Policy and Guidelines for Rental or Use of City of Meridian Property

For Rent or Public Use for Events – Bonita Lakes:

Call City of Meridian Public Works to rent or reserve Bonita Lakes at 601.485.1920

For Rent or Public Use for Events:

<table>
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<tr>
<th>Highland Park</th>
<th>Velma Young Park</th>
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<td>Planet Playground</td>
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<td>Singing Brakeman Park</td>
<td>City Ball Fields</td>
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<td>Dumont Plaza</td>
<td>City Hall Auditorium</td>
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<td>Frank Cochran Center</td>
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<td>Carousel House</td>
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Call City of Meridian Community Development to rent or reserve at 601.485.1944

*Family reunions, birthday parties, small gatherings under 100 people, and ball games or practices must meet the rental/reservation requirements of each individual site.*

To reserve a place and close it to the general public, a renter or promoter expecting 100 to 300 people may be required to:

1. Pay the required fee to managing department to hold location. Pay full rental fee according to each location’s requirements. Site rental fees vary.
2. Fill out and turn in an Event/Parade Permit (Cultural Affairs – 601.485.1944).
3. Provide a copy of liability insurance to Risk Manager.
4. Consult Police Department and pay for one off-duty trained law enforcement officer for security if security is deemed necessary.
5. (A) If alcohol is served or sold/liquor liability insurance coverage must be provided by promoter.
   (B) A Sell/Serve Form must be turned in and approved and signed by the Mayor.
   (C) A Beer or Alcohol Area should be denoted by orange fence, galvanized fence barricades, or orange tape.

Exceptions:

Family reunions, weddings, family gatherings do not have to fill out an Event/Parade permit or meet all the above guidelines. But, they must reserve the shelter or area they plan to use and meet requirements of the managing city department. Some of the requirements will vary with the site and use of the site.
To reserve a place and close it to the general public, a renter or promoter expecting 300 to 500 people may be required to:

1. Pay the required fee to managing department to hold location. Pay full rental fee according to each location’s requirements. Site rental fees vary.
2. Fill out and turn in an Event/Parade Permit (Cultural Affairs – 601.485.1944).
3. Provide proof of liability insurance coverage.
4. Provide port-a-lets if event lasts 3 hours or more.
5. Promoter provides a parking plan.
6. If cooking on site with open flame, the Fire Department has to be notified.
7. No pets allowed.
8. First Aid Kit must be provided by promoter on site.
9. Site clean-up is the responsibility of the promoter. Trash must be put in cans and bags and put in one location on the site.
10. (A) If alcohol is served or sold/liquor liability insurance coverage must be provided by promoter.
    (B) A Sell/Serve Form must be turned in and approved and signed by the Mayor.
    (C) A Beer or Alcohol Area should be denoted by orange fence, galvanized fence barricades, or orange tape.
11. Orange fence or barricades may be required for gate entries or for crowd control.

To reserve a place and close it to the general public, a renter or promoter expecting 500 to 1,000 people may be required to:

1. Pay the required fee to managing department to hold location. Pay full rental fee according to each location’s requirements. Site rental fees vary.
2. Event/Parade Permit required.
3. Liability insurance required.
4. Port-a-lets required and provided by the promoter.
5. (A) If alcohol is served or sold/liquor liability insurance coverage must be provided by promoter.
    (B) A Sell/Serve Form must be turned in and approved and signed by the Mayor.
    (C) Orange Fence, or galvanized barricades, or tape may be required to denote the area for alcohol.
6. Security is required (contact Meridian Police Department) trained law enforcement off-duty officer. Security must be provided by the promoter.
7. No pets allowed.
8. Parking assistance and plan is required.
9. Site clean up after event – all trash to be placed in one designated site.
10. Dumpsters and trash boxes are required if food is sold and consumed and vendors are on site.
11. Park and ride shuttle may be needed. It is the promoter’s responsibility to rent and arrange.
12. First Aid Kit is required on site. Metro Ambulance may need to be involved depending on the event.
13. Orange fencing or barricades may be needed for crowd control and gate entry.
To reserve a place and close it to the general public, a renter or promoter expecting over 1,000 people may be required to:

1. Pay the required fee to managing department to hold location. Pay full rental fee according to each location’s requirements. Site rental fees vary.
2. Event/Parade permit is required.
3. Liability insurance is required.
4. (A) If alcohol is served or sold/liquor liability insurance coverage must be provided by promoter.
   (B) A Sell/Serve Form must be turned in and approved and signed by the Mayor.
   (C) Orange Fence, or galvanized barricades, or tape may be required to denote the area for alcohol.
5. Security is required and provided by the promoter – for off-duty trained law enforcement personnel; contact the Meridian Police Department to work out. A security plan must be submitted by promoter.
6. Port-a-lets are required and provided by the promoter.
7. No pets allowed.
8. Parking assistance plan and Park and Ride plan provided and arranged by the promoter.
9. Site clean-up must be provided after event.
10. Dumpster is required and trash pickup plan is required.
11. First Aid Kit is required on site. Metro Ambulance may need to be involved depending on the event.
12. Vendor information is required on Event/Parade permit.
13. Power information requirements must be attached to the Event/Parade permit.
14. Public Safety must be notified of event and activated as needed.
15. Orange fence, galvanized barricades/fences, or orange tape may be needed for gates and security.