

DRAFT
Facility Use Policy and Procedures

I. Facility usage

Use of City of Pflugerville parks and facilities for profit making (commercial) classes or events require a special permit. Anyone interested in using a city park or the lake for classes or special events is required to fill out a City of Pflugerville Park Use Permit Application or Special Event Permit Application.

II. Applicants will be responsible for the following:

1. The applicant shall procure and maintain in force for the duration of this permit, liability insurance against any claim for injury to a person or damage to property which may arise from, or in connection with, the use of the park or lake by the applicant and its agents, representatives, volunteers, employees, subcontractors, invitees, and all registrants in the applicant's program. The Comprehensive General Liability Insurance should have a combined single limit of \$1,000,000 per occurrence. The applicant shall procure and maintain such insurance coverage at its own expense. The applicant shall provide proof of insurance prior to the execution of this permit and at such other times as demanded by the City. The applicant shall ensure that the City is named as an additional insured on such policy. The applicant shall provide a Certificate of Insurance with the types and amounts of coverage and a copy of the paid receipt showing the policy has been paid in full.
2. Applicant must provide copies of all required certification as stated on application, for themselves, staff, volunteers or contracted service providers.
3. Applicant must provide a copy of their State of Texas Sales and Use permit issued by the State Comptroller's Office (if applicable).
4. An emergency action plan is required as part of the application process. In your plan you should state how you will address; sudden illness, injuries, or even death occurring to participants, spectators, staff, volunteers, or contracted service providers. Please provide your emergency services notification process, a plan for assuring timely care is given, your documentation process and procedure for following up.
5. Applicants wishing to hold fitness classes at city parks will need to submit a calendar illustrating the dates and times requested in your application
6. The city expects the area used by applicant to be returned to the condition it was in (or better) prior to applicants use.

III. Special events: An event proposal outlining every aspect of your event is required. Proposal should address how you will address the following.

- a. Staffing: Applicant must show how they will meet the City's requirement of at least one staff member on site per every 50 participants in event.
- b. Lifeguards: The City requires at least one lifeguard per 50 participants for all events which include swimming.
- c. Security: The City requires events setting up the night prior to the event have a security person on site during the over-night hours.
- d. Law enforcement: Any event utilizing public road ways/right of way must contact the Pflugerville Police Department for approval.

- e. Medical staff: The City requires a copy of the contract entered into by the race director for medical services to be provided at the event.
- f. Certification: Applicant must provide copies of all required certification as stated on application, for themselves, staff, volunteers or contracted service providers.
- g. Volunteers: Address how you will manage your volunteers.
- h. Trash: All events are asked to use IESI as the trash provider for their event. Events must provide adequate trash and recycle receptacles to meet the demand the event will put on the facility.
- i. Parking: The City does not allow parking anywhere except in designated parking areas. If you expect high vehicle traffic a special request will need to be made to utilize potential over flow parking.
- j. Signage: Event organizer is required to place signage along event routes one week prior to event. Signs should inform the community of the impending event and potential delays expected. All signs must display the City of Pflugerville approval stickers which will be provided by the city.
- k. Pedestrian Traffic: City of Pflugerville parks and facilities are public areas please respect other users.
- l. Restrooms facilities: The City will provide applicant with a portable restroom statistics chart to assist in calculating an accurate number needed per event. ADA accessible facilities must be provided. Final numbers must be approved by the Parks and Recreation Department.
- m. Event time line: Event director will need to submit a complete event time line with permit application.
- n. Clean up: The city expects the area used by applicant to be returned to the condition it was in (or better) prior to applicants use.
- o. Course route maps: race director will be required to provide the City with all course route maps. Any route on roads will need prior approval from the Pflugerville Police Department or county officials.

No staff or funds will be offered by the City of Pflugerville or Pflugerville Parks and Recreation Department to assist with your class or event.