

**Resolution 18-05**  
**TOWN OF LYONS**  
**RESERVATIONS OF PARK SPACE**  
**EXCLUSIVE USE POLICY**

**POLICY:**

Town of Lyons park and park facilities and shelter areas are primarily for the nonexclusive use of the residents and visitors of the Town. However, under proper circumstances, exclusive use of the same or parts thereof may be permitted. This policy is intended to regulate exclusive use of municipality-owned parks, park facilities, park shelters or parts thereof in the Town to the end that the general welfare of the Town is protected.

**RESERVATION OF PARK SPACE**

A person, group, firm organization, partnership, or corporation may reserve the exclusive use of the park facility, or a park shelter by written application filed with the Town Clerk at the Town Hall. The Town Clerk shall issue permits for exclusive use of a park or portions thereof. Park facilities are reserved on a first-reserved basis after meeting the requirements of the application process.

Although groups are permitted to congregate in the Lyons parks without a reservation, reserved park space has legal priority over any other casual gatherings.

A schedule of park reservations will be maintained, by the Town Clerk, at the Town Hall.

**APPLICATION:**

Applications shall be filed with the Town Clerk at least 60 days prior to the date on which the exclusive use of the entire park or portions of the park is requested. If an opening exists at a request of less than 60 days but not more than 4 days, the park may be rented at the clerk's determination.

The application shall contain the following information regarding the proposed exclusive use:

- a) The name, address, and telephone number of the applicant
- b) If the exclusive use is proposed for a group, firm, organization, partnership, or corporation, the name, address, and telephone number of the headquarters of the same and responsible and authorized head of the partners of the same.
- c) The name, address, and telephone number of the person who will be responsible for the use of said park, area or facility.
- d) The date when the exclusive use is requested, and the hours of the proposed exclusive date.
- e) The anticipated number of persons to use the said park, area of facility.
- f) Specific number of picnic tables to be reserved and/or shelter to be reserved.
- g) Any additional information which the Town Clerk finds reasonably necessary to a fair determination as to whether a permit should be issued.

**DEPOSIT**

The fee to rent park space for the whole day is \$50 for Lyons residents and \$100.00 for non-residents. In addition, all applicants must post a second check for \$100 as a damage deposit, which will be returned if no damage or excessive cleanup is required. Additional park fees including but not limited to park rent shall be further set forth by resolution.

### **ACTION ON APPLICATION**

The Town Clerk shall act promptly on all applications for permits for exclusive park use on a first-come first-serve basis, or, if necessary, after consulting with the applicant.

### **REASONS FOR DENIAL:**

Applicants may be denied for any of the following reasons.

- a) If it is for use which would involve a violation of Federal or State law, or any provisions of the Town of Lyons Code.
- b) If the granting of the permit would conflict with another permit already granted, or for which application is already pending.
- c) If the application does not contain the information required by Subsection Application above.
- d) The application is made less than the required days in advance of the scheduled exclusive use.
- e) If the exclusive use will reasonably create a substantial risk of injury to persons or damage to property.
- f) The exclusive use is so poorly organized that participants are likely to engage in aggressive or destructive activity.
- g) Application not completed properly.

### **INDEMNIFICATION:**

Prior to granting any permit for the exclusive use of the park, the Town may require the permit holder to file evidence of good and sufficient sureties, insurance in force, or other evidence of adequate financial responsibility, in an amount depending upon the likelihood of injury or damage as a direct and proximate result of the exclusive use sufficient to indemnify the Town, and such third parties as may be injured or damaged thereby, caused by the permit holder, its agents or participants.

### **PERMITS NOT REQUIRED FOR TOWN ACTIVITY:**

A permit is not required for exclusive use of the park or park facility when sponsored by the Town of Lyons Community Organizations i.e. Lions Club, Fire Department, Lyons Jaycees.

### **PERMIT REVOCATION:**

Town Board, Chairman, and/or the Town Clerk may revoke a permit already issued if it is deemed that such action or potential emergency due to weather, fire, riot, other catastrophe, or likelihood of a breach of the peace, or by a major change in the conditions forming the basis of the insurance of the permit.

### **FORM OF PERMIT:**

Each permit shall be in a form prescribed by the Town Clerk, and shall designate the park, park facility or shelter area involved, date, hours of the exclusive use, purpose of the exclusive use, and the name of the person, group, firm, organization, partnership, or corporation to which the permit is issued.

### **CLASS B FERMENTED MALT BEVERAGE LICENSES:**

Use or sale of alcoholic beverages in Town parks and park facilities is discouraged. However, when fermented malt beverages are for sale at any event authorized by the Town Clerk, valid Fermented Malt Beverage license or permit shall be obtained and the provisions of Lyons Town Code shall be fully complied with. Said license must be held by the person who filed the original license, and shall be presented to any law enforcement officer upon request.

### **PARK PERMIT HOURS:**

Use of the Lyons Town Parks by permit shall be limited to the following hours:

Sunday through Thursday	6:00am – 11:00pm
Friday, Saturday, & Holidays	6:00am – 12:30am

An additional ½ hour will be allowed for cleanup.

### **CANCELLATION OF PERVIOUSLY RESERVED DATES:**

Deposits for park rental shall be non-refundable if canceled by the applicant. Should the town need to cancel the privilege for exclusive use of the park or portions thereof, by a previously granted applicant prior to the scheduled event, the town will then reimburse the applicant in full or a portion thereof.

### **REGULATIONS ADOPTED:**

The provisions of this chapter shall constitute the rules and regulations governing the conduct and behavior of visitors to the Town parks and recreation areas.

### **AREAS REGULATED:**

The provisions of this chapter shall apply to all lands, structures, and property owned, leased, or administered by the Town for park and recreational purposes.

### **GENERAL REGULATIONS:**

#### **1. Sound Amplifiers**

No person shall without a permit from the Town Clerk operate any sound trunk, loud speaker, motor or any other mechanical devise that produces undue or unnecessary noises.

#### **2. Entertainment or Demonstrations**

No person shall hold or take part in any musical, theatrical, or other entertainment of any parade, procession or demonstration of any kind in any Town park or recreational areas without a permit from the Town Clerk, The permit shall always require a fee established by the Town Board.

#### **3. Advertising or Business Activity**

No person shall post unauthorized signs on any lands, structures or property or solicit, transact or conduct any business of any nature in or upon any Town park or recreational area without having first obtained written consent of the Town Clerk.

#### **4. Animals.**

No personal shall suffer or permit his dog, cat, or other pet or domestic animal or fowl to be upon any Town park or recreational area unattended.

#### **5. Fires.**

- a. Except as provided in part (b), no personal shall construct or otherwise cause a fire for any purpose within a public park without first obtaining a permit in writing issued by the Fire Chief. Such permit shall set forth the material to be burned, the time, and date of the proposed burning, the location and site upon which the burning will take place.

- b. Fires for cooking are permitted in picnic areas, but only in grills provided or in a suitable devise that contains the fire up off the ground. No fires are permitted on the ground.
- c. No person shall leave any fire unattended or throw away any matches, cigarettes, cigars, or pipe ashes at any time without first extinguishing them.
- d. Fireworks permits must be obtained separately form the Town Clerk and Chairman or Fire Chief for the use of all fireworks in the Park.

**6. Refuse Disposal**

- a. No person shall discard or leave any refuse or sewage, including garbage, rubbish, bottles, tin cans, glass, debris or any other waste material on the ground or in any building or installation or throw the same into the water in any Town park or recreational area, but shall dispose of the same in designated containers.
- b. Charcoal residue must be completely extinguished before disposal.

**7. Operations of Vehicles.**

- a. No personal shall drive or ride any bicycle, motorcycle, motor vehicle, motor driven snow vehicle, or a horse in any part of the Town parks or recreational areas except in currently designated drives.
- b. No personal shall operate any vehicle at a speed in excess of 10mph.

**8. Parking Vehicles.**

No person shall park, stop, or leave standing, whether attended or unattended, any vehicle:

- a. In any manner as to block obstruct or limit the use of any road, walk or trail.
- b. Outside any currently designated parking area.
- c. Contrary to posted notices.

**9. Prohibited Area**

No personal shall enter in any way any building, installation, or area that may be locked or closed to the public use, or contrary to posted notice.

**10. Flowers**

No personal shall pick, cut, destroy, disturb, or in any manner harm any plants or wild plants or flowers growing in any park or recreation area of the Town.

**11. Payment of Fees**

No personal shall use any facility, land, or area for which a fee has been established without the payment of such fee or charge.

**12. Wildlife**

No personal shall take, catch, kill, trap, pursue, or otherwise disturb any wild animals or birds in any Town park or recreation area.

**13. Camping**

No personal shall camp in or on any land under the control of the Town Board. Camping is defined as the use of a tent, shelter, trailer, motor vehicle, tarpaulin, bed roll, or sleeping bag for temporary residence or sleeping purpose.

**14. Closing Hours.**

- a. No person shall be in or on any park or recreational area of the Town after posted closing hours fixed by the Board, except upon established sidewalks when in route to his residence or place of business.
- b. Closing hours for Riverview Park or any other park in Lyons Township is the same as permit hours.

**15. Archery**

Archery shall be prohibited.

**16. Duties of Elected Officials**

Nothing in this chapter shall prohibit or hinder any Town employee, official, or police officers from performing his or her official duties.

**ENFORCEMENT AND PENALTIES:**

- 1. The Town Board and all deputies, whether regular or special, of the Walworth County Sheriff's Department, shall enforce this chapter.
- 2. Any person who violates, disobeys, neglects, omits, or refuses to comply with the provisions of this chapter shall be subject to forfeiture or discipline as provided in the Walworth County Ordinance.

Adopted this 14<sup>th</sup> day of May 2018 and replacing all previous versions.

Signed this day by Lyons Town Board:  
William R. Mangold  
Paul Thomsen  
Bill Henningfield

Updated: May 2018  
18-05parkrules&reservations