

Policy Name	Park and Facility Usage Policy and Guidelines	Policy No.	PRCR007
Effective Date	03/16/2017	Version No.	v001
Administrator	Recreation Manager, Parks, Recreation, and Cultural Resources Department		

Purpose

To establish and determine proper usage of the Town’s parks and facilities.

Town staff has the authority and responsibility to establish and enforce rules and regulations governing the use and maintenance of specific parks and facilities. Such rules and regulations are in addition to those listed in this common policy.

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1 Park and Facility Overview

Founders Park (113 Town Hall Drive)

First opened on Founders Day in 2004 and expanded in 2006, the Founders Park (formerly Leland Municipal Park) is the Town's first park. At nearly eight-acres in size, the park includes a playground, outdoor stage, picnic tables, benches, open green spaces, and a 0.6-mile paved multi-use path. Free wireless internet is available in the park.

Cypress Cove Park Picnic Area (844 Appleton Way)

Made up of 27 acres of wetlands donated to the Town in 2005 and 1.2 acres of uplands acquired with a 2007 Coastal Waterfront Access Grant from the state Division of Coastal Management, Cypress Cove Creek Park provides citizens with the Town's first water access site. The access is designated for people to launch kayaks, canoes, and small Jon boats. The park was renovated in 2014 to include a new canoe/kayak launch, floating dock, fixed deck overlook and fishing area, outdoor classroom, event lawn, picnic area, and other amenities.

The picnic area at Cypress Cove Park is available for rent. The fishing pier, floating dock, and canoe/kayak launch remain open to the public during normal operating hours. Restroom facilities are NOT available on site. Parking consists of ten (10) spaces in a gravel lot, and one paved handicapped parking space.

Westgate Nature Park Outdoor Classroom (1260 West Gate Drive)

Leland's largest park encompasses 150 acres of wetlands and uplands on the south side of Highway 17 behind the Westgate commercial and residential area. Phase I improvements include 0.3 miles of 10'-wide paved trail for hiking and biking, an elevated boardwalk and outdoor classroom overlooking the wetlands environment, a state-of-the-art nature-inspired playground, picnic area, event lawn, parking, landscaping, utilities and associated amenities. Once all phases are completed, there will be nearly five (5) miles of trails and numerous overlooks and outdoor classrooms taking advantage of Leland's unique wetlands ecosystems.

The Town's first major park has a small outdoor classroom that is available for rent for small functions. The classroom is 0.3 miles down the trail and is not accessible by vehicles. Parking is available at the park trailhead.

Leland Cultural Arts Center (1212 Magnolia Village Way)

The Cultural Arts Center is not subject to this policy. See the Leland Cultural Arts Center Facility Use Policy and Rate Schedule for more information.

2 Park Policies Governing Use

Entire parks cannot be reserved or rented by organizations and the general public. However, specific facilities within parks may be reserved according to this Policy.

3 Facility Policies Governing Use

When not in use for Town-sponsored or co-sponsored activities, designated facilities may be reserved and rented by organizations and the general public in accordance with established policies, procedures, and regulations. Fees shall be reviewed annually and adjusted as necessary. Priority for use shall be as follows:

- Town-sponsored or co-sponsored activities
- Public service activities as determined by the Town Manager or designee
- Civic meetings or organizations
- Private functions

Town of Leland Sponsored Activities

Rental fees will not apply for Town of Leland events or events presented by outside organizations that the Town wishes to sponsor. Organizations wishing to obtain Town sponsorship for their special event must fill out an application and be approved by a vote of the Town Council at a regularly scheduled meeting.

In order for an event to be sponsored by the Town of Leland, the presenting organization shall not have had more than one other Town-sponsored special event at any Town facility in the past calendar year (two events total per calendar year), and meet one of the following criteria:

- The event shall have a direct financial benefit to the Town.
- The event shall benefit the Town's programs, efforts and initiatives.

4 Facility Reservations

In order to reserve a facility, a person must be 21 years of age or older. The person who reserves the facility must be present during the use of the facility.

Multi-day rentals are prohibited unless written approval is obtained from the Town Manager or designee.

A security deposit is required to reserve a facility. Additional charges will be determined at the time of the reservation based on the adopted Parks, Recreation, and Cultural Resources fee schedule. The security deposit will be returned, in full, to the renter/user unless the Town determines: (1) the facility has been damaged; (2) that special services (cleaning, equipment, maintenance, etc.) are required as a result of the activity; or (3) the event is cancelled by the renter/user with

less than five (5) working days (Monday through Friday, excluding holidays) written notification to the Parks, Recreation, and Cultural Resources Department. All expenses for damages to the facility greater than the value of the security deposit shall be billed to the renter/user. There is a charge for all returned checks.

Applications and fees for reservations are accepted at the Leland Cultural Arts Center Monday through Friday during regular business hours. The reservation is only confirmed after the signed, completed reservation form, security deposit, and fees are received, and the application is approved by the LCAC Manager or his/her designee.

Reservations are taken on a first-come-first-served basis. Reservations may not be made more than ninety (90) days prior to the event.

5 Park Rules for Use

- Park hours are sunrise to sunset unless otherwise posted.
- Smoking and the use of tobacco products, including e-cigarettes, on Town property are prohibited. Consumption and possession of open containers of alcohol are prohibited on Town property except as otherwise specifically permitted by the Town Council.
- Children under the age of twelve (12) should not be left unattended.
- Dogs must be controlled on a leash six (6) feet in length or less. Persons must properly remove and dispose of pet waste.
- Improper disposal of trash and waste is not permitted. Use designated trash and recycling bins.
- No loud music, disturbing noises, or profanity.

- No driving on the grass unless directed by staff. Parking is allowed only in designated spaces or as directed by staff.
- Established trails, walking paths, and multi-purpose trails must be kept free of obstructions.
- The following items and activities are prohibited in parks unless they are undertaken as part of a Town-sponsored event or program:
 - Fireworks, firecrackers, or other explosive devices
 - Open fires (except those allowed by obtaining a Cypress Cove Park Fire Permit)
 - Tents, bounce houses, or other amusements
 - Sleeping, camping, or staying overnight in any park
 - Group fitness classes and training sessions
 - Hitting, driving, chipping, or putting of golf balls or similar activity
 - Archery, hunting, and/or shooting
 - Metal detecting
 - Commercial activities and solicitation
 - Multi-day events
- Registered sex offenders are not allowed in any park. Anyone who is found in violation of this shall be guilty of a misdemeanor as provided in N.C.G.S. 14-4 and shall be fined not more than \$500.

6 Facility Rules for Use

- Smoking and the use of tobacco products, including e-cigarettes, on Town property are prohibited. Consumption and possession of open containers of alcohol are prohibited on Town property except as otherwise specifically permitted by the Town Council.
- Firearms are not permitted in any Town building.
- Open-flame cooking is not permitted inside any building. Cookers must be a minimum of twenty (20) feet from the building per fire code. Do not place hot charcoal or used cooking oil in trash receptacles/dumpsters.
- Commercial activities and solicitation are not permitted. Fundraisers conducted by legitimate nonprofit organizations or for nonprofit purposes may be permitted within facilities with written approval from the Town Manager or designee.
- Renter/user is responsible for any and all arrangements, activity supervision, well-being, and conduct of all persons involved with the event, program, or activity. All functions must be conducted in an orderly fashion, considerate of neighbors and in conformity with all Town ordinances. Failure to do so will result in forfeiture of deposit and future reservation privileges.
- Tents, bounce houses, and other amusements are prohibited unless used as part of a Town-sponsored event.

- Founders Park will remain open to the public during normal operating hours during any event. At Cypress Cove Park, the fishing pier, floating dock, and kayak launch will remain open to the public during normal operating hours.
- Parking is allowed only in designated lots. No parking or driving on the grass unless directed by staff. Damage to sprinkler heads will result in forfeiture of deposit.
- Events may be held between 8 a.m. and 11 p.m. All clean-up work must be completed prior to departure.
- Renter/user will indemnify and hold the Town of Leland free and harmless from any and all claims and liability of any kind whatsoever on account of injury to any person(s) or damage to or loss of any property(ies) directly or indirectly resulting from any activity sponsored or conducted by the renter/user.

7 Exceptions

- No exceptions applicable.

8 Related Policies and Other References

- Leland Cultural Arts Center Facility Use Policy and Rate Schedule
- Sponsorship Policy

9 Version History

Version	Revision Date	Description of Change	Author
001	03/16/2017	Original creation	