund: 2520 - PARK PROGRAM					
PETTY CASH / JAMISON CZAR	R00654515	06/20/2023	Program Refund	2520-5-508-4581000	90.00
AMAZON CAPITAL SERVICES I	1NLP-FM3C-JM1K	06/20/2023	Operating Supplies - Day Cam	2520-5-630-4220150	372.35
AMAZON CAPITAL SERVICES I	1NLP-FM3C-JM1K	06/20/2023	Operating Supplies - Day Cam	2520-5-630-4220150	152.41
GORDON FOOD SERVICE INC	779283504	06/20/2023	Ideal Beach Concessions Supp	2520-5-580-4220150	46.50
MICHAEL WELLS	23256	06/20/2023	Summer Concert Series Event	2520-5-630-4390510	1,500.00
LESTER EADS	5122023	06/20/2023	Event Performer - Hideous Bu	2520-5-630-4390510	700.00
MELANIE STEPHIC	7479214	06/20/2023	Ideal Beach Cleaning Supplies	2520-5-509-4220150	45.48
B E S INC	1857633	06/20/2023	Concessions Supplies - Rivervi	2520-5-580-4220150	985.96
GORDON FOOD SERVICE INC	779283999	06/20/2023	Riverview Concessions Suppli	2520-5-580-4220150	3.79
MENARD, INC	31681	06/20/2023	Rhapsody - Building Supplies	2520-5-630-4220150	38.68
SHERWIN WILLIAMS	7653-5	06/20/2023	Ideal Beach- Paint	2520-5-509-4220150	195.40

Expense Approval Report

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
COCA-COLA CONSOLIDATED, I	23337206878	06/20/2023	Ideal Beach Concession Suppli	2520-5-580-4220150	1,049.68
MENARD, INC	31880	06/20/2023	Rhapsody - Building Supplies	2520-5-630-4220150	34.85
B E S INC	1857762	06/20/2023	Concessions Supplies - Rivervi	2520-5-580-4220150	540.66
B E S INC	1857763	06/20/2023	Concessions Supplies - McNau	2520-5-580-4220150	1,016.24
B E S INC	1857764	06/20/2023	Concessions Supplies - Pierre	2520-5-580-4220150	1,016.24
B E S INC	1857765	06/20/2023	Concessions Supplies - Ideal B	2520-5-580-4220150	1,016.24
MARTIN MARKETING SPECIAL	20909-1	06/20/2023	Farmer's Market Shirts	2520-5-630-4220150	161.15
MENARD, INC	32032	06/20/2023	Rhapsody - Building Supplies	2520-5-630-4220150	63.10
GORDON FOOD SERVICE INC	779284419	06/20/2023	McNaughton Spray Pk Conces	2520-5-580-4220150	629.78
GORDON FOOD SERVICE INC	779284422	06/20/2023	Pierre Moran Pool Concession	2520-5-580-4220150	579.63
GORDON FOOD SERVICE INC	779284448	06/20/2023	Ideal Beach Concessions Supp	2520-5-580-4220150	383.36
GORDON FOOD SERVICE INC	779284449	06/20/2023	Riverview Concessions Suppli	2520-5-580-4220150	163.41
COCA-COLA CONSOLIDATED, I	23334207402	06/20/2023	McNaughton Spray Park Conc	2520-5-580-4220150	862.56
GORDON FOOD SERVICE INC	779284547	06/20/2023	Ideal Beach Concessions Supp	2520-5-580-4220150	172.98
ELKHART COMMUNITY SCHO	E21958	06/20/2023	Radio Advertising - Farmer's	2520-5-630-4220150	378.00
ELKHART COMMUNITY SCHO	E22041	06/20/2023	Radio Advertising - Rhapsody	2520-5-630-4220150	345.00
LESEM CARIRILLO	R00649417	06/20/2023	Event Refund - Rhapsody Ven	2520-5-630-4581000	100.00
HIMCO WASTE-AWAY SERVICE	031205845	06/20/2023	Trash Services for Ideal Beach	2520-5-509-4390912	240.03
MELANIE STEPHIC	7479062	06/20/2023	Ideal Beach Supplies	2520-5-580-4220150	223.36
GORDON FOOD SERVICE INC	779284604	06/20/2023	Riverview Concessions Suppli	2520-5-580-4220150	79.98
GORDON FOOD SERVICE INC	779284605	06/20/2023	Pierre Moran Pool Concession	2520-5-580-4220150	111.93
HERSHEY CREAMERY COMPA	INVE0019180432	06/20/2023	Concessions - Riverview- Ice C	2520-5-580-4220150	458.88
HERSHEY CREAMERY COMPA	INVE0019180441	06/20/2023	Concessions - PM Pool - Ice Cr	2520-5-580-4220150	796.80
HERSHEY CREAMERY COMPA	INVE0019180724	06/20/2023	Concessions - McNaughton Sp	2520-5-580-4220150	938.88
HERSHEY CREAMERY COMPA	INVE0019181961	06/20/2023	Concessions - Ideal Beach-Ice	2520-5-580-4220150	674.88
B E S INC	1857890	06/20/2023	Concession Supplies - Ideal Be	2520-5-580-4220150	402.00
ALEXANDRA HIBSHMAN	6012023	06/20/2023	MOU Watercolors Class Instru	2520-5-508-4390900	1,224.00
GORDON FOOD SERVICE INC	779284673	06/20/2023	Pierre Moran Pool Concession	2520-5-580-4220150	99.90
GORDON FOOD SERVICE INC	779284710	06/20/2023	Riverview Concessions Suppli	2520-5-580-4220150	114.88
GORDON FOOD SERVICE INC	779284711	06/20/2023	Riverview Concessions Suppli	2520-5-580-4220150	24.43
GORDON FOOD SERVICE INC	779284712	06/20/2023	Pierre Moran Pool Concession	2520-5-580-4220150	24.43
GORDON FOOD SERVICE INC	779284713	06/20/2023	Ideal Beach Concessions Supp	2520-5-580-4220150	69.43
GORDON FOOD SERVICE INC	779284728	06/20/2023	Concessions - Ideal Beach	2520-5-580-4220150	117.96
PETTY CASH / JAMISON CZAR	9974817	06/20/2023	Ideal Beach Supplies	2520-5-509-4220150	27.15
GORDON FOOD SERVICE INC	779284770	06/20/2023	Concessions - McNaughton	2520-5-580-4220150	115.96
GORDON FOOD SERVICE INC	779284783	06/20/2023	Concessions -	2520-5-580-4220150	32.89
SHERRY L. KRASK	6042023	06/20/2023	Rhapsody Snack Supplies	2520-5-630-4220150	96.02
GORDON FOOD SERVICE INC	779284808	06/20/2023	Concessions - Ideal Beach	2520-5-580-4220150	308.40
B E S INC	1857992	06/20/2023	Concessions - McNaughton Sp	2520-5-580-4220150	127.98
MENARD, INC	32700	06/20/2023	Rhapsody Supplies	2520-5-630-4220150	75.11
SHERRY L. KRASK	6052023	06/20/2023	Rhapsody Supplies-Kids Tent S	2520-5-630-4220150	30.76
PETTY CASH / JAMISON CZAR	652023	06/20/2023	Rhapsody Food	2520-5-630-4220150	180.56
GORDON FOOD SERVICE INC	779284842	06/20/2023	Concessions - Riverview	2520-5-580-4220150	120.41
GORDON FOOD SERVICE INC	779284843	06/20/2023	Concessions - McNaughton	2520-5-580-4220150	120.41
GORDON FOOD SERVICE INC	779284873	06/20/2023	Concessions - Riverview	2520-5-580-4220150	239.94
GORDON FOOD SERVICE INC	779284874	06/20/2023	Concessions - Pierre Moran P	2520-5-580-4220150	39.93
GORDON FOOD SERVICE INC	779284875	06/20/2023	Concessions - McNaughton	2520-5-580-4220150	18.99
GORDON FOOD SERVICE INC	779284914	06/20/2023	Concessions - McNaughton	2520-5-580-4220150	80.51
GORDON FOOD SERVICE INC	779284931	06/20/2023	Concessions - Ideal Beach	2520-5-580-4220150	17.45
MARTIN MARKETING SPECIAL	20923-1	06/20/2023	Rhapsody T-Shirts	2520-5-630-4220150	1,471.00
GORDON FOOD SERVICE INC	779284972	06/20/2023	Concessions - Pierre Moran P	2520-5-580-4220150	183.65
B E S INC	1857977	06/20/2023	Concessions - McNaughton Sp	2520-5-580-4220150	576.10
PETTY CASH / JAMISON CZAR	05392	06/20/2023	Rhapsody Food	2520-5-630-4220150	300.00
SHERRY L. KRASK	378414	06/20/2023	Rhapsody Event Supplies - Dri	2520-5-630-4220150	53.84
DT SOFT SERVE, LLC	427058	06/20/2023	Concessions - Riverview	2520-5-580-4220150	414.26
MARTIN SUPERMARKET #14	692023	06/20/2023	Ice Bags for Rhapsody	2520-5-630-4220150	38.32
GORDON FOOD SERVICE INC	779285043	06/20/2023	Concessions - Pierre Moran P	2520-5-580-4220150	87.97
GORDON FOOD SERVICE INC	779285044	06/20/2023	Concessions - McNaughton	2520-5-580-4220150	221.72
GORDON FOOD SERVICE INC	779285065	06/20/2023	Concessions - Riverview	2520-5-580-4220150	218.88
GORDON FOOD SERVICE INC	779285066	06/20/2023	Concessions - McNaughton	2520-5-580-4220150	37.98

Expense Approval Report

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
GORDON FOOD SERVICE INC	779285067	06/20/2023	Concessions - Riverview	2520-5-580-4220150	137.95
GORDON FOOD SERVICE INC	779285112	06/20/2023	Concessions - McNaughton	2520-5-580-4220150	67.44
GORDON FOOD SERVICE INC	779285113	06/20/2023	Concessions - Pierre Moran P	2520-5-580-4220150	17.45
GORDON FOOD SERVICE INC	779285114	06/20/2023	Concessions - Riverview	2520-5-580-4220150	339.92
GORDON FOOD SERVICE INC	779285169	06/20/2023	Concessions - Pierre Moran P	2520-5-580-4220150	182.78
MARIETTA CAPPELLETTI	05082023	06/20/2023	Farmer's Market Event Kids D	2520-5-630-4390510	500.00
NEIL CRUM	05082023-1	06/20/2023	Independence Day Event Perform	2520-5-630-4390510	500.00
COCA-COLA CONSOLIDATED, I	36031035018	06/20/2023	Concessions - McNaughton	2520-5-580-4220150	981.76
ULTRAFAB	72301	06/20/2023	Independence Day Event Perf	2520-5-630-4390510	1,500.00
MICHAEL D STANIFORD	92327-1	06/20/2023	Farmer's Market Kids Day Eve	2520-5-630-4390510	285.00
EDWARD J. BELLOWES	003774-6142023	06/20/2023	Umpire Services	2520-5-508-4390931	60.00
RONALD D. GUYER	003783-6142023	06/20/2023	Umpire Services	2520-5-508-4390931	300.00
JOSHUA REED	023738-6142023	06/20/2023	Umpire Services	2520-5-508-4390931	240.00
JOSEPH R. BOWEN	024990-6142023	06/20/2023	Umpire Services	2520-5-508-4390931	240.00
JOSE ALBGETO BRAVO	025993-6142023	06/20/2023	Umpire Services	2520-5-508-4390931	360.00
TONY W MACIK	025994-6142023	06/20/2023	Umpire Services	2520-5-508-4390931	240.00
JUSTIN M RANDALL	025995-6142023	06/20/2023	Umpire Services	2520-5-508-4390931	240.00
Fund 2520 - PARK PROGRAM Total:					29,673.71
Fund: 7740 - SALES TAX					
SON CHHUON	R00622110	06/20/2023	Pavillon Rental Refund - McNa	7740-4-000-3120708	29.44
NICOLE WILLIAMS	R00627243	06/20/2023	Pavillon Refund - McNaughto	7740-4-000-3120708	14.72
TERRIN ALLEN	R00663265	06/20/2023	Pavilion Refund - McNaughto	7740-4-000-3120708	14.72
Fund 7740 - SALES TAX Total:					58.88
Grand Total:					52,664.53

Report Summary

Fund Summary

Fund	Expense Amount
2204 - PARK & RECREATION	22,131.94
2314 - PARKS DONATION	800.00
2520 - PARK PROGRAM	29,673.71
7740 - SALES TAX	58.88
Grand Total:	52,664.53

Account Summary

Account Number	Account Name	Expense Amount
2204-5-501-4210500	Office Supplies	368.16
2204-5-501-4220150	Operating Supplies	6,641.53
2204-5-501-4220210	Gasoline	515.44
2204-5-501-4310400	Professional Services	1,400.00
2204-5-501-4330300	Advertising	207.00
2204-5-501-4360500	Repairs & Maintenance -	6,571.17
2204-5-501-4370200	Equipment Leases	913.52
2204-5-501-4390912	Contract Services	210.00
2204-5-501-4440500	Other Equipment	4,464.00
2204-5-501-4581000	Unappropriated	841.12
2314-5-124-4390900	Other Services & Chrgs P	800.00
2520-5-508-4390900	Other Services & Charge	1,224.00
2520-5-508-4390931	Contract Labor - Umplre	1,680.00
2520-5-508-4581000	Unappropriated	90.00
2520-5-509-4220150	Operating Supplies	268.03
2520-5-509-4390912	Contract Services	240.03
2520-5-580-4220150	Operating Supplies	17,295.50
2520-5-630-4220150	Operating Supplies	3,791.15
2520-5-630-4390510	Ent & Prod Expense	4,985.00
2520-5-630-4581000	Unappropriated	100.00
7740-4-000-3120708	Rental Sales Tax - Parks	58.88
	Grand Total:	52,664.53

Project Account Summary

Project Account Key	Expense Amount
None	52,664.53
Grand Total:	52,664.53



City of Elkhart

City of Elkhart

Expense Approval Report

By Fund

Payment Dates 5/26/2023 - 6/16/2023

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
Fund: 1101 - GENERAL					
STORAGE RENTAL OF AMERIC	50317	06/02/2023	Storage Units - Dev Services	1101-5-016-4390900	178.00
Fund 1101 - GENERAL Total:					178.00
Fund: 2204 - PARK & RECREATION					
COMCAST CABLE	0941317-051223	05/26/2023	INTERNET SVC- MAY- PK	2204-5-501-4320400	116.85
INDIANA MICHIGAN POWER	04138884905-051723	05/26/2023	353 S ELKHART- PK	2204-5-501-4350100	96.70
INDIANA MICHIGAN POWER	04220223400-051723	05/26/2023	135 N ELKHART- PK	2204-5-501-4350100	164.82
INDIANA MICHIGAN POWER	04253609608-051723	05/26/2023	147 N ELKHART- PK	2204-5-501-4350100	41.75
INDIANA MICHIGAN POWER	04492922507-051723	05/26/2023	133 N ELKHART- PK	2204-5-501-4350100	373.61
COMCAST CABLE	0910809-051723	06/02/2023	300 RIVERVIEW- PK	2204-5-501-4320400	109.85
INDIANA MICHIGAN POWER	04215794407-051823	05/26/2023	1235 E HIGH- PK	2204-5-501-4350100	74.25
COMCAST CABLE	0909983-051823	06/02/2023	635 ARCADE- MPK	2204-5-501-4320400	108.35
STORAGE RENTAL OF AMERIC	50317	06/02/2023	Storage Units - Parks	2204-5-501-4390900	195.00
FRONTIER NORTH INC.	5741010015-051923	06/02/2023	PHONE SVC- MAY- PK	2204-5-501-4320400	47.41
NORTHERN INDIANA PUBLIC S	0441000024-052223	06/02/2023	701 ARCADE- PK	2204-5-501-4350200	132.44
NORTHERN INDIANA PUBLIC S	1735700094-052223	06/02/2023	500 E BEARDSLEY- PK	2204-5-501-4350200	98.83
NORTHERN INDIANA PUBLIC S	7549100062-052223	06/02/2023	1320 OLIVE- PK	2204-5-501-4350200	89.60
INDIANA MICHIGAN POWER	04028164509-052323	06/02/2023	110 E GARFIELD- PK	2204-5-501-4350100	143.26
INDIANA MICHIGAN POWER	04792516603-052323	06/02/2023	215 E INDIANA- PK	2204-5-501-4350100	44.83
INDIANA MICHIGAN POWER	04187415601-052523	06/02/2023	1100 MCDONALD- PK	2204-5-501-4350100	351.02
ELKHART PUBLIC UTILITIES	4100410004-052623	06/02/2023	SUPERIOR & RIVERVIEW- PK	2204-5-501-4350400	71.16
ELKHART PUBLIC UTILITIES	4100410104-052623	06/02/2023	SUPERIOR & RIVERVIEW- PK	2204-5-501-4350400	99.12
ELKHART PUBLIC UTILITIES	4100411004-052623	06/02/2023	JOYCE & SUPERIOR- PK	2204-5-501-4350400	53.53
ELKHART PUBLIC UTILITIES	4131505004-052623	06/02/2023	JOHNSON- PK	2204-5-501-4350400	33.81
ELKHART PUBLIC UTILITIES	4208320000-052623	06/02/2023	1020 MCDONALD- PK	2204-5-501-4350400	58.57
ELKHART PUBLIC UTILITIES	4262367905-052623	06/02/2023	1607 STERLING- PK	2204-5-501-4350400	17.63
NORTHERN INDIANA PUBLIC S	2157000015-053023	06/09/2023	1020 MCDONALD- PK	2204-5-501-4350200	120.10
NORTHERN INDIANA PUBLIC S	2157360055-053023	06/09/2023	301 NIBCO- PK	2204-5-501-4350200	87.92
INDIANA MICHIGAN POWER	04058946304-053123	06/09/2023	401 RIVERVIEW- PK	2204-5-501-4350100	24.65
INDIANA MICHIGAN POWER	04215485709-053123	06/09/2023	131 TAYLOR- PK	2204-5-501-4350100	294.79
INDIANA MICHIGAN POWER	04116178304-060123	06/09/2023	624 E JACKSON- PK	2204-5-501-4350100	27.39
INDIANA MICHIGAN POWER	04196896700-060123	06/09/2023	101 GOSHEN- PK	2204-5-501-4350100	50.36
COMCAST BUSINESS	174667962-060123	06/16/2023	PHONE SVC- JUNE- PK	2204-5-501-4320400	92.96
INDIANA MICHIGAN POWER	04267434407-060523	06/16/2023	1324 MARGUERITE- PK	2204-5-501-4350100	283.21
INDIANA MICHIGAN POWER	04844997017-060523	06/16/2023	52256 IDEAL BEACH- PK	2204-5-501-4350100	887.96
INDIANA MICHIGAN POWER	04271939508-060923	06/16/2023	500 E BEARDSLEY- PK	2204-5-501-4350100	24.62
INDIANA MICHIGAN POWER	04925947501-060923	06/16/2023	1320 OLIVE- PK	2204-5-501-4350100	105.38
ELKHART PUBLIC UTILITIES	110354004-060923	06/09/2023	W. BEARDSLEY/RIVERSIDE- PK	2204-5-501-4350400	17.63
ELKHART PUBLIC UTILITIES	1103572004-060923	06/09/2023	WESTON PK- PK	2204-5-501-4350400	53.53
ELKHART PUBLIC UTILITIES	1105220006-060923	06/09/2023	W LEXINGTON- PK	2204-5-501-4350400	8.09
ELKHART PUBLIC UTILITIES	1105360000-060923	06/09/2023	701 ARCADE- PK	2204-5-501-4350400	70.36
ELKHART PUBLIC UTILITIES	1105360104-060923	06/09/2023	701 ARCADE- PK	2204-5-501-4350400	33.81
ELKHART PUBLIC UTILITIES	1105360205-060923	06/09/2023	701 ARCADE- PK	2204-5-501-4350400	736.42
ELKHART PUBLIC UTILITIES	1105360603-060923	06/09/2023	701 ARCADE- PK	2204-5-501-4350400	156.01
ELKHART PUBLIC UTILITIES	1105390003-060923	06/09/2023	EAST-WEST- PK	2204-5-501-4350400	8.09
ELKHART PUBLIC UTILITIES	1200680000-060923	06/09/2023	500 E BEARDSLEY- PK	2204-5-501-4350400	52.37
ELKHART PUBLIC UTILITIES	1203400000-060923	06/09/2023	1320 OLIVE- PK	2204-5-501-4350400	53.95
ELKHART PUBLIC UTILITIES	1222370300-060923	06/09/2023	619 BALDWIN- PK	2204-5-501-4350400	79.45
Fund 2204 - PARK & RECREATION Total:					5,791.44
Fund: 2520 - PARK PROGRAM					
COMCAST CABLE	0116669-051923	06/02/2023	52256 IDEAL BEACH- PK	2520-5-509-4320400	116.25
COMCAST CABLE	0941317-052123	06/09/2023	INTERNET SVC- JUNE- PK	2520-5-509-4320400	116.25

Expense Approval Report

Payment Dates: 5/26/2023 - 6/16/2023

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
ELKHART COUNTY REGIONAL	9000016900-060823	06/16/2023	WASTEWATER FEES- APRIL TO	2520-5-509-4350400	312.22
Fund 2520 - PARK PROGRAM Total:					544.72
Grand Total:					6,514.16

Report Summary**Fund Summary**

Fund	Payment Amount
1101 - GENERAL	178.00
2204 - PARK & RECREATION	5,791.44
2520 - PARK PROGRAM	544.72
Grand Total:	<u>6,514.16</u>

Account Summary

Account Number	Account Name	Payment Amount
1101-5-016-4390900	Other Services & Charge	178.00
2204-5-501-4320400	Telephone & Communic	475.42
2204-5-501-4350100	Electricity	2,988.60
2204-5-501-4350200	Natural Gas	528.89
2204-5-501-4350400	Water & Sewer	1,603.53
2204-5-501-4390900	Other Services & Charge	195.00
2520-5-509-4320400	Telephone & Communic	232.50
2520-5-509-4350400	Water & Sewer	312.22
Grand Total:		<u>6,514.16</u>

Project Account Summary

Project Account Key	Payment Amount
None	6,514.16
Grand Total:	<u>6,514.16</u>



City of Elkhart

City of Elkhart

Expense Approval Report

By Fund

Post Dates 6/15/2023 - 6/15/2023

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
Fund: 2204 - PARK & RECREATION					
CITY OF ELKHART	EEC/NYCRR	06/15/2023	Funding for NYC RR Museum	2204-5-501-4520000	125,000.00
CITY OF ELKHART	EEC/NYCRR	06/15/2023	Funding for EEC	2204-5-501-4520000	600,000.00
Fund 2204 - PARK & RECREATION Total:					725,000.00
Grand Total:					725,000.00

Report Summary

Fund Summary

Fund	Payment Amount
2204 - PARK & RECREATION	725,000.00
Grand Total:	725,000.00

Account Summary

Account Number	Account Name	Payment Amount
2204-S-501-4520000	To Other Funds	725,000.00
Grand Total:		725,000.00

Project Account Summary

Project Account Key	Payment Amount
None	725,000.00
Grand Total:	725,000.00

MEMORANDUM OF UNDERSTANDING

This MEMORANDUM OF UNDERSTANDING ("Agreement") is made as of the ____ day of ____, 2023 by and between the CITY OF ELKHART, INDIANA ("City") on behalf of the Elkhart Parks and Recreation Department and The United Village Inc.

RECITALS

Elkhart Parks and Recreation ("Parks") is a department of City organized under the provisions of §36-10-3-1 *et. seq.* of the Indiana Code.

THE UNITED VILLAGE INC. (UV) is a nonprofit organization with a mission to empower the communities of Elkhart County and create the next generation of leaders.

UV and Parks desire to offer collaborate on a community event for the Southside Community of Elkhart; Unity Rally and Peace Run /Walk at Roosevelt Park.

City and UV believe it is in best interest of the parties to this agreement for them to agree to establish and/or clarify their respective rights and responsibilities concerning the operation and funding for this program.

In consideration of the foregoing and the mutual covenants and agreements herein contained, and other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the parties hereby agree as follows:

1. UV will lead the Community Event on March 20, 2023.
2. The community event will take place at Roosevelt Park
3. The course will run from 9:00-12:00pm.
4. The registration cost for 1 Mile Peace Walk is \$20.00 per participant.
5. The registration cost for 3K Peace Run is \$20.00 per participant.
6. The registration cost for 3K Peace Run Team is \$30.00 per team.
7. The registration for Peace Run Vendor Table is \$25.00 per table.
8. Parks will be donating one Ideal Day Pass for each participant.
9. UV will keep 100% of the program fees
10. Parks will create online registration form and collect those fees.

11. Liability insurance will be provided by UV in amounts of \$1M.
12. Governing Law—It is the intention of Parties to this Agreement all suits and special proceedings under this Agreement, be construed in accordance with and governed, to the exclusion of the law of any other forum, by the laws of the State of Indiana, without regard to the jurisdiction in which any action or special proceeding may be instituted.
13. Severability— Should there be a conflict between any provision of this Agreement and applicable laws of the State of Indiana said laws will prevail and such provisions of the Agreement will be amended or deleted as necessary in order to comply with said laws.
14. Modification—This Agreement may be supplemented, amended, or modified only by the mutual agreement of Parties. No supplement, amendment or modification of this Agreement shall be binding unless it is in writing and signed by all parties.
15. Notices—All notices or demands required or desired to be given by either party to the other with respect to this Agreement will be in writing, will be addressed as provided below, and will be: The City of Elkhart, Indiana, c/o John Espar, Corporate Counsel, 229 S. Second St. Elkhart, IN 46516.

-
16. Delivered personally, in which case the notice or demand will be deemed given and served upon receipt or refusal to accept such notice; or
 17. Sent by a nationally recognized overnight courier service, prepaid or billed to sender, in which case the notice or demand will be deemed given and served upon receipt or refusal to accept receipt. Either party may change its address or add additional parties for receipt of notices by giving notice of such change to the other party in accordance with the provisions of this Section.
 18. Entire Agreement—This Agreement constitutes the final agreement between THE UNITED VILLAGE INC and City related to the operation of “Unity Rally and Peace Run /Walk at Roosevelt Park”. No representation, promise or inducement has been made by either party that is not embodied in this Agreement, and neither party shall

be bound by or liable for any alleged representation, promise or inducement not specifically set forth herein.

IN WITNESS WHEREOF, the parties hereto have each executed this Memorandum of Understanding, on the date and year first written above.

By: _____

Date: _____

(Printed Name, Title)

CITY OF ELKHART, INDIANA
By its BOARD OF PARKS AND RECREATION

By: _____

Date: _____

(Printed Name, Title)

MEMORANDUM OF UNDERSTANDING

This MEMORANDUM OF UNDERSTANDING ("Agreement") is made as of the 20th of June 2023 by and between the CITY OF ELKHART, INDIANA ("City") on behalf of the Elkhart Parks and Recreation Department and Dwight Weber.

RECITALS

Elkhart Parks and Recreation ("Parks") is a department of City organized under the provisions of §36-10-3-1 *et. seq.* of the Indiana Code.

Dwight Weber has been coaching since 2020 building off decades of experienced executive leadership. He has coaching certifications from Gravitational Leadership, Forge America, and Thrive United of Crossroads United Way, and is in the process of receiving his ICF coaches certificate (International Coaching Federation).

Mr. Weber will provide executive coaching to Superintendent Jamison Czarnecki, and work through assessments for motivation, EQ, and conflict profiles as well as an enhanced DISC profile. He will also provide coaching through the tribulations of leadership.

City and Dwight Weber believe it is in the best interest of the parties to this agreement for them to agree to establish and/or clarify their respective rights and responsibilities concerning the operation and funding for this program.

In consideration of the foregoing and the mutual covenants and agreements herein contained, and other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the parties hereby agree as follows:

1. Coaching will be for 8 coaching at \$75 per 1-hour session for \$600.00 total.
2. Governing Law—It is the intention of Parties to this Agreement all suits and special proceedings under this Agreement, be construed in accordance with and governed, to the exclusion of the law of any other forum, by the laws of the State of Indiana, without regard to the jurisdiction in which any action or special proceeding may be instituted.

3. Severability— Should there be a conflict between any provision of this Agreement and applicable laws of the State of Indiana said laws will prevail and such provisions of the Agreement will be amended or deleted as necessary in order to comply with said laws.
4. Modification—This Agreement may be supplemented, amended, or modified only by the mutual agreement of Parties. No supplement, amendment or modification of this Agreement shall be binding unless it is in writing and signed by all parties.
5. Notices—All notices or demands required or desired to be given by either party to the other with respect to this Agreement will be in writing, will be addressed as provided below, and will be: The City of Elkhart, Indiana, c/o John Espar, Corporate Counsel, 229 S. Second St. Elkhart, IN 46516.
Dwight Weber, 1012 Strong Ave. Elkhart, IN 46514
6. Delivered personally, in which case the notice or demand will be deemed given and served upon receipt or refusal to accept such notice; or
7. Sent by a nationally recognized overnight courier service, prepaid or billed to sender, in which case the notice or demand will be deemed given and served upon receipt or refusal to accept receipt. Either party may change its address or add additional parties for receipt of notices by giving notice of such change to the other party in accordance with the provisions of this Section.
8. Entire Agreement—This Agreement constitutes the final agreement between City and Dwight Weber No representation, promise or inducement has been made by either party that is not embodied in this Agreement, and neither party shall be bound by or liable for any alleged representation, promise or inducement not specifically set forth herein.

IN WITNESS WHEREOF, the parties hereto have each executed this Memorandum of Understanding, on the date and year first written above.

By: _____

Date: _____

(Printed Name, Title)

CITY OF ELKHART, INDIANA
By its BOARD OF PARKS AND RECREATION

By: _____

Date: _____

(Printed Name, Title)

WAGE RESOLUTION

City of Elkhart Parks and Recreation Regular, Part-Time and Seasonal Employees

BE IT RESOLVED:

That the following wages are hereby adopted for implementation by the City of Elkhart's Board of Parks and Recreation effective January 1, 2023.

The schedule below establishes pay levels for Regular, Part-Time, and Seasonal employees for the 2023 Season:

PARKS PROGRAMMING/FACILITY STAFF

MANAGERS

	<u>START</u>	<u>MAX</u>
Concessions	\$17.00	\$19.00
Day Camp	\$17.00	\$19.00
NIBCO	\$17.00	\$19.00
Riverview	\$17.00	\$19.00
Softball Director	\$17.00	\$19.00
Swim Lessons	\$17.00	\$19.00
Tennis Lessons	\$17.00	\$19.00
Program Manager	\$17.00	\$19.00
Aquatics Manager	\$17.00	\$20.00

ASSISTANT MANAGERS

	<u>START</u>	<u>MAX</u>
Concessions	\$14.00	\$16.00
Day Camp	\$15.00	\$17.00
Ideal Beach	\$15.00	\$17.00
McNaughton	\$14.00	\$16.00
NIBCO	\$14.00	\$16.00
Pierre Moran	\$15.00	\$17.00
Riverview	\$14.00	\$16.00
Softball	\$15.00	\$17.00
Swim Lessons	\$15.00	\$17.00
Tennis Lessons	\$14.00	\$16.00
Asst Program Manager	\$14.00	\$16.00

FACILITY STAFFING

	<u>START</u>	<u>MAX</u>
Cashiers	\$12.00	\$14.00
Concessions Staff	\$12.00	\$14.00
Lifeguards	\$14.00	\$16.00
NIBCO Skate Attendants	\$12.00	\$14.00
Maintenance Staff	\$12.00	\$14.00
McNaughton Attendants	\$12.00	\$14.00

PROGRAMMING STAFFING

	<u>START</u>	<u>MAX</u>
Baseball Supervisor	\$11.00	\$14.00
Cheerleading Instructor	\$11.00	\$14.00
Day Camp Group Leader	\$14.00	\$16.00
Day Camp Site Manager	\$15.00	\$17.00
Lesson Instructors	\$13.00	\$15.00
Riverview Supervisor	\$14.00	\$16.00
Program Aide	\$12.00	\$15.00

OTHER STAFFING

	<u>START</u>	<u>MAX</u>
Maintenance Assistant	\$14.00	\$19.00
Maintenance Manager	\$15.00	\$20.00
Park Rangers	\$14.00	\$20.00
Parks Dept. Office Asst.	\$15.00	\$20.00
Bus Driver	\$15.00	\$30.00
Farmers Market Manager	\$13.00	\$17.00

**UMPIRES AND REFEREES –
PER GAME**

	<u>START</u>	<u>MAX</u>
Basketball Referee	\$15.00	\$25.00
Soccer Referees	\$15.00	\$25.00
Softball Umpire	\$30.00	\$35.00
Volleyball Referee	\$15.00	\$25.00

**City of Elkhart Parks and Recreation Department
2023 WAGE RESOLUTION**

NOTE: The Superintendent/Recreation Manager has the authority to set the actual rates within the approved ranges due to skill, ability, advanced training, specialized training/certificates, or availability.

APPROVED this 20th Day of December 2022
by the CITY OF ELKHART BOARD OF PARKS AND RECREATION

Sarah Santerre - President

Nekeisha Alayna Alexis - Vice President

Christopher Baker - Secretary

Mark Datema - Treasurer



ELKHART BOARD OF WORKS
2023 USE & EVENT PERMIT APPLICATION

229 South 2nd Street
Elkhart, IN 46516
Phone: (574) 294-5471

Date Received: 5/17/23

INSTRUCTIONS: Please carefully read the "Event Procedures & Guidelines" sections before completing this application.
Incomplete applications and/or applications without the required application fee will not be processed.

EVENT NAME: A'Nu COE 1st Friday's DATE(S) REQUESTED 07/07/23, 08/04/23, 09/01/23, 10/06/23
LOCATION/VENUE REQUESTED Ullery Park
LOCATION/VENUE 2ND CHOICE REQUESTED Ullery Park
OFFICE USE: DATE/VENUE AVAILABLE ☐ No ☒ Yes

APPLICANT INFORMATION

NAME OF APPLICANT
Ashley Spencer

NAME OF EVENT ORGANIZER/PRODUCER
Ashley Spencer

PRODUCTION COMPANY/ORGANIZATION

STREET ADDRESS _____ APT/UNIT/SUITE _____
CITY t STATE IN ZIP CODE 46517
E-MAIL ADDRESS _____

DAYTIME PHONE _____ FAX _____ CELL PHONE _____
EVENT DAY ON-SITE CONTACT * REQUIRED _____ DAYTIME PHONE 555-8888 CELL PHONE _____

EVENT SPONSOR: Are you, the applicant, organizing this event on behalf of another organization?
(Please check No or Yes Below) no

☐ No ☐ Yes no Name of Organization: n/a

NAME OF SPONSORING ORGANIZATION CONTACT _____ SPONSORING ORG. CONTACT PHONE _____
ADDRESS OF SPONSORING ORGANIZATION _____ CITY _____ ZIP CODE _____

Additional Documentation Required: If you checked "Yes" above, please submit an endorsement letter from the organization (on their official Letterhead) on whose behalf you are organizing this event.

Is the sponsoring organization a 501(c) (3)?
(Please check No or Yes below.)

☐ No ☐ Yes no Please attach current verification of 501(c) (3) status

Does the sponsoring organization have an ST-105 General Sales Tax Exemption Status?
(Please check No or Yes below.)

☐ No ☐ Yes no Please attach current verification of ST-105 status

FEDERAL TAX ID #

EVENT INFORMATION

ACTUAL EVENT TIMES (NOT INCLUDING SETUP or TAKE DOWN)

Start Time: 5pm

Finish Time: 10pm

Additional Information Required: Please attach a schedule if your event includes multiple days and/or varying times.

SET-UP TIME(S)

From: 1pm

To: 4:30pm

TEAR-DOWN

From: 9:30pm

To: 11pm

EXPECTED NUMBER OF PARTICIPANTS:

60 - 75

If the event is reoccurring, please submit the past number of participants below.

2022 NUMBER OF PARTICIPANTS:

2021 NUMBER OF PARTICIPANTS:

PREVIOUS YEAR DATE/LOCATION: Has this event been previously held?

(Please check No or Yes below.)

☒ No

☐ Yes

Event Name: _____

Location: _____

Date: _____

EVENT DESCRIPTION

Please check what type of event this is (Check all that apply) and write a brief description of your event.

☐ Walk/Run

☐ Cultural Event

☒ Other event, please describe:

☐ Art Fair/Festival

☐ Public Rally/March

Community gathering and event

☐ Concert/Performance

☐ Bike Ride

☐ Service

Brief Description of Event:

Games, races, community cook out. Just a give back to our community every 1st Friday of each month until October.

Everything will be free to the community

Please provide a detailed description of your event. Document(s) with this information or other materials describing this event may be attached.

PROHIBITED ACTIVITIES IN CITY PARKS (By Ordinances)

No Fundraising Allowed

No Bounce Houses Allowed

No Admission Fees Allowed

EVENT LOGISTICS

All event logistics are subject to the approval of the "EPRB." Additionally, certain event features, such as street closures and separate permits from the City of Elkhart. For information regarding City of Elkhart Permits, please call 574-294-5471 ext. 1055 or e-mail Nancy.Wilson@coel.org

FOOD AND ALCOHOLIC BEVERAGES:

Are you requesting permission to serve and/or sample food and/or beverages?

(Please check the appropriate response.)

☐ No☐ Yes, to the participants only☒ Yes, to the general public

No Food or Alcoholic Beverages may be sold on Park Property.

If applicable → Name of Caterer/Vendor: _____

IF YES, please describe:

Community come together and provide free hotdogs, hamburgers and brats to the community.
Each month the free food may vary just depend on donations.

Additional Information Required: If you checked "Yes" above, a Short Term Permit is required from the Elkhart County Health Department.

Indicate location where food/beverages will be served on the Site Map.

TENTS AND CANOPIES

If you plan to erect tents or canopies, describe and give the number of tents and/or canopies, along with the sizes of each. A separate sheet with this information may be attached. All tents and/or canopies must be indicated on the Site Map. The Event Organizer is responsible for any damage caused to City/Park property/facility and must consult "BOW" prior to installation.

Building and Zoning Clearance Required.

Will your event feature tents and/or canopies?

(Please check No or Yes below.)

☐ No☒ Yes

→ Number of Tents/Canopies: vary per participant

Tent/Canopy Size(s): 10x10 pop up tent

(If you have multiple tents/canopies with varying sizes, indicate the number with the corresponding size.)

The following is required for tents over 400 square feet (20 ft. X 20 ft.):

Require inspections by the Elkhart City Fire Department. Refer to Indiana Fire Code 3103.2

Utilities must be marked. Call 811 for Utilities to mark the tent area.

Permits are required, fees apply - Permits must be acquired and paid for at the Permit Center at 229 South Second Street, Elkhart-574-296-9331

Additional Documentation Required: If you checked "Yes" above, please indicate the number of tents with the corresponding size.

Document with this information may be attached. All tents and/or canopies must be indicated on the Site Map.

VEHICLES

Are you requesting permission to operate staff/supply vehicles on City/"EPRB" service roads for delivery of equipment, supplies, or catering/vending?

☒ No☐ Yes

→ Number of Vehicles: _____

→ Vehicle Description(s): _____

Are you requesting permission to retain vehicles on-site for the duration of the event?

☒ No☐ Yes

→ Number of Vehicles: _____

→ Vehicle Description(s): _____

STAGES/PLATFORMS

(Please check No or Yes below) If yes, please provide additional information as requested below. Document(s) with this information may be attached. Will your event include the installation of stages/platforms? The "BOW" must approve the location of the stages/platforms.

(Please check No or Yes below.) **NO STAGES ARE PROVIDED OR AVAILABLE FROM THE CITY OF ELKHART OR ITS DEPARTMENTS.**

***May require additional insurance.**

☒ No ☐ Yes → Number of Stage(s): _____

Stage Description(s): _____

Stage Owner _____ Phone Number: _____

Address: Street, City, State, Zip _____

Stage Specs will be required.

Additional Documentation Required: If you checked "Yes" above, please clearly indicate the number of stages/platforms on the Site Map.

PORTABLE TOILETS

(Please check No or Yes below) If yes, please provide additional information as requested below. Document(s) with this information may be attached. All portable toilets must be removed from City/"EPRB" property within 48 hours of event (if the event is on a Saturday or a Sunday, portable toilets must be removed that following Monday). The location must be approved by the City/"EPRB."

ADA-compliant toilets are required for Public Gatherings.

☐ No ☒ Yes → Number of Portable Toilets: 2 AND Number of Accessible ADA Portable Toilets: _____

Company/Description(s): A Sani-Kan

Additional Documentation Required: If you checked "Yes" above, please clearly indicate the number of portable toilets on the Site Map

FENCING

Will the event include the installation of event fencing by the Event Organizer? The location of the fencing must be approved by the "BOW"/"EPRB."
(Please check No or Yes below.)

☒ No ☐ Yes → Description: _____

May require a call to 811 for location marking of Utilities. Buildings and Grounds must also approve to make sure sprinkler lines are not in jeopardy.

EMERGENCY SUPPORT SERVICES- Motor Vehicle and Pedestrian Control

Will the event require Emergency Support Services?
(Please check No or Yes below.)

☒ No ☐ Yes → _____

Number of Emergency Management Staff Requested

☐ \$50.00 Minimum of two Event Personnel _____

☐ \$25.00 Event Personnel each per event _____

Total Cost \$ _____

Additional Documentation Required: If you checked "Yes" above, please clearly indicate the number of personnel and where they should be located on the site map. A separate meeting may be required with the Emergency Management Personnel.

FIRE DEPARTMENT

EMERGENCY MEDICAL SERVICES REQUESTED: Please indicate what services you are requesting. Mark all that are requested:

☒ No ☐ Yes →

Time(s) Requested: _____

- ☐ Ambulance(s) Number Requested _____
- ☐ Medic Kubota
- ☐ Fire Truck
- ☐ First Aid Station

Please indicate your reason that a Fire Truck may be needed at your Event. Please include any special requests.

Additional Information May Be Required.

BUILDINGS AND GROUNDS

FENCING: The following are available for a fee. Mark all that are requested:

- ☐ Event Fencing Number of Sections Requested _____ Other _____
- ☐ Snow Fencing Number of Feet Requested _____ Other _____

Additional fees may apply.

WASTE RECEPTACLES

Will the event require additional waste receptacles? The location of the waste receptacles must be approved by the "BOW"/"EPRB."

(Please check No or Yes below.) Additional fees may apply.

☐ No ☒ Yes →

maybe 3 extra cans for the trash

Will the event require Buildings & Grounds to set up or deliver other equipment? If Yes, please list below.

(Please check No or Yes below.)

☒ No ☐ Yes →

Additional Documentation Required: If you checked "Yes" above, please clearly indicate the number of fencing on the site map.

PARKS DEPARTMENT

EQUIPMENT REQUESTED:

☒ No ☐ Yes →

- ☐ Golf Cars ONLY AVAILABLE FOR CITY-ORGANIZED EVENTS (I.E., Rhapsody, Summer Chill, WinterFest, etc.)
- ☐ Risers ONLY AVAILABLE FOR CITY-ORGANIZED EVENTS (I.E., Rhapsody, Summer Chill, WinterFest, etc.)
- ☐ Stage ONLY AVAILABLE FOR CITY-ORGANIZED EVENTS (I.E., Rhapsody, Summer Chill, WinterFest, etc.)
- ☐ Trailer (tables/chairs) ONLY AVAILABLE FOR CITY-ORGANIZED EVENTS (I.E., Rhapsody, Summer Chill, WinterFest, etc.)

NOTE: Bleachers and Stages are not available for public or private use.

City Departments Only may request the use of these items.

POLICE DEPARTMENT

POLICE SERVICES: Please indicate what services you are requesting. Mark all that are requested:

☒ No ☐ Yes → _____

Please indicate why you feel Police presence may be needed at your Event.

Additional Information May Be Required.

STREET DEPARTMENT

STREET CLOSURES: Will you be requiring closure of City streets for your event?

☐ No ☒ Yes → Street Name Cleveland Ave and 7th Ave

Please mark all that may apply:

Street Closed From: <u>6th St</u>	To: <u>7th St</u>
Street Closed From: <u>Cleveland Ave</u>	To: <u>Garfield Ave</u>
Street Closed From: _____	To: _____
Street Closed From: _____	To: _____
Street Closed From: _____	To: _____
Street Closed From: _____	To: _____

OTHER STRUCTURES

Will your event include other structures not identified above? The location of all other structures must be approved by the "EPRB".
(Please check No or Yes below.)

☒ No ☐ Yes → Number of Structures: _____

→ Description(s): _____

Additional Information Required: If you checked "Yes" above, please indicate the location of all stages/platforms, portable toilets, fencing, barricades and all other structures on the Site Map. Ordering of all equipment must be done by the Event Organizer.

BOARD OF WORKS PERMITS

(Please check No or Yes below) If yes, please provide additional information as requested below. Document(s) with this information may be attached.
Are you requesting the use of City Plaza?

Water:

☐

Yes

☐

No **no**

Electric:

☐

Yes

☐

No **no**

Plaza Sign:

☐

Yes

☐

No **no**

Sign Information: _____

Bridge Banner:

☐

Yes

☐

No **no**

Please indicate location: **no**

☐

Bridge Banner- North Main Street- Memorial Bridge

☐

Bridge Banner – Johnson Street

NOISE ORDINANCE

Will the event require an exception to noise by the Event Organizer?

(Please check No or Yes below.)

☐

No

☒

Yes



Reason: **DJ - for music**

Parade and Special Exception to Noise Ordinance:

☐

Yes

☐

No **yes**

Public Assembly and Special Exception to Noise Ordinance:

☐

Yes

☐

No **yes**

Special Exception to Noise Ordinance:

☐

Yes

☐

No **yes**

Persons or entities affected by this special exception to the Noise Ordinance: (required)

neighbors in proximity to park

What measures will be taken to mitigate the impact of the Noise exception on surrounding persons (required)

music will be kept to a reasonable level

EMERGENCY ACTION PLAN

PURPOSE (Required for all Applicants)

- A. This emergency action plan predetermines actions to take before and during the EVENT in response to an emergency or otherwise hazardous condition. These actions will be taken by organizers, management, personnel, and attendees. These actions represent those required prior to the event in preparation for and those required during an emergency.
 - B. Flexibility must be exercised when implementing this plan because of the wide variety of potential hazards that exist for this event. These hazards include but are not limited to Fire, Medical Emergencies, Severe Weather, or situations where Law Enforcement is required.
-

BASIC PLAN

- A. The emergency action plan event representative will be identified as the point of contact for all communications regarding the event. This person is identified as the primary contact and must be present during the event:

Contact full name (first/last name): **Ashley Spencer**

Contact cell number (area code plus number):
574-338-2366

EVENT MAPS

SITE MAP (Required for all Applicants)

Please attach a Site Map clearly indicating the set-up of the event. An example would be the Start/Finish of a walk, run, or race event and/or the set-up area of a festival or cultural event. The Site Map should indicate the relative location of the following; all sources of amplified sound and the direction of the sound; tents and canopies with sizes, stages, promotional vehicles, portable toilets, fencing, barricades, and other structures; proposed driving paths for all equipment and supply vehicles; location of vehicles you wish to retain on "EPRB" property during the event; locations of food and proposed street closures. All site Maps are subject to the approval of "EPRB."

ROUTE MAP (Runs, Walks, Bike Rides)

All events that include a run/ walk or other activity in which participants will be following a course will be required to attach a Route Map and a written document of the proposed route of the event. All proposed Route Maps are subject to "EPRB" approval. The use of any outside the Parkways or parks, such as City streets, must be approved by the Board of Public Works.

For a more detailed Route Map, it is recommended to use mapmyrun.com (this is a free website), Bing maps, or Google maps

ELKHART COUNTY HEALTH DEPARTMENT

An Elkhart County Health Department Permit for food and beverage must accompany event plans. Please contact the Elkhart County Health Department at 574-523-2283.

Thank you for completing your Special Use Permit Application. Before you submit your application, please make sure that the following steps have been completed:

Have you?

- ☐ Signed and dated your application?
- ☐ Attached your event site map? (and route map if a run/walk event)
- ☐ Designated the onsite Emergency Contact Person?
- ☐ Provided all documents and information as requested throughout the application? ST-105, 501 (c) (3), etc.
- ☐ Certificate of Insurance listing the City of Elkhart as a Certificate Holder
- ☐ Tent Permit, if applicable

Certificates of Insurance should include the following under additionally insured:

Civil City of Elkhart
Elkhart Park Board for and on behalf of Parks & Recreation
229 South Second Street
Elkhart, IN 46516

Civil City of Elkhart
229 South Second Street
Elkhart, IN 46516

Submit your completed application to:

For Parks:

City of Elkhart Parks & Recreation Board
Use & Event Permitting
229 South 2nd Street
Elkhart, IN 46516
Phone (574) 295-7275
Email:elkhartcityparkspermits@coei.org

For Board of Works:

City of Elkhart Board of Public Works
Use & Event Permitting
229 South 2nd Street
Elkhart, IN 46516
Phone (574) 294-5471 ext. 1055
Email:Nancy.Wilson@coei.org

INDEMNIFICATION, WAIVER AND RELEASE

In consideration of the granting of a Permit by the BOARD OF PUBLIC WORKS and/or the BOARD OF PARKS AND RECREATION, I hereby release, discharge, indemnify, protect and hold harmless the City of Elkhart, Indiana, and all of its agents, officials, and employees, of and from any and all claims, demands, damages, both compensatory and punitive, actions, causes of actions, costs, loss of services or consortium, and any expenses incurred for all personal injury or property damage sustained by me or any third party arising out of or in any way involving the use of the City's property during the event. I further agree to indemnify, protect, and hold harmless the City of Elkhart from any and all claims and causes of action, including attorney fees, caused by my negligence or willful conduct that is in any way related to the use of the City's property. I am more than 18 years of age and am fully competent. I have read in full this agreement and understand and agree to all of its terms and conditions. I have signed this instrument voluntarily and with full knowledge of the fact that I am waiving and releasing any and all claims for myself that may subsequently arise, regardless of their nature and extent. Furthermore, if signed on behalf of an entity, I swear and affirm that I am duly authorized to execute this INDEMNIFICATION, WAIVER, AND RELEASE on behalf of the entity.

APPLICANT SIGNATURE

I have read the terms and conditions outlined in this document and the City of Elkhart, City of Elkhart Board of Works, and the City of Elkhart Park & Recreation Board Code of Ordinances and agree to abide by them.

Unless expressly provided for in the permit, Use & Event Permits do not grant the permit holder exclusive rights to park property, including but not limited to any right to restrict access, use, and First Amendment activities of any person on park property open to the general public.

I agree to be bound by the above terms as a condition to the issuance of a Special Event Permit. All payments are due upon the BOW and EPRD final approval.

THIS DOCUMENT CONTAINS A RELEASE OF ALL CLAIMS AND A WAIVER OF RIGHTS. I HAVE CAREFULLY READ ALL OF ITS TERMS AND RETAINED A COPY OF THIS DOCUMENT FOR MY OWN RECORDS.

Ashley Spencer

PRINTED NAME OF APPLICANT

Ashley Spencer

SIGNATURE OF APPLICANT

DATE

WITNESSED: Clerk of the Board of Works

Date_____

APPROVED: BOARD OF PUBLIC WORKS

President

Date_____

RATIFIED: BOARD OF PARKS AND RECREATION (if applicable)

President or Secretary

Date_____



ELKHART BOARD OF WORKS 2023 USE & EVENT PERMIT APPLICATION

229 South 2nd Street
Elkhart, IN 46516
Phone: (574) 294-5471

Date Received: 6/6/23

INSTRUCTIONS: Please carefully read the "Event Procedures & Guidelines" sections before completing this application.
Incomplete applications and/or applications without the required application fee will not be processed.

EVENT NAME: Elkhart Mennonite Worship DATE(S) REQUESTED July 30, 2023

LOCATION/VENUE REQUESTED Island Park

LOCATION/VENUE 2ND CHOICE REQUESTED MC Naughton Park

OFFICE USE: DATE/VENUE AVAILABLE ☐ No ☒ Yes

APPLICANT INFORMATION

NAME OF APPLICANT
Sharon Norton, Pastor

NAME OF EVENT ORGANIZER/PRODUCER

Fellowship of Hope Mennonite Church

PRODUCTION COMPANY/ORGANIZATION

STREET ADDRESS

APT/UNIT/SUITE

CITY

Elkhart

STATE

IN

ZIP CODE

46516

E-MAIL ADDRESS

DAYTIME PHONE

FAX

CELL PHONE

EVENT DAY ON SITE CONTACT * REQUIRED

DAYTIME PHONE

CELL PHONE

EVENT SPONSOR: Are you, the applicant, organizing this event on behalf of another organization?

(Please check No or Yes Below)



No



Yes

Name of Organization: _____

NAME OF SPONSORING ORGANIZATION CONTACT

SPONSORING ORG. CONTACT PHONE

ADDRESS OF SPONSORING ORGANIZATION

CITY

ZIP CODE

Additional Documentation Required: If you checked "Yes" above, please submit an endorsement letter from the organization (on their official Letterhead) on whose behalf you are organizing this event.

Is the sponsoring organization a 501(c) (3)?

(Please check No or Yes below.)



No



Yes

Please attach current verification of 501(c) (3) status

Does the sponsoring organization have an ST-105 General Sales Tax Exemption Status?

(Please check No or Yes below.)



No



Yes

Please attach current verification of ST-105 status

FEDERAL TAX ID #

EVENT INFORMATION

ACTUAL EVENT TIMES (NOT INCLUDING SETUP or TAKE DOWN)

Start Time: 10:00

Finish Time: 12:30

Additional Information Required: Please attach a schedule if your event includes multiple days and/or varying times.

SET-UP TIME(S)

From: 12:30

To: 1:00

TEAR-DOWN

From: 12:30

To: 1:00

EXPECTED NUMBER OF PARTICIPANTS:

300

If the event is reoccurring, please submit the past number of participants below.

2022 NUMBER OF PARTICIPANTS:

rained out

2021 NUMBER OF PARTICIPANTS:

PREVIOUS YEAR DATE/LOCATION: Has this event been previously held?

(Please check No or Yes below.)

☐ No

☒ Yes

Event Name: Elkhart Mennonite Worship

Location: Central Park (got rained out though)

Date: July 23, 2022

EVENT DESCRIPTION

Please check what type of event this is (Check all that apply) and write a brief description of your event.

☐ Walk/Run

☐ Cultural Event

☒ Other event, please describe:

☐ Art Fair/Festival

☐ Public Rally/March

worship service

☐ Concert/Performance

☐ Bike Ride

☒ Service

Brief Description of Event:

This is a joint worship service for Elkhart Mennonite churches. There will be music and singing as well as preaching. We may have a picnic lunch following the service.

Please provide a detailed description of your event. Document(s) with this information or other materials describing this event may be attached.

PROHIBITED ACTIVITIES IN CITY PARKS (By Ordinances)

No Fundraising Allowed

No Bounce Houses Allowed

No Admission Fees Allowed

EVENT LOGISTICS

All event logistics are subject to the approval of the "EPRB." Additionally, certain event features, such as street closures and separate permits from the City of Elkhart. For information regarding City of Elkhart Permits, please call 574-294-5471 ext. 1055 or e-mail Nancy.Wilson@coei.org

FOOD AND ALCOHOLIC BEVERAGES:

Are you requesting permission to serve and/or sample food and/or beverages?

(Please check the appropriate response.)

☒ No☐ Yes, to the participants only☐ Yes, to the general public

No Food or Alcoholic Beverages may be sold on Park Property.

If applicable



Name of Caterer/Vendor: _____

IF YES, please describe:

people may bring their own food as a picnic. Let me know if I need to check yes on this instead of no.

Additional Information Required: If you checked "Yes" above, a Short Term Permit is required from the Elkhart County Health Department.

Indicate location where food/beverages will be served on the Site Map.

TENTS AND CANOPIES

If you plan to erect tents or canopies, describe and give the number of tents and/or canopies, along with the sizes of each. A separate sheet with this information may be attached. All tents and/or canopies must be indicated on the Site Map. The Event Organizer is responsible for any damage caused to City/Park property/facility and must consult "BOW" prior to installation.

Building and Zoning Clearance Required.

Will your event feature tents and/or canopies?

(Please check No or Yes below.)

☒ No☐ Yes

Number of Tents/Canopies: _____

Tent/Canopy Size(s): _____

(If you have multiple tents/canopies with varying sizes, indicate the number with the corresponding size.)

The following is required for tents over 400 square feet (20 ft. X 20 ft.):

Require inspections by the Elkhart City Fire Department. Refer to Indiana Fire Code 3103.2

Utilities must be marked. Call 811 for Utilities to mark the tent area.

Permits are required, fees apply - Permits must be acquired and paid for at the Permit Center at 229 South Second Street, Elkhart-574-296-9331

Additional Documentation Required: If you checked "Yes" above, please indicate the number of tents with the corresponding size.

Document with this information may be attached. All tents and/or canopies must be indicated on the Site Map.

VEHICLES

Are you requesting permission to operate staff/supply vehicles on City/"EPRB" service roads for delivery of equipment, supplies, or catering/vending?

☒ No☐ Yes

Number of Vehicles: _____

Vehicle Description(s): _____

Are you requesting permission to retain vehicles on-site for the duration of the event?

☒ No☐ Yes

Number of Vehicles: _____

Vehicle Description(s): _____

STAGES/PLATFORMS

(Please check No or Yes below) If yes, please provide additional information as requested below. Document(s) with this information may be attached. Will your event include the installation of stages/platforms? The "BOW" must approve the location of the stages/platforms. (Please check No or Yes below.) NO STAGES ARE PROVIDED OR AVAILABLE FROM THE CITY OF ELKHART OR ITS DEPARTMENTS.
*May require additional insurance.

☒ No ☐ Yes → Number of Stage(s): _____
↓
Stage Description(s): _____
Stage Owner _____ Phone Number: _____
Address: Street, City, State, Zip _____
Stage Specs will be required.

Additional Documentation Required: If you checked "Yes" above, please clearly indicate the number of stages/platforms on the Site Map.

PORTABLE TOILETS

(Please check No or Yes below) If yes, please provide additional information as requested below. Document(s) with this information may be attached. All portable toilets must be removed from City/"EPRB" property within 48 hours of event (if the event is on a Saturday or a Sunday, portable toilets must be removed that following Monday). The location must be approved by the City/"EPRB."
ADA-compliant toilets are required for Public Gatherings.

☒ No ☐ Yes → Number of Portable Toilets: _____ AND Number of Accessible ADA Portable Toilets: _____
↓
Company/Description(s): _____

Additional Documentation Required: If you checked "Yes" above, please clearly indicate the number of portable toilets on the Site Map

FENCING

Will the event include the installation of event fencing by the Event Organizer? The location of the fencing must be approved by the "BOW"/"EPRB."
(Please check No or Yes below.)

☒ No ☐ Yes → Description: _____

May require a call to 811 for location marking of Utilities. Buildings and Grounds must also approve to make sure sprinkler lines are not in jeopardy.

EMERGENCY SUPPORT SERVICES- Motor Vehicle and Pedestrian Control

Will the event require Emergency Support Services?
(Please check No or Yes below.)

☒ No ☐ Yes → _____

Number of Emergency Management Staff Requested

- ☐ \$50.00 Minimum of two Event Personnel _____
☐ \$25.00 Event Personnel each per event _____

Total Cost \$ _____

Additional Documentation Required: If you checked "Yes" above, please clearly indicate the number of personnel and where they should be located on the site map. A separate meeting may be required with the Emergency Management Personnel.

FIRE DEPARTMENT

EMERGENCY MEDICAL SERVICES REQUESTED: Please indicate what services you are requesting. Mark all that are requested:

☒ No ☐ Yes →

Time(s) Requested: _____

- | | | |
|--------------------------|-------------------|------------------------|
| <input type="checkbox"/> | Ambulance(s) | Number Requested _____ |
| <input type="checkbox"/> | Medic Kubota | |
| <input type="checkbox"/> | Fire Truck | |
| <input type="checkbox"/> | First Aid Station | |

Please indicate your reason that a Fire Truck may be needed at your Event. Please include any special requests.

Additional Information May Be Required.

BUILDINGS AND GROUNDS

FENCING: The following are available for a fee. Mark all that are requested:

- | | | |
|--|------------------------------------|-------------|
| <input type="checkbox"/> Event Fencing | Number of Sections Requested _____ | Other _____ |
| <input type="checkbox"/> Snow Fencing | Number of Feet Requested _____ | Other _____ |

Additional fees may apply.

WASTE RECEPTACLES

Will the event require additional waste receptacles? The location of the waste receptacles must be approved by the "BOW"/"EPRB."

(Please check No or Yes below.) Additional fees may apply.

☒ No ☐ Yes →

Will the event require Buildings & Grounds to set up or deliver other equipment? If Yes, please list below.

(Please check No or Yes below.)

☒ No ☐ Yes →

Additional Documentation Required: If you checked "Yes" above, please clearly indicate the number of fencing on the site map.

PARKS DEPARTMENT

EQUIPMENT REQUESTED:

☒ No ☐ Yes →

- | | |
|--|---|
| <input type="checkbox"/> Golf Cars | ONLY AVAILABLE FOR CITY-ORGANIZED EVENTS (I.E., Rhapsody, Summer Chill, WinterFest, etc.) |
| <input type="checkbox"/> Risers | ONLY AVAILABLE FOR CITY-ORGANIZED EVENTS (I.E., Rhapsody, Summer Chill, WinterFest, etc.) |
| <input type="checkbox"/> Stage | ONLY AVAILABLE FOR CITY-ORGANIZED EVENTS (I.E., Rhapsody, Summer Chill, WinterFest, etc.) |
| <input type="checkbox"/> Trailer (tables/chairs) | ONLY AVAILABLE FOR CITY-ORGANIZED EVENTS (I.E., Rhapsody, Summer Chill, WinterFest, etc.) |

NOTE: Bleachers and Stages are not available for public or private use.

City Departments Only may request the use of these items.

POLICE DEPARTMENT

POLICE SERVICES: Please indicate what services you are requesting. Mark all that are requested:

☒ No ☐ Yes

Please indicate why you feel Police presence may be needed at your Event.

Additional Information May Be Required.

STREET DEPARTMENT

STREET CLOSURES: Will you be requiring closure of City streets for your event?

☒ No ☐ Yes Street Name _____

Please mark all that may apply:

Street Closed From: _____ To: 1:00

Street Closed From: _____ To: _____

Street Closed From: _____ To: _____

Street Closed From: _____ To: _____

Street Closed From: _____ To: _____

Street Closed From: _____ To: _____

OTHER STRUCTURES

Will your event include other structures not identified above? The location of all other structures must be approved by the "EPRB".
(Please check No or Yes below.)

☒ No ☐ Yes \longrightarrow Number of Structures: _____

➔ Description(s): _____

Additional information Required: If you checked "Yes" above, please indicate the location of all stages/platforms, portable toilets, fencing, barricades and all other structures on the Site Map. Ordering of all equipment must be done by the Event Organizer.

BOARD OF WORKS PERMITS

(Please check No or Yes below) If yes, please provide additional information as requested below. Document(s) with this information may be attached.
Are you requesting the use of City Plaza?

Water:

☐ Yes
☐ No

Electric:

☐ Yes
☐ No

Plaza Sign:

☐ Yes
☐ No

Sign Information: _____

Bridge Banner:

☐ Yes
☐ No

Please indicate location:

☐ Bridge Banner- North Main Street- Memorial Bridge
☐ Bridge Banner – Johnson Street

NOISE ORDINANCE

Will the event require an exception to noise by the Event Organizer?

(Please check No or Yes below.)

☐ No ☐ Yes → Reason: _____

Parade and Special Exception to Noise Ordinance:

☐ Yes
☐ No

Public Assembly and Special Exception to Noise Ordinance:

☐ Yes
☐ No

Special Exception to Noise Ordinance:

☐ Yes
☐ No

Persons or entities affected by this special exception to the Noise Ordinance: (required)

What measures will be taken to mitigate the impact of the Noise exception on surrounding persons (required)

EMERGENCY ACTION PLAN

PURPOSE (Required for all Applicants)

- A. This emergency action plan predetermines actions to take before and during the EVENT in response to an emergency or otherwise hazardous condition. These actions will be taken by organizers, management, personnel, and attendees. These actions represent those required prior to the event in preparation for and those required during an emergency.
- B. Flexibility must be exercised when implementing this plan because of the wide variety of potential hazards that exist for this event. These hazards include but are not limited to Fire, Medical Emergencies, Severe Weather, or situations where Law Enforcement is required.

BASIC PLAN

- A. The emergency action plan event representative will be identified as the point of contact for all communications regarding the event. This person is identified as the primary contact and must be present during the event:

Contact full name (first/last name): Sharon Norton

Contact cell number (area code plus number):

574-903-4816

EVENT MAPS

SITE MAP (Required for all Applicants)

Please attach a Site Map clearly indicating the set-up of the event. An example would be the Start/Finish of a walk, run, or race event and/or the set-up area of a festival or cultural event. The Site Map should indicate the relative location of the following; all sources of amplified sound and the direction of the sound; tents and canopies with sizes, stages, promotional vehicles, portable toilets, fencing, barricades, and other structures; proposed driving paths for all equipment and supply vehicles; location of vehicles you wish to retain on "EPRB" property during the event; locations of food and proposed street closures. All site Maps are subject to the approval of "EPRB."

ROUTE MAP (Runs, Walks, Bike Rides)

All events that include a run/ walk or other activity in which participants will be following a course will be required to attach a Route Map and a written document of the proposed route of the event. All proposed Route Maps are subject to "EPRB" approval. The use of any outside the Parkways or parks, such as City streets, must be approved by the Board of Public Works.

For a more detailed Route Map, it is recommended to use mapmyrun.com (this is a free website), Bing maps, or Google maps

ELKHART COUNTY HEALTH DEPARTMENT

An Elkhart County Health Department Permit for food and beverage must accompany event plans. Please contact the Elkhart County Health Department at 574-523-2283.

Thank you for completing your Special Use Permit Application. Before you submit your application, please make sure that the following steps have been completed:

Have you?

- ☐ Signed and dated your application?
- ☐ Attached your event site map? (and route map if a run/walk event)
- ☐ Designated the onsite Emergency Contact Person?
- ☐ Provided all documents and information as requested throughout the application? ST-105, 501 (c) (3), etc.
- ☐ Certificate of Insurance listing the City of Elkhart as a Certificate Holder
- ☐ Tent Permit, if applicable

Certificates of Insurance should include the following under additionally insured:

Civil City of Elkhart
Elkhart Park Board for and on behalf of Parks & Recreation
229 South Second Street
Elkhart, IN 46516

Civil City of Elkhart
229 South Second Street
Elkhart, IN 46516

Submit your completed application to:

For Parks:

For Board of Works:

City of Elkhart Parks & Recreation Board
Use & Event Permitting
229 South 2nd Street
Elkhart, IN 46516
Phone (574) 295-7275
Email: elkhartcityparkspermits@coei.org

City of Elkhart Board of Public Works
Use & Event Permitting
229 South 2nd Street
Elkhart, IN 46516
Phone (574) 294-5471 ext. 1055
Email: Nancy.Wilson@coei.org

INDEMNIFICATION, WAIVER AND RELEASE

In consideration of the granting of a Permit by the BOARD OF PUBLIC WORKS and/or the BOARD OF PARKS AND RECREATION, I hereby release, discharge, indemnify, protect and hold harmless the City of Elkhart, Indiana, and all of its agents, officials, and employees, of and from any and all claims, demands, damages, both compensatory and punitive, actions, causes of actions, costs, loss of services or consortium, and any expenses incurred for all personal injury or property damage sustained by me or any third party arising out of or in any way involving the use of the City's property during the event. I further agree to indemnify, protect, and hold harmless the City of Elkhart from any and all claims and causes of action, including attorney fees, caused by my negligence or willful conduct that is in any way related to the use of the City's property. I am more than 18 years of age and am fully competent. I have read in full this agreement and understand and agree to all of its terms and conditions. I have signed this instrument voluntarily and with full knowledge of the fact that I am waiving and releasing any and all claims for myself that may subsequently arise, regardless of their nature and extent. Furthermore, if signed on behalf of an entity, I swear and affirm that I am duly authorized to execute this INDEMNIFICATION, WAIVER, AND RELEASE on behalf of the entity.

APPLICANT SIGNATURE

I have read the terms and conditions outlined in this document and the City of Elkhart, City of Elkhart Board of Works, and the City of Elkhart Park & Recreation Board Code of Ordinances and agree to abide by them.

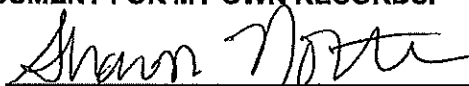
Unless expressly provided for in the permit, Use & Event Permits do not grant the permit holder exclusive rights to park property, including but not limited to any right to restrict access, use, and First Amendment activities of any person on park property open to the general public.

I agree to be bound by the above terms as a condition to the issuance of a Special Event Permit. All payments are due upon the BOW and EPRD final approval.

THIS DOCUMENT CONTAINS A RELEASE OF ALL CLAIMS AND A WAIVER OF RIGHTS. I HAVE CAREFULLY READ ALL OF ITS TERMS AND RETAINED A COPY OF THIS DOCUMENT FOR MY OWN RECORDS.

Sharon Norton

PRINTED NAME OF APPLICANT



SIGNATURE OF APPLICANT

6/6/23

DATE

WITNESSED: Clerk of the Board of Works

Date _____

APPROVED: BOARD OF PUBLIC WORKS

President

Date _____

RATIFIED: BOARD OF PARKS AND RECREATION (if applicable)

President or Secretary

Date _____



ELKHART BOARD OF WORKS
2023 USE & EVENT PERMIT APPLICATION

229 South 2nd Street
Elkhart, IN 46516
Phone: (574) 294-5471

Date Received: 6/5/23

INSTRUCTIONS: Please carefully read the "Event Procedures & Guidelines" sections before completing this application.
Incomplete applications and/or applications without the required application fee will not be processed.

EVENT NAME: Community Unity Back to School Day DATE(S) REQUESTED: Sun Aug 13, 2023
LOCATION/VENUE REQUESTED: McNaughton Park
LOCATION/VENUE 2ND CHOICE REQUESTED: _____

OFFICE USE: DATE/VENUE AVAILABLE

☐ No ☒ Yes

APPLICANT INFORMATION

NAME OF APPLICANT: Antijana Coleman (The Best of Us Foundation)
NAME OF EVENT ORGANIZER/PRODUCER: The Best of Us Foundation
PRODUCTION COMPANY/ORGANIZATION: _____
STREET ADDRESS: _____ APT/UNIT/SUITE: _____
CITY: Elkhart STATE: IND ZIP CODE: 46516
E-MAIL ADDRESS: _____
DAYTIME PHONE: _____ FAX: _____ CELL PHONE: _____
EVENT DAY ON-SITE CONTACT * REQUIRED: _____ DAYTIME PHONE: _____ CELL PHONE: _____

EVENT SPONSOR: Are you, the applicant, organizing this event on behalf of another organization?
(Please check No or Yes Below)

☒ No ☐ Yes → Name of Organization: _____

NAME OF SPONSORING ORGANIZATION CONTACT: _____ SPONSORING ORG. CONTACT PHONE: _____

ADDRESS OF SPONSORING ORGANIZATION: _____ CITY: _____ ZIP CODE: _____

Additional Documentation Required: If you checked "Yes" above, please submit an endorsement letter from the organization (on their official Letterhead) on whose behalf you are organizing this event.

Is the sponsoring organization a 501(c) (3)?
(Please check No or Yes below.)

☒ No ☐ Yes → Please attach current verification of 501(c) (3) status

Does the sponsoring organization have an ST-105 General Sales Tax Exemption Status?
(Please check No or Yes below.)

☒ No ☐ Yes → Please attach current verification of ST-105 status

FEDERAL TAX ID #

EVENT INFORMATION

ACTUAL EVENT TIMES (NOT INCLUDING SETUP or TAKE DOWN)

Start Time: 8:00am

Finish Time: 11pm

Additional Information Required: Please attach a schedule if your event includes multiple days and/or varying times.

SET-UP TIME(S)

From: 8:00am To: 11:00am

TEAR-DOWN

From: 5pm To: 8pm

EXPECTED NUMBER OF PARTICIPANTS:

~ 300

If the event is reoccurring, please submit the past number of participants below.

2022 NUMBER OF PARTICIPANTS:

2021 NUMBER OF PARTICIPANTS:

PREVIOUS YEAR DATE/LOCATION: Has this event been previously held?

(Please check No or Yes below.)

☐ No

☒ Yes

Event Name: Back to School

Location: Pierre Moran & Roosevelt
"The Village"

Date: Aug 2021
June 2022

EVENT DESCRIPTION

Please check what type of event this is (Check all that apply) and write a brief description of your event.

☐ Walk/Run

☐ Cultural Event

☒ Other event, please describe:

☐ Art Fair/Festival

☐ Public Rally/March

☐ Concert/Performance

☐ Bike Ride

☐ Service

Brief Description of Event:

This event will provide families with essentials for kids to go back to school and show unity. children will see families are connected and bonded together as a whole. Everyone knows everyone and are willing to work together to uplift kids and positive activities for children to see.

Please provide a detailed description of your event. Document(s) with this information or other materials describing this event may be attached.

PROHIBITED ACTIVITIES IN CITY PARKS (By Ordinances)

No Fundraising Allowed

No Bounce Houses Allowed

No Admission Fees Allowed

EVENT LOGISTICS

All event logistics are subject to the approval of the "EPRB." Additionally, certain event features, such as street closures and separate permits from the City of Elkhart. For information regarding City of Elkhart Permits, please call 574-294-5471 ext. 1055 or e-mail Nancy.Wilson@coei.org

FOOD AND ALCOHOLIC BEVERAGES:

Are you requesting permission to serve and/or sample food and/or beverages?

(Please check the appropriate response.)

☐ No☒ Yes, to the participants only☐ Yes, to the general public

No Food or Alcoholic Beverages may be sold on Park Property.

If applicable

Name of Caterer/Vendor:

Community type "potluck"

IF YES, please describe:

if any vendors participate they will all know that this is not for profit. so unless money is donated to the cause everything is FREE

Additional Information Required: If you checked "Yes" above, a Short Term Permit is required from the Elkhart County Health Department.

Indicate location where food/beverages will be served on the Site Map.

TENTS AND CANOPIES

If you plan to erect tents or canopies, describe and give the number of tents and/or canopies, along with the sizes of each. A separate sheet with this information may be attached. All tents and/or canopies must be indicated on the Site Map. The Event Organizer is responsible for any damage caused to City/Park property/facility and must consult "BOW" prior to installation.

Building and Zoning Clearance Required.

Will your event feature tents and/or canopies?

(Please check No or Yes below.)

☐ No☒ Yes

Number of Tents/Canopies:

small tents in case of sun nothing major. 4-5 tents

Tent/Canopy Size(s):

(If you have multiple tents/canopies with varying sizes, indicate the number with the corresponding size.)

The following is required for tents over 400 square feet (20 ft. X 20 ft.):

Require inspections by the Elkhart City Fire Department. Refer to Indiana Fire Code 3103.2

Utilities must be marked. Call 811 for Utilities to mark the tent area.

Permits are required, fees apply - Permits must be acquired and paid for at the Permit Center at 229 South Second Street, Elkhart-574-296-9331

Additional Documentation Required: If you checked "Yes" above, please indicate the number of tents with the corresponding size.

Document with this information may be attached. All tents and/or canopies must be indicated on the Site Map.

VEHICLES

Are you requesting permission to operate staff/supply vehicles on City/"EPRB" service roads for delivery of equipment, supplies, or catering/vending?

☒ No☐ Yes

Number of Vehicles:

Not sure if needed

Vehicle Description(s):

Are you requesting permission to retain vehicles on-site for the duration of the event?

☒ No☐ Yes

Number of Vehicles:

Vehicle Description(s):

STAGES/PLATFORMS

(Please check No or Yes below) If yes, please provide additional information as requested below. Document(s) with this information may be attached. Will your event include the installation of stages/platforms? The "BOW" must approve the location of the stages/platforms.

(Please check No or Yes below.) **NO STAGES ARE PROVIDED OR AVAILABLE FROM THE CITY OF ELKHART OR ITS DEPARTMENTS.**

***May require additional insurance.**

? ☒ No ☒ Yes → Number of Stage(s): will use outside stage if needed

Stage Description(s): _____

Stage Owner

City of Elkhart

Phone Number: _____

Address: Street, City, State, Zip _____

Stage Specs will be required.

Additional Documentation Required: If you checked "Yes" above, please clearly indicate the number of stages/platforms on the Site Map.

PORTABLE TOILETS

(Please check No or Yes below) If yes, please provide additional information as requested below. Document(s) with this information may be attached. All portable toilets must be removed from City/"EPRB" property within 48 hours of event (if the event is on a Saturday or a Sunday, portable toilets must be removed that following Monday). The location must be approved by the City/"EPRB."

ADA-compliant toilets are required for Public Gatherings.



No



Yes

Number of Portable Toilets: _____

AND

Number of Accessible ADA Portable Toilets: _____

Company/Description(s): _____

Additional Documentation Required: If you checked "Yes" above, please clearly indicate the number of portable toilets on the Site Map

FENCING

Will the event include the installation of event fencing by the Event Organizer? The location of the fencing must be approved by the "BOW"/"EPRB."
(Please check No or Yes below.)



No



Yes

Description: _____

May require a call to 811 for location marking of Utilities. Buildings and Grounds must also approve to make sure sprinkler lines are not in jeopardy.

EMERGENCY SUPPORT SERVICES- Motor Vehicle and Pedestrian Control

Will the event require Emergency Support Services?
(Please check No or Yes below.)



No



Yes

The Elkhart Fire Dept. will be present

Number of Emergency Management Staff Requested



\$50.00 Minimum of two Event Personnel _____



\$25.00 Event Personnel each per event _____

Total Cost \$ _____

Additional Documentation Required: If you checked "Yes" above, please clearly indicate the number of personnel and where they should be located on the site map. A separate meeting may be required with the Emergency Management Personnel.

FIRE DEPARTMENT

EMERGENCY MEDICAL SERVICES REQUESTED: Please indicate what services you are requesting. Mark all that are requested:

☐ No ☒ Yes →

Time(s) Requested:

will be present already

☐
☐
☐
☐

Ambulance(s)
Medic Kubota
Fire Truck
First Aid Station

Number Requested _____

Please indicate your reason that a Fire Truck may be needed at your Event. Please include any special requests.

would love extra company during fishing part. 10am - 8pm
or just safe around water.

Additional Information May Be Required.

BUILDINGS AND GROUNDS

N/A

FENCING: The following are available for a fee. Mark all that are requested:

☐ Event Fencing Number of Sections Requested _____
☐ Snow Fencing Number of Feet Requested _____

Other _____
Other _____

Additional fees may apply.

WASTE RECEPTACLES

Will the event require additional waste receptacles? The location of the waste receptacles must be approved by the "BOW"/EPRB.

(Please check No or Yes below.) Additional fees may apply.

☒ No ☒ Yes →

long as we have a place to throw away
trash...

Will the event require Buildings & Grounds to set up or deliver other equipment? If Yes, please list below.

(Please check No or Yes below.)

☒ No ☒ Yes →

Additional Documentation Required: If you checked "Yes" above, please clearly indicate the number of fencing on the site map.

PARKS DEPARTMENT

EQUIPMENT REQUESTED:

☒ No ☐ Yes →

- | | |
|--|---|
| <input type="checkbox"/> Golf Cars | ONLY AVAILABLE FOR CITY-ORGANIZED EVENTS (I.E., Rhapsody, Summer Chill, WinterFest, etc.) |
| <input type="checkbox"/> Risers | ONLY AVAILABLE FOR CITY-ORGANIZED EVENTS (I.E., Rhapsody, Summer Chill, WinterFest, etc.) |
| <input type="checkbox"/> Stage | ONLY AVAILABLE FOR CITY-ORGANIZED EVENTS (I.E., Rhapsody, Summer Chill, WinterFest, etc.) |
| <input type="checkbox"/> Trailer (tables/chairs) | ONLY AVAILABLE FOR CITY-ORGANIZED EVENTS (I.E., Rhapsody, Summer Chill, WinterFest, etc.) |

NOTE: Bleachers and Stages are not available for public or private use.

City Departments Only may request the use of these items.

POLICE DEPARTMENT

POLICE SERVICES: Please indicate what services you are requesting. Mark all that are requested:

☐ No ☒ Yes →

will be participating

Please indicate why you feel Police presence may be needed at your Event.

Additional Information May Be Required.

STREET DEPARTMENT

STREET CLOSURES: Will you be requiring closure of City streets for your event?

☐ No ☐ Yes →

Please mark all that may apply:

Street Name

Top of hill at the end of McLaughlin Park maybe!?
By Rainbow Blvd.

Street Closed From: _____ To: _____

Street Closed From: _____ To: _____

Street Closed From: _____ To: _____

Street Closed From: _____ To: _____

Street Closed From: _____ To: _____

Street Closed From: _____ To: _____

OTHER STRUCTURES

Will your event include other structures not identified above? The location of all other structures must be approved by the "EPRB".
(Please check No or Yes below.)

☐ No ☐ Yes → Number of Structures: _____

Description(s): _____

Additional Information Required: If you checked "Yes" above, please indicate the location of all stages/platforms, portable toilets, fencing, barricades and all other structures on the Site Map. Ordering of all equipment must be done by the Event Organizer.

BOARD OF WORKS PERMITS

(Please check No or Yes below) If yes, please provide additional information as requested below. Document(s) with this information may be attached.
Are you requesting the use of City Plaza? N/A

Water:

☐

Yes

☐

No

Electric:

☐

Yes

☐

No

Plaza Sign:

☐

Yes

☐

No

Sign Information: _____

Bridge Banner:

☐

Yes

☐

No

Please indicate location:

☐

Bridge Banner- North Main Street- Memorial Bridge

☐

Bridge Banner – Johnson Street

NOISE ORDINANCE

Will the event require an exception to noise by the Event Organizer?

(Please check No or Yes below.)

☐

No

☒

Yes



Reason:

music, kids, people

Parade and Special Exception to Noise Ordinance:

☐

Yes

☒

No

Public Assembly and Special Exception to Noise Ordinance:

☒

Yes

☐

No

Special Exception to Noise Ordinance:

☐

Yes

☒

No

Persons or entities affected by this special exception to the Noise Ordinance: (required)

What measures will be taken to mitigate the impact of the Noise exception on surrounding persons (required)

EMERGENCY ACTION PLAN

PURPOSE (Required for all Applicants)

- A. This emergency action plan predetermines actions to take before and during the EVENT in response to an emergency or otherwise hazardous condition. These actions will be taken by organizers, management, personnel, and attendees. These actions represent those required prior to the event in preparation for and those required during an emergency.
 - B. Flexibility must be exercised when implementing this plan because of the wide variety of potential hazards that exist for this event. These hazards include but are not limited to Fire, Medical Emergencies, Severe Weather, or situations where Law Enforcement is required.
-

BASIC PLAN

- A. The emergency action plan event representative will be identified as the point of contact for all communications regarding the event. This person is identified as the primary contact and must be present during the event:

Contact full name (first/last name): Antonia Coleman
Contact cell number (area code plus number): (574) 350-0325

EVENT MAPS

SITE MAP (Required for all Applicants)

Please attach a Site Map clearly indicating the set-up of the event. An example would be the Start/Finish of a walk, run, or race event and/or the set-up area of a festival or cultural event. The Site Map should indicate the relative location of the following; all sources of amplified sound and the direction of the sound; tents and canopies with sizes, stages, promotional vehicles, portable toilets, fencing, barricades, and other structures; proposed driving paths for all equipment and supply vehicles; location of vehicles you wish to retain on "EPRB" property during the event; locations of food and proposed street closures. All site Maps are subject to the approval of "EPRB."

ROUTE MAP (Runs, Walks, Bike Rides)

All events that include a run/ walk or other activity in which participants will be following a course will be required to attach a Route Map and a written document of the proposed route of the event. All proposed Route Maps are subject to "EPRB" approval. The use of any outside the Parkways or parks, such as City streets, must be approved by the Board of Public Works.

For a more detailed Route Map, it is recommended to use mapmyrun.com (this is a free website), Bing maps, or Google maps

ELKHART COUNTY HEALTH DEPARTMENT

An Elkhart County Health Department Permit for food and beverage must accompany event plans. Please contact the Elkhart County Health Department at 574-523-2283.

INDEMNIFICATION, WAIVER AND RELEASE

In consideration of the granting of a Permit by the BOARD OF PUBLIC WORKS and/or the BOARD OF PARKS AND RECREATION, I hereby release, discharge, indemnify, protect and hold harmless the City of Elkhart, Indiana, and all of its agents, officials, and employees, of and from any and all claims, demands, damages, both compensatory and punitive, actions, causes of actions, costs, loss of services or consortium, and any expenses incurred for all personal injury or property damage sustained by me or any third party arising out of or in any way involving the use of the City's property during the event. I further agree to indemnify, protect, and hold harmless the City of Elkhart from any and all claims and causes of action, including attorney fees, caused by my negligence or willful conduct that is in any way related to the use of the City's property. I am more than 18 years of age and am fully competent. I have read in full this agreement and understand and agree to all of its terms and conditions. I have signed this instrument voluntarily and with full knowledge of the fact that I am waiving and releasing any and all claims for myself that may subsequently arise, regardless of their nature and extent. Furthermore, if signed on behalf of an entity, I swear and affirm that I am duly authorized to execute this INDEMNIFICATION, WAIVER, AND RELEASE on behalf of the entity.

APPLICANT SIGNATURE

I have read the terms and conditions outlined in this document and the City of Elkhart, City of Elkhart Board of Works, and the City of Elkhart Park & Recreation Board Code of Ordinances and agree to abide by them.

Unless expressly provided for in the permit, Use & Event Permits do not grant the permit holder exclusive rights to park property, including but not limited to any right to restrict access, use, and First Amendment activities of any person on park property open to the general public.

I agree to be bound by the above terms as a condition to the issuance of a Special Event Permit. All payments are due upon the BOW and EPRD final approval.

THIS DOCUMENT CONTAINS A RELEASE OF ALL CLAIMS AND A WAIVER OF RIGHTS. I HAVE CAREFULLY READ ALL OF ITS TERMS AND RETAINED A COPY OF THIS DOCUMENT FOR MY OWN RECORDS.

Antyuna Coleman

PRINTED NAME OF APPLICANT

Antyuna Coleman

SIGNATURE OF APPLICANT

June 5th 2023

DATE

WITNESSED: Clerk of the Board of Works

Date _____

APPROVED: BOARD OF PUBLIC WORKS

President

Date _____

RATIFIED: BOARD OF PARKS AND RECREATION (if applicable)

President or Secretary

Date _____



ELKHART BOARD OF WORKS
2023 USE & EVENT PERMIT APPLICATION

229 South 2nd Street
Elkhart, IN 46516
Phone: (574) 294-5471

Date Received: 6/1/23

INSTRUCTIONS: Please carefully read the "Event Procedures & Guidelines" sections before completing this application.
Incomplete applications and/or applications without the required application fee will not be processed.

EVENT NAME: Rockin' on the Rails DATE(S) REQUESTED 8/26/23

LOCATION/VENUE REQUESTED NYCRR Museum

LOCATION/VENUE 2ND CHOICE REQUESTED N/A

OFFICE USE: DATE/VENUE AVAILABLE

☐ No ☐ Yes

*Asking to use Parks
stage*

APPLICANT INFORMATION

NAME OF APPLICANT

Timothy Reecer on behalf of "Friends of the National New York Central Railroad Museum"

NAME OF EVENT ORGANIZER/PRODUCER

Friends of the New York Central Railroad Museum

PRODUCTION COMPANY/ORGANIZATION

STREET ADDRESS

APT/UNIT/SUITE

CITY

Elkhart

STATE

IN

ZIP CODE

46516

E-MAIL ADDRESS

DAYTIME PHONE

FAX

CELL PHONE

EVENT DAY ON-SITE CONTACT * REQUIRED

DAYTIME PHONE

CELL PHONE

EVENT SPONSOR: Are you, the applicant, organizing this event on behalf of another organization?

(Please check No or Yes Below)

☐

No

☐

Yes

→ Name of Organization: _____

NAME OF SPONSORING ORGANIZATION CONTACT

SPONSORING ORG. CONTACT PHONE

ADDRESS OF SPONSORING ORGANIZATION

CITY

ZIP CODE

Additional Documentation Required: If you checked "Yes" above, please submit an endorsement letter from the organization (on their official Letterhead) on whose behalf you are organizing this event.

Is the sponsoring organization a 501(c) (3)?

(Please check No or Yes below.)

☐

No

☐

Yes

→ Please attach current verification of 501(c) (3) status

Does the sponsoring organization have an ST-105 General Sales Tax Exemption Status?

(Please check No or Yes below.)

☐

No

☐

Yes

→ Please attach current verification of ST-105 status

FEDERAL TAX ID #

EVENT INFORMATION

ACTUAL EVENT TIMES (NOT INCLUDING SETUP or TAKE DOWN)

Start Time: 12:00pm

Finish Time: 6:00pm

Additional Information Required: Please attach a schedule if your event includes multiple days and/or varying times.

SET-UP TIME(S) From: 6:00pm To: 9:00pm	TEAR-DOWN From: 6:00pm To: 9:00pm
EXPECTED NUMBER OF PARTICIPANTS: 1500	
If the event is reoccurring, please submit the past number of participants below.	
2022 NUMBER OF PARTICIPANTS: 1000	2021 NUMBER OF PARTICIPANTS: 500

PREVIOUS YEAR DATE/LOCATION: Has this event been previously held?

(Please check No or Yes below.)

☐ No

☐ Yes

Event Name: Rockin' on the Rails

Location: Same as this year

Date: 9/23/22

EVENT DESCRIPTION

Please check what type of event this is (Check all that apply) and write a brief description of your event.

☐ Walk/Run

☐ Cultural Event

☒ Other event, please describe:

☐ Art Fair/Festival

☐ Public Rally/March

Fundraiser

☒ Concert/Performance

☐ Bike Ride

☐ Service

Brief Description of Event:

3 live bands, food trucks, and beer vendor help raise funds for the restoration of Rolling Stock

Please provide a detailed description of your event. Document(s) with this information or other materials describing this event may be attached.

PROHIBITED ACTIVITIES IN CITY PARKS (By Ordinances)

No Fundraising Allowed

No Bounce Houses Allowed

No Admission Fees Allowed

EVENT LOGISTICS

All event logistics are subject to the approval of the "EPRB." Additionally, certain event features, such as street closures and separate permits from the City of Elkhart. For information regarding City of Elkhart Permits, please call 574-294-5471 ext. 1055 or e-mail Nancy.Wilson@coei.org

FOOD AND ALCOHOLIC BEVERAGES:

Are you requesting permission to serve and/or sample food and/or beverages?

(Please check the appropriate response.)

☐ No

☐ Yes, to the participants only

☒ Yes, to the general public

No Food or Alcoholic Beverages may be sold on Park Property.

If applicable



Name of Caterer/Vendor: 5 Star Dive Bar

IF YES, please describe:

Beer

Additional Information Required: If you checked "Yes" above, a Short Term Permit is required from the Elkhart County Health Department.

Indicate location where food/beverages will be served on the Site Map.

TENTS AND CANOPIES

If you plan to erect tents or canopies, describe and give the number of tents and/or canopies, along with the sizes of each. A separate sheet with this information may be attached. All tents and/or canopies must be indicated on the Site Map. The Event Organizer is responsible for any damage caused to City/Park property/facility and must consult "BOW" prior to installation.

Building and Zoning Clearance Required.

Will your event feature tents and/or canopies?

(Please check No or Yes below.)

☐ No

☒ Yes



Number of Tents/Canopies: 1

Tent/Canopy Size(s): 10x10 EZ Up

(If you have multiple tents/canopies with varying sizes, indicate the number with the corresponding size.)

The following is required for tents over 400 square feet (20 ft. X 20 ft.):

Require inspections by the Elkhart City Fire Department. Refer to Indiana Fire Code 3103.2

Utilities must be marked. Call 811 for Utilities to mark the tent area.

Permits are required, fees apply - Permits must be acquired and paid for at the Permit Center at 229 South Second Street, Elkhart-574-296-9331

Additional Documentation Required: If you checked "Yes" above, please indicate the number of tents with the corresponding size.

Document with this information may be attached. All tents and/or canopies must be indicated on the Site Map.

VEHICLES

Are you requesting permission to operate staff/supply vehicles on City/"EPRB" service roads for delivery of equipment, supplies, or catering/vending?

☒ No

☐ Yes



Number of Vehicles: _____

Vehicle Description(s): _____

Are you requesting permission to retain vehicles on-site for the duration of the event?

☒ No

☐ Yes



Number of Vehicles: _____

Vehicle Description(s): _____

STAGES/PLATFORMS

(Please check No or Yes below) If yes, please provide additional information as requested below. Document(s) with this information may be attached. Will your event include the installation of stages/platforms? The "BOW" must approve the location of the stages/platforms. (Please check No or Yes below.) **NO STAGES ARE PROVIDED OR AVAILABLE FROM THE CITY OF ELKHART OR ITS DEPARTMENTS.**

***May require additional insurance.**

☐ No ☒ Yes → Number of Stage(s): 1

Stage Description(s): A raised platform used b a band to play music from

Stage Owner Building & Grounds Department Phone Number: 574-970-0542

Address: Street, City, State, Zip 1100 McDonald St

Stage Specs will be required.

Additional Documentation Required: If you checked "Yes" above, please clearly indicate the number of stages/platforms on the Site Map.

PORTABLE TOILETS

(Please check No or Yes below) If yes, please provide additional information as requested below. Document(s) with this information may be attached. All portable toilets must be removed from City/"EPRB" property within 48 hours of event (if the event is on a Saturday or a Sunday, portable toilets must be removed that following Monday). The location must be approved by the City/"EPRB."

ADA-compliant toilets are required for Public Gatherings.

☐ No ☒ Yes → Number of Portable Toilets: 4 AND Number of Accessible ADA Portable Toilets: 1

Company/Description(s): Joy Johns

Additional Documentation Required: If you checked "Yes" above, please clearly indicate the number of portable toilets on the Site Map

FENCING

Will the event include the installation of event fencing by the Event Organizer? The location of the fencing must be approved by the "BOW"/"EPRB." (Please check No or Yes below.)

☒ No ☐ Yes → Description: _____

May require a call to 811 for location marking of Utilities. Buildings and Grounds must also approve to make sure sprinkler lines are not in jeopardy.

EMERGENCY SUPPORT SERVICES- Motor Vehicle and Pedestrian Control

Will the event require Emergency Support Services? (Please check No or Yes below.)

☒ No ☐ Yes → _____

Number of Emergency Management Staff Requested

☐ \$50.00 Minimum of two Event Personnel _____

☐ \$25.00 Event Personnel each perevent _____

Total Cost \$ _____

Additional Documentation Required: If you checked "Yes" above, please clearly indicate the number of personnel and where they should be located on the site map. A separate meeting may be required with the Emergency Management Personnel.

FIRE DEPARTMENT

EMERGENCY MEDICAL SERVICES REQUESTED: Please indicate what services you are requesting. Mark all that are requested:

☒ No ☐ Yes →

Time(s) Requested: _____

- ☐ Ambulance(s) Number Requested _____
- ☐ Medic Kubota
- ☐ Fire Truck
- ☐ First Aid Station

Please indicate your reason that a Fire Truck may be needed at your Event. Please include any special requests.

Additional Information May Be Required.

BUILDINGS AND GROUNDS

FENCING: The following are available for a fee. Mark all that are requested:

- ☐ Event Fencing Number of Sections Requested _____ Other _____
- ☐ Snow Fencing Number of Feet Requested _____ Other _____

Additional fees may apply.

WASTE RECEPTACLES

Will the event require additional waste receptacles? The location of the waste receptacles must be approved by the "BOW"/"EPRB."
(Please check No or Yes below.) Additional fees may apply.

☒ No ☐ Yes →

Will the event require Buildings & Grounds to set up or deliver other equipment? If Yes, please list below.
(Please check No or Yes below.)

☐ No ☒ Yes → Yes, trailer and stage

Additional Documentation Required: If you checked "Yes" above, please clearly indicate the number of fencing on the site map.

PARKS DEPARTMENT

EQUIPMENT REQUESTED:

☐ No ☒ Yes → Stage, Table & Chairs

- ☐ Golf Cars ONLY AVAILABLE FOR CITY-ORGANIZED EVENTS (I.E., Rhapsody, Summer Chill, WinterFest, etc.)
- ☐ Risers ONLY AVAILABLE FOR CITY-ORGANIZED EVENTS (I.E., Rhapsody, Summer Chill, WinterFest, etc.)
- ☒ Stage ONLY AVAILABLE FOR CITY-ORGANIZED EVENTS (I.E., Rhapsody, Summer Chill, WinterFest, etc.)
- ☒ Trailer (tables/chairs) ONLY AVAILABLE FOR CITY-ORGANIZED EVENTS (I.E., Rhapsody, Summer Chill, WinterFest, etc.)

NOTE: Bleachers and Stages are not available for public or private use.

City Departments Only may request the use of these items.

POLICE DEPARTMENT

POLICE SERVICES: Please indicate what services you are requesting. Mark all that are requested:

☒ No ☐ Yes → _____

Please indicate why you feel Police presence may be needed at your Event.

Additional Information May Be Required.

STREET DEPARTMENT

STREET CLOSURES: Will you be requiring closure of City streets for your event?

☒ No ☐ Yes → Street Name _____

Please mark all that may apply:

Street Closed From: _____ To: 9:00pm
Street Closed From: _____ To: _____
Street Closed From: _____ To: _____
Street Closed From: _____ To: _____
Street Closed From: _____ To: _____
Street Closed From: _____ To: _____

OTHER STRUCTURES

Will your event include other structures not identified above? The location of all other structures must be approved by the "EPRB".
(Please check No or Yes below.)

☒ No ☐ Yes → Number of Structures: _____

→ Description(s): _____

Additional Information Required: If you checked "Yes" above, please indicate the location of all stages/platforms, portable toilets, fencing, barricades and all other structures on the Site Map. Ordering of all equipment must be done by the Event Organizer.

BOARD OF WORKS PERMITS

(Please check No or Yes below) If yes, please provide additional information as requested below. Document(s) with this information may be attached.
Are you requesting the use of City Plaza?

Water:

☐

Yes

☒

No

Electric:

☐

Yes

☒

No

Plaza Sign:

☒

Yes

☐

No

Sign Information:

Rockin' on the Rials, August 26th 12-6pm, New York Central Railroad Museum

Bridge Banner:

☐

Yes

☒

No

Please indicate location:

☐

Bridge Banner- North Main Street- Memorial Bridge

☐

Bridge Banner – Johnson Street

NOISE ORDINANCE

Will the event require an exception to noise by the Event Organizer?

(Please check No or Yes below.)

☐

No

☒

Yes



Reason:

Rockin!

Parade and Special Exception to Noise Ordinance:

☐

Yes

☒

No

Public Assembly and Special Exception to Noise Ordinance:

☒

Yes

☐

No

Special Exception to Noise Ordinance:

☒

Yes

☐

No

Persons or entities affected by this special exception to the Noise Ordinance: (required)

Bowly's Crystal Bar, Inc.

What measures will be taken to mitigate the impact of the Noise exception on surrounding persons (required)

We will invite them over to the party and turn down the fun if asked by them.

EMERGENCY ACTION PLAN

PURPOSE (Required for all Applicants)

- A. This emergency action plan predetermines actions to take before and during the EVENT in response to an emergency or otherwise hazardous condition. These actions will be taken by organizers, management, personnel, and attendees. These actions represent those required prior to the event in preparation for and those required during an emergency.
 - B. Flexibility must be exercised when implementing this plan because of the wide variety of potential hazards that exist for this event. These hazards include but are not limited to Fire, Medical Emergencies, Severe Weather, or situations where Law Enforcement is required.
-

BASIC PLAN

- A. The emergency action plan event representative will be identified as the point of contact for all communications regarding the event. This person is identified as the primary contact and must be present during the event:

Contact full name (first/last name): Steve Barton

Contact cell number (area code plus number):

574-370-3714

EVENT MAPS

SITE MAP (Required for all Applicants)

Please attach a Site Map clearly indicating the set-up of the event. An example would be the Start/Finish of a walk, run, or race event and/or the set-up area of a festival or cultural event. The Site Map should indicate the relative location of the following; all sources of amplified sound and the direction of the sound; tents and canopies with sizes, stages, promotional vehicles, portable toilets, fencing, barricades, and other structures; proposed driving paths for all equipment and supply vehicles; location of vehicles you wish to retain on "EPRB" property during the event; locations of food and proposed street closures. All site Maps are subject to the approval of "EPRB."

ROUTE MAP (Runs, Walks, Bike Rides)

All events that include a run/ walk or other activity in which participants will be following a course will be required to attach a Route Map and a written document of the proposed route of the event. All proposed Route Maps are subject to "EPRB" approval. The use of any outside the Parkways or parks, such as City streets, must be approved by the Board of Public Works.

For a more detailed Route Map, it is recommended to use mapmyrun.com (this is a free website), Bing maps, or Google maps

ELKHART COUNTY HEALTH DEPARTMENT

An Elkhart County Health Department Permit for food and beverage must accompany event plans. Please contact the Elkhart County Health Department at 574-523-2283.

INDEMNIFICATION, WAIVER AND RELEASE

In consideration of the granting of a Permit by the BOARD OF PUBLIC WORKS and/or the BOARD OF PARKS AND RECREATION, I hereby release, discharge, indemnify, protect and hold harmless the City of Elkhart, Indiana, and all of its agents, officials, and employees, of and from any and all claims, demands, damages, both compensatory and punitive, actions, causes of actions, costs, loss of services or consortium, and any expenses incurred for all personal injury or property damage sustained by me or any third party arising out of or in any way involving the use of the City's property during the event. I further agree to indemnify, protect, and hold harmless the City of Elkhart from any and all claims and causes of action, including attorney fees, caused by my negligence or willful conduct that is in any way related to the use of the City's property. I am more than 18 years of age and am fully competent. I have read in full this agreement and understand and agree to all of its terms and conditions. I have signed this instrument voluntarily and with full knowledge of the fact that I am waiving and releasing any and all claims for myself that may subsequently arise, regardless of their nature and extent. Furthermore, if signed on behalf of an entity, I swear and affirm that I am duly authorized to execute this INDEMNIFICATION, WAIVER, AND RELEASE on behalf of the entity.

Timothy Reecer

Digitally signed by Timothy Reecer
Date: 2023.05.19 12:43:12 -04'00'

APPLICANT SIGNATURE

I have read the terms and conditions outlined in this document and the City of Elkhart, City of Elkhart Board of Works, and the City of Elkhart Park & Recreation Board Code of Ordinances and agree to abide by them.

Unless expressly provided for in the permit, Use & Event Permits do not grant the permit holder exclusive rights to park property, including but not limited to any right to restrict access, use, and First Amendment activities of any person on park property open to the general public.

I agree to be bound by the above terms as a condition to the issuance of a Special Event Permit. All payments are due upon the BOW and EPRD final approval.

THIS DOCUMENT CONTAINS A RELEASE OF ALL CLAIMS AND A WAIVER OF RIGHTS. I HAVE CAREFULLY READ ALL OF ITS TERMS AND RETAINED A COPY OF THIS DOCUMENT FOR MY OWN RECORDS.

Timothy Reecer

PRINTED NAME OF APPLICANT

Timothy Reecer

Digitally signed by Timothy Reecer
Date: 2023.05.19 12:43:26 -04'00'

SIGNATURE OF APPLICANT

5/18/23

DATE

WITNESSED: Clerk of the Board of Works

Date _____

APPROVED: BOARD OF PUBLIC WORKS

President

Date _____

RATIFIED: BOARD OF PARKS AND RECREATION (if applicable)

President or Secretary

Date _____



ELKHART BOARD OF WORKS
2022 USE & EVENT PERMIT APPLICATION

229 South 2nd Street
Elkhart, IN 46516
Phone: (574) 294-5471

Date Received: **5/22/23**

INSTRUCTIONS: Please carefully read the "Event Procedures & Guidelines" sections before completing this application.
Incomplete applications and/or applications without the required application fee will not be processed.

EVENT NAME: **WOOF GROUP 4TH ANNUAL BREAKFAST** DATE(S) REQUESTED **OCT 28, 2023**
LOCATION/VENUE REQUESTED **DR. FRANK BOOTH DOG PARK**
LOCATION/VENUE 2ND CHOICE REQUESTED _____
OFFICE USE: DATE/VENUE AVAILABLE ☐ No ☒ Yes

APPLICANT INFORMATION

NAME OF APPLICANT **BARNEY ASH THE WOOF GROUP**
NAME OF EVENT ORGANIZER/PRODUCER **BARNEY ASH**
PRODUCTION COMPANY/ORGANIZATION **N/A**
STREET ADDRESS _____ APT/UNIT/SUITE _____
CITY **ELKHART, IN** STATE **IN** ZIP CODE **46514**
E-MAIL ADDRESS _____
DAYTIME PHONE _____ FAX **NA** CELL PHONE _____
EVENT DAY ON-SITE CONTACT * REQUIRED _____ DAYTIME PHONE _____ CELL PHONE **2**

EVENT SPONSOR: Are you, the applicant, organizing this event on behalf of another organization?
(Please check No or Yes Below)

☐ No ☒ Yes → Name of Organization: **THE WOOF GROUP**

NAME OF SPONSORING ORGANIZATION CONTACT **BARNEY ASH** SPONSORING ORG. CONTACT PHONE _____
ADDRESS OF SPONSORING ORGANIZATION _____ CITY **Elkhart, IN** ZIP CODE **46514**

Additional Documentation Required: If you checked "Yes" above, please submit an endorsement letter from the organization (on their official Letterhead) on whose behalf you are organizing this event.

Is the sponsoring organization a 501(c) (3)?
(Please check No or Yes below.)

☒ No ☐ Yes → Please attach current verification of 501(c) (3) status

Does the sponsoring organization have an ST-105, General Sales Tax Exemption Status?
(Please check No or Yes below.)

☒ No ☐ Yes → Please attach current verification of ST-105 status

FEDERAL TAX ID #

EVENT INFORMATION

ACTUAL EVENT TIMES (NOT INCLUDING SETUP or TAKE DOWN)

Start Time: 8:00 AM

Finish Time: 10:30 AM

Additional Information Required: If your event includes multiple days and/or varying times, please attach a schedule.

SET-UP TIME(S)

From: 7:00 AM To: 7:30 AM

TEAR-DOWN

From: 10:30 AM To: 11:30 AM

EXPECTED NUMBER OF PARTICIPANTS:

45

If event is reoccurring, please submit past number of participants below.

2021 NUMBER OF PARTICIPANTS:

2020 NUMBER OF PARTICIPANTS:

PREVIOUS YEAR DATE/LOCATION: Has this event been previously held?

(Please check No or Yes below.)

☐ No

☒ Yes

Event Name:

ANNUAL WOOF GROUP CARRY-IN BREAKFAST

Location:

DR. FRANK BOOTH
DOG PARK

Date:

OCT 2022
2021
2020

EVENT DESCRIPTION

Please check what type of event this is (Check all that apply) and write a brief description of your event.

☐ Walk/Run

☐ Cultural Event

☒ Other event, please describe:

☐ Art Fair/Festival

☐ Public Rally/March

☐ Concert/Performance

☐ Bike Ride

☐ Service

CARRY-IN Breakfast

HALLOWEEN COSTUMES - DOGS + HUMANS

ECHO DOG CLUB AGILITY DEMO

Brief Description of Event:

CARRY-IN Breakfast, Costume contest
ECHO DOG Club from Buchanan Agility
demonstrations.

Please provide a detailed description of your event. Document(s) with this information or other materials describing this event may be attached.

PROHIBITED ACTIVITIES IN CITY PARKS (By Ordinances)

No Fundraising Allowed

No Bounce Houses Allowed

No Admission Fees Allowed

EVENT LOGISTICS

All event logistics are subject to the approval of the "EPRB". Additionally, certain event features such as street closures and the separate permits from the City of Elkhart. For information regarding City of Elkhart Permits, please call 574-294-5471 ext. 1055 or email Nancy.Wilson@coei.org

FOOD AND ALCOHOLIC BEVERAGES:

Are you requesting permission to serve and/or sample food and/or beverages?

(Please check the appropriate response.)

☐ No

☒ Yes, to the participants only

☐ Yes, to the general public

No Food or Alcoholic Beverages may be sold on Park Property.

If applicable



Name of Caterer/Vendor:

MEMBERS BRINGING A DISH

IF YES, please describe:

Additional Information Required: If you checked "Yes" above, a Short Term Permit is required from the Elkhart County Health Department.

Indicate location where food/beverages will be served on the Site Map.

TENTS AND CANOPIES

If you are planning to erect tents or canopies, describe and give the quantity of tents and/or canopies, along with the sizes of each. A separate sheet with this information may be attached. All tents and/or canopies must be indicated on the Site Map. The Event Organizer is responsible for any damage caused to City/Park property/facility and must consult "BOW" prior to installation.

Building and Zoning Clearance Required.

Will your event feature tents and/or canopies?

(Please check No or Yes below.)

☒ No

☐ Yes



Number of Tents/Canopies:

Tent/Canopy Size(s):

(If you have multiple tents/canopies with varying sizes, indicate the number with the corresponding size.)

The following is required for tents over 400 square feet (20 ft. X 20 ft.):

Require inspections by the Elkhart City Fire Department. Refer to Indiana Fire Code 3103.2

Utilities must be marked. Call 811 for Utilities to mark tent area.

Permits are required, fees apply - Permits must be acquired and paid for at the Permit Center at 229 South Second Street, Elkhart-574-294-5471 ext. 3005

Additional Documentation Required: If you checked "Yes" above, please indicate the number of tents with the corresponding size.

Document with this information may be attached. All tents and/or canopies must be indicated on the Site Map.

VEHICLES

Are you requesting permission to operate staff/supply vehicles on City/"EPRB" service roads for delivery of equipment, supplies or catering/vending?

☒ No

☐ Yes



Number of Vehicles:

Vehicle Description(s):

Are you requesting permission to retain vehicles on-site for the duration of the event?

☒ No

☐ Yes



Number of Vehicles:

Vehicle Description(s):

STAGES/PLATFORMS

(Please check No or Yes below) If yes, please provide additional information as requested below. Document(s) with this information may be attached. Will your event include the installation of stages/platforms? The location of the stages/platforms must be approved by the "BOW". (Please check No or Yes below.) NO STAGES ARE PROVIDED OR AVAILABLE FROM THE CITY OF ELKHART OR ITS DEPARTMENTS.

*May require additional insurance.

☒ No ☐ Yes → Number of Stage(s): _____

Stage Description(s): _____

Stage Owner _____ Phone Number: _____

Address: Street, City, State, Zip _____

Stage Specs will be required.

Additional Documentation Required: If you checked "Yes" above, please clearly indicate the number of stages/platforms on the Site Map.

PORTABLE TOILETS

(Please check No or Yes below) If yes, please provide additional information as requested below. Document(s) with this information may be attached. All portable toilets must be removed from City/"EPRB" property on within 48 hours of event (if event is on a Saturday or a Sunday, portable toilets must be removed that following Monday). The location must be approved by the City/"EPRB".

ADA compliant toilets are required for Public Gatherings.

☒ No ☐ Yes → Number of Portable Toilets: _____ AND Number of Accessible ADA Portable Toilets: _____

Company/Description(s): _____

Additional Documentation Required: If you checked "Yes" above, please clearly indicate the number of portable toilets on the Site Map

FENCING

Will the event include the installation of event fencing by the Event Organizer? The location of the fencing must be approved by the "BOW"/"EPRB". (Please check No or Yes below.)

☒ No ☐ Yes → Description: _____

May require a call to 811 for location marking of Utilities. Buildings and Grounds must also approve to make sure sprinkler lines are not in jeopardy.

EMERGENCY SUPPORT SERVICES - Motor Vehicle and Pedestrian Control

Will the event require Emergency Support Services? (Please check No or Yes below.)

☒ No ☐ Yes → _____

Number of Emergency Management Staff Requested

- ☐ \$50.00 Minimum of two Event Personnel _____
☐ \$25.00 Event Personnel each per event _____

Total Cost \$ _____

Additional Documentation Required: If you checked "Yes" above, please clearly indicate the number of personnel and where they should be located on the site map. A separate meeting may be required with the Emergency Management Personnel.

FIRE DEPARTMENT

EMERGENCY MEDICAL SERVICES REQUESTED: Please indicate what services you are requesting. Mark all that are requested:

☒ No ☐ Yes →

Time(s) Requested: _____

- | | | |
|--------------------------|-------------------|------------------------|
| <input type="checkbox"/> | Ambulance(s) | Number Requested _____ |
| <input type="checkbox"/> | Medic Kubota | |
| <input type="checkbox"/> | Fire Truck | |
| <input type="checkbox"/> | First Aid Station | |

Please indicate your reason that a Fire Truck may be needed at your Event. Please include any special requests.

Additional Information May Be Required

BUILDINGS AND GROUNDS

FENCING: The following are available for a fee. Mark all that are requested:

- | | | |
|--|------------------------------------|-------------|
| <input type="checkbox"/> Event Fencing | Number of Sections Requested _____ | Other _____ |
| <input type="checkbox"/> Snow Fencing | Number of Feet Requested _____ | Other _____ |

Additional fees may apply.

WASTE RECEPTICLES

Will the event require additional waste receptacles? The location of the waste receptacles must be approved by the "BOW"/EPRB.

(Please check No or Yes below.) Additional fees may apply.

☒ No ☐ Yes →

Will the event require Buildings & Grounds to set up or deliver other equipment? If Yes, please list below.

(Please check No or Yes below.)

☒ No ☐ Yes →

Additional Documentation Required: If you checked "Yes" above, please clearly indicate the number of fencing on the site map.

PARKS DEPARTMENT

EQUIPMENT REQUESTED:

☒ No ☐ Yes →

- | | |
|--|---|
| <input type="checkbox"/> Golf Cars | ONLY AVAILABLE FOR CITY ORGANIZED EVENTS (I.E.: Rhapsody, Summer Chill, WinterFest, etc.) |
| <input type="checkbox"/> Risers | ONLY AVAILABLE FOR CITY ORGANIZED EVENTS (I.E.: Rhapsody, Summer Chill, WinterFest, etc.) |
| <input type="checkbox"/> Stage | ONLY AVAILABLE FOR CITY ORGANIZED EVENTS (I.E.: Rhapsody, Summer Chill, WinterFest, etc.) |
| <input type="checkbox"/> Trailer (tables/chairs) | ONLY AVAILABLE FOR CITY ORGANIZED EVENTS (I.E.: Rhapsody, Summer Chill, WinterFest, etc.) |

NOTE: Bleachers and Stages are not available for public or private use.

City Departments Only may request the use of these items.

POLICE DEPARTMENT

POLICE SERVICES: Please indicate what services you are requesting. Mark all that are requested:

☒ No ☐ Yes

Please indicate why you feel Police presence may be needed at your Event.

Additional Information May Be Required.

STREET DEPARTMENT

STREET CLOSURES: Will you be requiring closure of City streets for your event?

☒ No ☐ Yes Street Name

Please mark all that may apply:

Street Closed From: _____ To: _____

Street Closed From: _____ To: _____

Street Closed From: _____ To: _____

Street Closed From: _____ To: _____

Street Closed From: _____ To: _____

Street Closed From: _____ To: _____

OTHER STRUCTURES

Will your event include other structures not identified above? The location of all other structures must be approved by the "EPRB"
(Please check No or Yes below.)

☒ No ☐ Yes \longrightarrow Number of Structures: _____

➡ Description(s): _____

Additional Information Required: If you checked "Yes" above, please indicate the location of all stages/platforms, portable toilets, fencing, barricades and all other structures on the Site Map. Ordering of all equipment must be done by the Event Organizer.

BOARD OF WORKS PERMITS

(Please check No or Yes below) If yes, please provide additional information as requested below. Document(s) with this information may be attached.
Are you requesting the use of City Plaza?

Water:

☐ Yes
☒ No

Electric:

☐ Yes
☒ No

Plaza Sign:

☐ Yes
☒ No

Sign Information: _____

Bridge Banner:

☐ Yes
☒ No

Please indicate location:

☐ Bridge Banner- North Main Street- Memorial Bridge
☒ Bridge Banner – Johnson Street

NOISE ORDINANCE

Will the event require an exception to noise by the Event Organizer?

(Please check No or Yes below.)

☒ No ☐ Yes → Reason: _____

Parade and Special Exception to Noise Ordinance:

☐ Yes
☒ No

Public Assembly and Special Exception to Noise Ordinance:

☐ Yes
☒ No

Special Exception to Noise Ordinance:

☐ Yes
☒ No

Persons or entities affected by this special exception to the Noise Ordinance: (required)

What measures will be taken to mitigate the impact of the Noise exception on surrounding persons (required)

yes - All dogs on leash during the agility demonstration

EMERGENCY ACTION PLAN

PURPOSE (Required for all Applicants)

- A. This emergency action plan predetermines actions to take before and during the EVENT in response to an emergency or otherwise hazardous condition. These actions will be taken by organizers, management, personnel, and attendees. These actions represent those required prior to the event in preparation for and those required during an emergency.
 - B. Flexibility must be exercised when implementing this plan because of the wide variety of potential hazards that exist for this event. These hazards include, but are not limited to Fire, Medical Emergencies, Severe Weather, or situations where Law Enforcement is required.
-

BASIC PLAN

- A. The emergency action plan event representative will be identified as the point of contact for all communications regarding the event. This person is identified as primary contact and must be present during the event:

Contact full name (first/last name):

Contact cell number (area code plus number):

EVENT MAPS

SITE MAP (Required for all Applicants)

Please attach a Site Map clearly indicating the set-up of the event. An example would be the Start/Finish of a walk, run, race event and/or the set-up area of a festival or cultural event. The Site Map should indicate the relative location of the following; all sources of amplified sound and direction of sound; tents and canopies with sizes, stages, promotional vehicles, portable toilets, fencing, barricades, and other structures; proposed driving paths for all equipment and supply vehicles; location of vehicles you wish to retain on "EPRB" property during the event; locations of food and proposed street closures. All site Maps are subject to the approval of "EPRB".

ROUTE MAP (Runs, Walks, Bike Rides)

All events that include a run/ walk, or other activity in which participants will be following a course will be required to attach a Route Map and a written document of the proposed route of the event. All proposed Route Maps are subject to the "EPRB" approval. The use of any outside the Parkways or parks such as City streets must be approved by the Board of Public Works.

For a more detailed Route Map, it is recommended to use mapmyrun.com (this is a free website), Bing maps or Google maps



INDEMNIFICATION, WAIVER AND RELEASE

In consideration of the granting of a Permit by the BOARD OF PUBLIC WORKS and/or the BOARD OF PARKS AND RECREATION, I hereby release, discharge, indemnify, protect and hold harmless the City of Elkhart, Indiana, and all of its agents, officials, and employees, of and from any and all claims, demands, damages, both compensatory and punitive, actions, causes of actions, costs, loss of services or consortium, and any expenses incurred for all personal injury or property damage sustained by me or any third party arising out of or in any way involving the use of the City's property during the event. I further agree to indemnify, protect, and hold harmless the City of Elkhart from any and all claims and causes of action, including attorney fees, caused by my negligence or willful conduct that is in any way related to the use of the City's property. I am more than 18 years of age and am fully competent. I have read in full this agreement and understand and agree to all of its terms and conditions. I have signed this instrument voluntarily and with full knowledge of the fact that I am waiving and releasing any and all claims for myself that may subsequently arise, regardless of their nature and extent. Furthermore, if signed on behalf of an entity, I swear and affirm that I am duly authorized to execute this INDEMNIFICATION, WAIVER AND RELEASE on behalf of the entity.

APPLICANT SIGNATURE

I have read the terms and conditions outlined in this document and the City of Elkhart, City of Elkhart Board of Works and the City of Elkhart Park & Recreation Board Code of Ordinances and agree to abide by them.

Unless expressly provided for in the permit, Use & Event Permits do not grant the permit holder with exclusive rights to park property including but not limited to any right to restrict access, use, and First Amendment activities of any person on park property open to the general public.

I agree to be bound by the above terms as a condition to the issuance of a Special Event Permit. All payments are due upon the BOW and EPRD final approval.

THIS DOCUMENT CONTAINS A RELEASE OF ALL CLAIMS AND A WAIVER OF RIGHTS. I HAVE CAREFULLY READ ALL OF ITS TERMS AND RETAINED A COPY OF THIS DOCUMENT FOR MY OWN RECORDS.

JOHN BARNEY / ASH

PRINTED NAME OF APPLICANT



SIGNATURE OF APPLICANT

5/22/23

DATE

Date _____

WITNESSED: Clerk of the Board of Works

APPROVED: BOARD OF PUBLIC WORKS

Date _____

President

RATIFIED: BOARD OF PARKS AND RECREATION (if applicable)

Date _____

President or Secretary



ELKHART BOARD OF WORKS
2023 USE & EVENT PERMIT APPLICATION

229 South 2nd Street
Elkhart, IN 46516
Phone: (574) 294-5471

Date Received: 6/13/23

INSTRUCTIONS: Please carefully read the "Event Procedures & Guidelines" sections before completing this application.
Incomplete applications and/or applications without the required application fee will not be processed.

EVENT NAME: Break down the walls 2023 DATE(S) REQUESTED: (7-7-23)(7-14-23)(7-21-23)
LOCATION/VENUE REQUESTED: Island Park band-stand w/ electricity 7-28-23
LOCATION/VENUE 2ND CHOICE REQUESTED: N/A

OFFICE USE: DATE/VENUE AVAILABLE

☐ No ☐ Yes

APPLICANT INFORMATION

NAME OF APPLICANT: Josh Eaton (Adult & Teen Challenge of Northern Indiana)
NAME OF EVENT ORGANIZER/PRODUCER:

Josh Eaton
PRODUCTION COMPANY/ORGANIZATION:
Adult & Teen Challenge of Northern Indiana

STREET ADDRESS: _____ APT/UNIT/SUITE: _____
CITY: Elkhart STATE: IN ZIP CODE: 46514

E-MAIL ADDRESS: _____

DAYTIME PHONE: _____ FAX: _____ CELL PHONE: _____

EVENT DAY ON-SITE CONTACT * REQUIRED: Josh Eaton DAYTIME PHONE: _____ CELL PHONE: _____

EVENT SPONSOR: Are you, the applicant, organizing this event on behalf of another organization?
(Please check No or Yes Below)

☒ No ☐ Yes → Name of Organization: _____

NAME OF SPONSORING ORGANIZATION CONTACT: _____ SPONSORING ORG. CONTACT PHONE: _____

ADDRESS OF SPONSORING ORGANIZATION: _____ CITY: _____ ZIP CODE: _____

Additional Documentation Required: If you checked "Yes" above, please submit an endorsement letter from the organization (on their official Letterhead) on whose behalf you are organizing this event.

Is the sponsoring organization a 501(c) (3)?
(Please check No or Yes below.)

☐ No ☐ Yes → Please attach current verification of 501(c) (3) status

Does the sponsoring organization have an ST-105 General Sales Tax Exemption Status?
(Please check No or Yes below.)

☐ No ☐ Yes → Please attach current verification of ST-105 status

FEDERAL TAX ID #

EVENT INFORMATION

ACTUAL EVENT TIMES (NOT INCLUDING SETUP or TAKE DOWN)

Start Time: 7:00 PM

Finish Time: 10:00 PM

Additional Information Required: Please attach a schedule if your event includes multiple days and/or varying times.

SET-UP TIME(S)

From: 3:00 PM To: 6:00 PM

TEAR-DOWN

From: 10:00 PM To: 11:00 PM

EXPECTED NUMBER OF PARTICIPANTS:

200

If the event is reoccurring, please submit the past number of participants below.

2022 NUMBER OF PARTICIPANTS:

2021 NUMBER OF PARTICIPANTS:

PREVIOUS YEAR DATE/LOCATION: Has this event been previously held?

(Please check No or Yes below.)

☐ No

☐ Yes

Event Name: _____

Location: _____

Date: _____

EVENT DESCRIPTION

Please check what type of event this is (Check all that apply) and write a brief description of your event.

☐ Walk/Run

☐ Cultural Event

☐ Other event, please describe: _____

☐ Art Fair/Festival

☐ Public Rally/March

☒ Concert/Performance

☐ Bike Ride

☒ Service

Brief Description of Event:

Outreach & worship service for community of Elkhart & local churches.

Please provide a detailed description of your event. Document(s) with this information or other materials describing this event may be attached.

PROHIBITED ACTIVITIES IN CITY PARKS (By Ordinances)

No Fundraising Allowed

No Bounce Houses Allowed

No Admission Fees Allowed

EVENT LOGISTICS

All event logistics are subject to the approval of the "EPRB." Additionally, certain event features, such as street closures and separate permits from the City of Elkhart. For information regarding City of Elkhart Permits, please call 574-294-5471 ext. 1055 or e-mail Nancy.Wilson@coel.org

FOOD AND ALCOHOLIC BEVERAGES:

Are you requesting permission to serve and/or sample food and/or beverages?

(Please check the appropriate response.)



No



Yes, to the participants only



Yes, to the general public

No Food or Alcoholic Beverages may be sold on Park Property.

If applicable



Name of Caterer/Vendor: _____

IF YES, please describe:

Additional Information Required: If you checked "Yes" above, a Short Term Permit is required from the Elkhart County Health Department.

Indicate location where food/beverages will be served on the Site Map.

TENTS AND CANOPIES

If you plan to erect tents or canopies, describe and give the number of tents and/or canopies, along with the sizes of each. A separate sheet with this information may be attached. All tents and/or canopies must be indicated on the Site Map. The Event Organizer is responsible for any damage caused to City/Park property/facility and must consult "BOW" prior to installation.

Building and Zoning Clearance Required.

Will your event feature tents and/or canopies?

(Please check No or Yes below.)



No



Yes



Number of Tents/Canopies: _____

Tent/Canopy Size(s): _____

(If you have multiple tents/canopies with varying sizes, indicate the number with the corresponding size.)

The following is required for tents over 400 square feet (20 ft. X 20 ft.):

Require inspections by the Elkhart City Fire Department. Refer to Indiana Fire Code 3103.2

Utilities must be marked. Call 811 for Utilities to mark the tent area.

Permits are required, fees apply - Permits must be acquired and paid for at the Permit Center at 229 South Second Street, Elkhart-574-296-9331

Additional Documentation Required: If you checked "Yes" above, please indicate the number of tents with the corresponding size.

Document with this information may be attached. All tents and/or canopies must be indicated on the Site Map.

VEHICLES

Are you requesting permission to operate staff/supply vehicles on City/"EPRB" service roads for delivery of equipment, supplies, or catering/vending?



No



Yes



Number of Vehicles: 2

Vehicle Description(s):

Dodge truck w/sound Eq Chevy truck w/lighting & more sound eq

Are you requesting permission to retain vehicles on-site for the duration of the event?



No



Yes



Number of Vehicles: 2

Vehicle Description(s):

Same

STAGES/PLATFORMS

(Please check No or Yes below) If yes, please provide additional information as requested below. Document(s) with this information may be attached. Will your event include the installation of stages/platforms? The "BOW" must approve the location of the stages/platforms.

(Please check No or Yes below.) **NO STAGES ARE PROVIDED OR AVAILABLE FROM THE CITY OF ELKHART OR ITS DEPARTMENTS.**

***May require additional insurance.**

☐ Yes

Number of Stage(s): _____

Stage Description(s): _____

Stage Owner _____

Phone Number: _____

Address: Street, City, State, Zip _____

Stage Specs will be required.

Additional Documentation Required: If you checked "Yes" above, please clearly indicate the number of stages/platforms on the Site Map.

PORTABLE TOILETS

(Please check No or Yes below) If yes, please provide additional information as requested below. Document(s) with this information may be attached. All portable toilets must be removed from City/"EPRB" property within 48 hours of event (if the event is on a Saturday or a Sunday, portable toilets must be removed that following Monday). The location must be approved by the City/"EPRB."

ADA-compliant toilets are required for Public Gatherings.

☒ Yes

Number of Portable Toilets: 2

AND Number of Accessible ADA Portable Toilets: _____

Company/Description(s): 4 star rentals

Additional Documentation Required: If you checked "Yes" above, please clearly indicate the number of portable toilets on the Site Map

FENCING

Will the event include the installation of event fencing by the Event Organizer? The location of the fencing must be approved by the "BOW"/"EPRB."
(Please check No or Yes below.)

☐ Yes

Description: _____

May require a call to 811 for location marking of Utilities. Buildings and Grounds must also approve to make sure sprinkler lines are not in jeopardy.

EMERGENCY SUPPORT SERVICES- Motor Vehicle and Pedestrian Control

Will the event require Emergency Support Services?
(Please check No or Yes below.)

☐ Yes

Number of Emergency Management Staff Requested

☐ \$50.00 Minimum of two Event Personnel _____

☐ \$25.00 Event Personnel each per event _____

Total Cost \$ _____

Additional Documentation Required: If you checked "Yes" above, please clearly indicate the number of personnel and where they should be located on the site map. A separate meeting may be required with the Emergency Management Personnel.

FIRE DEPARTMENT

EMERGENCY MEDICAL SERVICES REQUESTED: Please indicate what services you are requesting. Mark all that are requested:

☒ No ☐ Yes →

Time(s) Requested: _____

- ☐ Ambulance(s) Number Requested _____
- ☐ Medic Kubota
- ☐ Fire Truck
- ☐ First Aid Station

Please indicate your reason that a Fire Truck may be needed at your Event. Please include any special requests.

Additional Information May Be Required.

BUILDINGS AND GROUNDS

FENCING: The following are available for a fee. Mark all that are requested:

- ☐ Event Fencing Number of Sections Requested _____ Other _____
- ☐ Snow Fencing Number of Feet Requested _____ Other _____

Additional fees may apply.

WASTE RECEPTACLES

Will the event require additional waste receptacles? The location of the waste receptacles must be approved by the "BOW"/"EPRB."

(Please check No or Yes below.) Additional fees may apply.

☒ No ☐ Yes →

Will the event require Buildings & Grounds to set up or deliver other equipment? If Yes, please list below.

(Please check No or Yes below.)

☒ No ☐ Yes →

Additional Documentation Required: If you checked "Yes" above, please clearly indicate the number of fencing on the site map.

PARKS DEPARTMENT

EQUIPMENT REQUESTED:

☒ No ☐ Yes →

- ☐ Golf Cars ONLY AVAILABLE FOR CITY-ORGANIZED EVENTS (I.E., Rhapsody, Summer Chill, WinterFest, etc.)
- ☐ Risers ONLY AVAILABLE FOR CITY-ORGANIZED EVENTS (I.E., Rhapsody, Summer Chill, WinterFest, etc.)
- ☐ Stage ONLY AVAILABLE FOR CITY-ORGANIZED EVENTS (I.E., Rhapsody, Summer Chill, WinterFest, etc.)
- ☐ Trailer (tables/chairs) ONLY AVAILABLE FOR CITY-ORGANIZED EVENTS (I.E., Rhapsody, Summer Chill, WinterFest, etc.)

NOTE: Bleachers and Stages are not available for public or private use.

City Departments Only may request the use of these items.

POLICE DEPARTMENT

POLICE SERVICES: Please indicate what services you are requesting. Mark all that are requested:

☒ No ☐ Yes → _____

Please indicate why you feel Police presence may be needed at your Event.

Additional Information May Be Required.

STREET DEPARTMENT

STREET CLOSURES: Will you be requiring closure of City streets for your event?

☒ No ☐ Yes → Street Name _____

Please mark all that may apply:

Street Closed From: _____ To: _____
Street Closed From: _____ To: _____
Street Closed From: _____ To: _____
Street Closed From: _____ To: _____
Street Closed From: _____ To: _____
Street Closed From: _____ To: _____

OTHER STRUCTURES

Will your event include other structures not identified above? The location of all other structures must be approved by the "EPRB".
(Please check No or Yes below.)

☒ No ☐ Yes → Number of Structures: _____

→ Description(s): _____

Additional Information Required: If you checked "Yes" above, please indicate the location of all stages/platforms, portable toilets, fencing, barricades and all other structures on the Site Map. Ordering of all equipment must be done by the Event Organizer.

BOARD OF WORKS PERMITS

(Please check No or Yes below) If yes, please provide additional information as requested below. Document(s) with this information may be attached.
Are you requesting the use of City Plaza?

Water:

☐
☒

Yes
No

Electric:

☒
☐

Yes
No

will need electricity

Plaza Sign:

☐
☒

Yes
No

Sign Information: _____

Bridge Banner:

☐
☒

Yes
No

Please indicate location:

☐
☐

Bridge Banner- North Main Street- Memorial Bridge

Bridge Banner – Johnson Street

NOISE ORDINANCE

Will the event require an exception to noise by the Event Organizer?

(Please check No or Yes below.)

☒

No

☐

Yes



Reason:

we will be playing live music until 10:00pm

Parade and Special Exception to Noise Ordinance:

☐
☒

Yes
No

Public Assembly and Special Exception to Noise Ordinance:

☐
☒

Yes
No

Special Exception to Noise Ordinance:

☐
☒

Yes
No

Persons or entities affected by this special exception to the Noise Ordinance: (required)

What measures will be taken to mitigate the impact of the Noise exception on surrounding persons (required)

EMERGENCY ACTION PLAN

PURPOSE (Required for all Applicants)

- A. This emergency action plan predetermines actions to take before and during the EVENT in response to an emergency or otherwise hazardous condition. These actions will be taken by organizers, management, personnel, and attendees. These actions represent those required prior to the event in preparation for and those required during an emergency.
 - B. Flexibility must be exercised when implementing this plan because of the wide variety of potential hazards that exist for this event. These hazards include but are not limited to Fire, Medical Emergencies, Severe Weather, or situations where Law Enforcement is required.
-

BASIC PLAN

- A. The emergency action plan event representative will be identified as the point of contact for all communications regarding the event. This person is identified as the primary contact and must be present during the event:

Contact full name (first/last name): Josh Eaton

Contact cell number (area code plus number): 972-977-7248

EVENT MAPS

SITE MAP (Required for all Applicants)

Please attach a Site Map clearly indicating the set-up of the event. An example would be the Start/Finish of a walk, run, or race event and/or the set-up area of a festival or cultural event. The Site Map should indicate the relative location of the following; all sources of amplified sound and the direction of the sound; tents and canopies with sizes, stages, promotional vehicles, portable toilets, fencing, barricades, and other structures; proposed driving paths for all equipment and supply vehicles; location of vehicles you wish to retain on "EPRB" property during the event; locations of food and proposed street closures. All site Maps are subject to the approval of "EPRB."

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For a more detailed Route Map, it is recommended to use mapmyrun.com (this is a free website), Bing maps, or Google maps

ELKHART COUNTY HEALTH DEPARTMENT

An Elkhart County Health Department Permit for food and beverage must accompany event plans. Please contact the Elkhart County Health Department at 574-523-2283.

Thank you for completing your Special Use Permit Application. Before you submit your application, please make sure that the following steps have been completed:

Have you?

☒ Signed and dated your application?

☒ Attached your event site map? (and route map if a run/walk event)

☒ Designated the onsite Emergency Contact Person?

☐ Provided all documents and information as requested throughout the application? ST-105, 501 (c) (3), etc.

☐ Certificate of Insurance listing the City of Elkhart as a Certificate Holder

☒ Tent Permit, if applicable

Certificates of Insurance should include the following under additionally insured:

Civil City of Elkhart
Elkhart Park Board for and on behalf of Parks & Recreation
229 South Second Street
Elkhart, IN 46516

Civil City of Elkhart
229 South Second Street
Elkhart, IN 46516

Submit your completed application to:

For Parks:

City of Elkhart Parks & Recreation Board
Use & Event Permitting
229 South 2nd Street
Elkhart, IN 46516
Phone (574) 295-7275
Email:elkhartcityparkspermits@coei.org

For Board of Works:

City of Elkhart Board of Public Works
Use & Event Permitting
229 South 2nd Street
Elkhart, IN 46516
Phone (574) 294-5471 ext. 1055
Email:Nancy.Wilson@coei.org

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APPLICANT SIGNATURE

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Unless expressly provided for in the permit, Use & Event Permits do not grant the permit holder exclusive rights to park property, including but not limited to any right to restrict access, use, and First Amendment activities of any person on park property open to the general public.

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THIS DOCUMENT CONTAINS A RELEASE OF ALL CLAIMS AND A WAIVER OF RIGHTS. I HAVE CAREFULLY READ ALL OF ITS TERMS AND RETAINED A COPY OF THIS DOCUMENT FOR MY OWN RECORDS.

Joshua Eaton

PRINTED NAME OF APPLICANT

Josh Eaton

SIGNATURE OF APPLICANT

6-13-23

DATE

WITNESSED: Clerk of the Board of Works

Date _____

APPROVED: BOARD OF PUBLIC WORKS

President

Date _____

RATIFIED: BOARD OF PARKS AND RECREATION (if applicable)

President or Secretary

Date _____

The Honorable
Rod Roberson
Mayor

Jamison Czarnecki
Parks Superintendent



Parks & Recreation
1320 Benham Ave.
Elkhart, IN 46516

574.295.7275
Fax: 574.522-7808

MEMO

To: Board of Elkhart Parks and Recreation

From: Jamison Czarnecki, Superintendent

Date: 6-20-23

Re: Parks Department Report

Superintendent's Update (Jamison Czarnecki)

- With gratitude to Sommer Bowers and Nick Cron for leading the project, we are now live with our new program and rental registration software, Civic Ric for Parks. This will streamline many issues we've had in the past and create a better experience for residents and staff.
- Stan McCray has officially transferred back over to Elkhart Police Department after 5 years with Parks. His work ethic, great attitude, bad jokes, and leadership will be missed.
- We are excited to host the "Premier Girls Top 50 Fast Pitch Showcase" this weekend featuring over 100 teams throughout the region and almost 30 teams at Elkhart Riverview. The economic impact of this tournament last year was \$223,813 into Elkhart County. Stop over and check it out this weekend June 16th to 18th!
- Work has begun at High Dive park for improvements to replace the bridge into a fishing pier next to Kroger. This will help with trash build up in the pond.

Events Report (Sherry Krask)

- The Elkhart Farmers Market is continuing to be successful each week. We have around 35 vendors on average each week with approximately 300 shoppers. Many of our produce and home-based vendors sell out of a majority of their products each week by the end of the market. We now have over 90 vendors on our ledger who have been to the market at least once this season.
- We have successfully hired 4 event aides to assist us in facilitating our summer events. They help both on the event day as well as during the week in the planning and organizing process.
- Rhapsody Arts and Music Festival took place on June 9 and 10. We had approximately 25,000 attendees that were able to shop at the 65 vendors, eat from the 22 food vendors, and listen to the 8 entertainers. We also had an enhanced kid's area this year, which included 4 different crafts for kiddos to do, a kids stage with entertainment from 10AM-5PM on Saturday, and many different yard games to play with. Additionally, we had 20 volunteers who joined us for the weekend volunteering a total of 88 hours over the weekend.

Volunteers Report (Maddy Gordon)

- We held our rescheduled THOR Industries clean up at the Riverwalk on May 18th. The 20 volunteers who joined us for a few hours picked-up 25 bags of trash and helped the Parks Department to clean-up some evacuated homeless encampments under the Riverwalk.
- We are still looking for organizations and businesses for our Adopt A Parks Program, so please contact if interested.

The Honorable
Rod Roberson
Mayor

Jamison Czarnecki
Parks Superintendent



Parks & Recreation
1320 Benham Ave.
Elkhart, IN 46516

574.295.7275
Fax: 574.522-7808

Programming and Recreation Report (Luisa

lxmatlahua)

Programs Ended Since Last Meeting

- We want to thank all our volunteers and instructors who have and are currently helping us provide programs to the Elkhart City community.
- Roosevelt Center Programs 4:30-5:30 pm ended with 158 participants and 20 High school mentors. We will continue at the Roosevelt Center in the Fall of 2023.
- The "Bird Hikes" for Association of the Disabled of Elkhart County (ADEC) members. River Greenway Trail and Studebaker May 9 & May 23 from 9:30-10:30 am - 50 participants.
- "ADEC Silver Bullets vs. Parks and Rec Basketball Game," was a success with 10 volunteers from parks. ADEC team beat us, but we put up a good fight!
- "Intro to Watercolor Florals" ended with 8 participants.
- "Kids Bike Rodeo" was canceled on May 19 due to the weather.
- "Peace Run and Walk" at Roosevelt Park had 10 participants.
- "Skateboarding Lessons" ended with 25 participants.

June Programs

- "Camp Connection" started June 12th- 118 registered
- "Extended Day Program" started June 5th- 83 registered
- "Playground Program" has started June 5th at Weston Park, McNaughton Park, Walker Park, Willowdale, High Dive, Studebaker and Roosevelt.
- "Teen Lead" Camp Counselors- started June 12th, 8 out of 10 registered.
- "Tennis" started June 12th, 35 registered.
- "Life Line Camp" started June 5th, currently serving 100 youth.
- "Pickle Ball" started June 12th, 25 registered.
- "Passport Program" June 5th and open to the public!
 - "Line Dancing" continues on June 6th walk ins welcomed
 - "Recreational Volleyball" starts June 20th, registered.
 - "CPR Certification" started June 13th, 4 registered.
 - "Learn to Ride for Kids" started June 14th, walk ins welcomed
 - "Bicycle Club Adults" started June 20th, walk ins welcomed.
 - "Nanny's Granny's and Me" Dance and Story Time started June 12th, walk ins welcomed.
 - "Movement and Meditation" started June 12th, walk ins welcomed
 - "Shark in the Park" started June 10th registered 2 walk ins welcomed
 - "Senior ABC of Fitness" started June 12th, walk ins welcomed
 - "Improv Comedy" started June 12th, walk ins welcomed.

Ranger Report (Lead Ranger Position is Vacant Currently)

End of Report