



City of Livingston

POLICY AND FEE SCHEDULE
FOR FACILITY USE AND PROGRAMS

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The purpose of this document is to outline reservation policies and fees for Parks and Recreation facility use and programs in a format that is straightforward, easily updateable and available to the public.

SECTION 1: Park Reservation Policies

A. Reservation Types:

1. Park Shelter/Gazebo Reservations
2. Park Facility Reservations (Special Events)
3. Park User Group Agreements

B. Priorities for Park Use

1. City of Livingston Parks and Recreation Department Programming
2. Long term user groups in good standing
3. Schools and nonprofit groups
4. General public

C. General Park Facilities Reservation Requirements:

1. Request for use applications are due to the Recreation Manager or designee for review 6 weeks prior to event start date.
2. Deposit and fees are due at the time reservations are made.
3. Each group in the priority list is served on a first come, first served basis.
4. Good standing status is required to make a reservation.
5. A reservation entitles the user to exclusive use of an assigned area during reserved hours. All park policies must be abided by and the park must remain open to the general public unless otherwise approved by the City of Livingston via a Special Event Permit.
6. Any costs due to damages caused by renter or any person(s) within their party are the responsibility of the renter. This includes but is not limited to damage or destruction caused by abuse or misuse of the facility, garbage left at site, or equipment which was moved that is not replaced to its original location, such as picnic tables, bases on ball fields, bleachers, etc.
7. Reservations are final with completion of the reservation form or agreement, the Recreation Manager or designee has approved the form or agreement and entered in into the reservation system, and the deposit and fees are received.
8. Any request for fee reduction must be submitted 60 days prior to the event and must be approved by the Recreation Manager or designee.
9. The use of public parks and facilities for personal or business profit is prohibited without first obtaining the applicable agreement.
10. All reservation and usage requirements stated in this document apply unless otherwise approved by the Recreation Manager.

SECTION 1.1: Gazebo & Park Shelter Reservation Policies and Fees

Reserve a Park Gazebo or Shelter

Three shelters in the city park system are available to rent April 1-October 31 and are offered in the following time blocks: 9:00am – 1:00pm, 1:00pm – 5:00pm, 5:00pm – 9:00pm. Between November 1 and March 31, pavilions are used on a first come, first served basis. Reservation requests that exceed 100 people will be considered under a Special Event Permit which is required for any park reservation with a group size of 100 or more people. **NOTE:** Opening and closing dates of the rental season are weather dependent and will be determined by the Public Works Director.

A **refundable deposit** of \$50 is required and will be refunded after the park facility has been cleaned. Costs incurred by the City of Livingston for cleaning and all damage caused by the event in excess of the deposit will be billed to the applicant.

- Reservation is not complete without completed payment.
- The reservation is over at the listed completion time on this permit, gathering must be completely cleaned up and offsite to allow for next group's use.
- Bring a copy of the permit to the facility reservation as proof of your reservation.
- A gazebo/shelter may only be reserved 6 months in advance and no less than 5 business days before reservation.

If you would like to check the availability of dates at a specific location or have any questions or concerns please call the Recreation Department at 406-223-2233.

Please note: All Park Reservation Fees are non-refundable and non-transferable.

A. Pavilions Available to Reserve:

Sacajawea Park Gazebo	110v Power, Cement Floor Pad
Sacajawea Park Picnic Shelter	Gravel Floor Pad
Mike Webb Park Picnic Shelter	Cement Floor Pad

B. Pavilion Reservation Policies and Rules:

1. No refunds or cancellations. If extreme weather occurs, a reservation can be rescheduled within one year of the original date of reservation.
2. Must be 21 years of age to make a reservation.
3. Reservations shall be made on a first call, first serve basis.
4. Glass is prohibited.
5. No inflatable devices allowed.
6. Use only charcoal in provided grills, not wood.
7. Place all trash, litter, and debris including wrappers, decorations, etc. in trash cans provided at the pavilion.
 - a. If group exceeds 75 people an additional garbage can must be ordered at time of rental.

8. Decorations shall not be fastened to the pavilion posts, roof rafters, or any other sign or post on park grounds with metal fasteners (nails, screws, staples, tacks, etc.) Tape only is allowed and must be removed at the conclusion of the function.
9. Do not deface or mark up any tables, floors, bulletin boards.
10. No pets are allowed in Sacajawea Park, dogs must be on leash at Mike Webb Park.
11. All tables and garbage cans must be moved back to the original positions before leaving.
12. Music must be kept at a respectable level so as not to disturb other park visitors or pavilions.
13. Park in designated parking areas. No parking on grass.
14. The park or pavilion will not be used in any way for commercial purposes. No individual or group may sell any article, thing, privilege, or service in connection with the use of this permit, before, during or after its use. Gambling, raffles, or other games of chance are prohibited.
15. The party's member whose name appears on the permit must be in attendance throughout the duration of the function and is responsible for conduct and care of each member of his/her party.
 - a. The issued permit is not transferable to another individual or group.
16. If two separate functions are at the same pavilion on the same day, the party with the proper permit has the right to the pavilion.
17. Pavilions are available to the general public on a first-come, first-serve basis when not reserved. Others must yield the use of a pavilion to groups holding a permit. This permit must be presented to authorized park personnel upon request.
18. Hours of park are from Dawn until Dusk.
19. The reservation fee is for a set period of time to include setup and breakdown. Please do not arrive early to your reserved time and be completely removed from facility at scheduled end of reservation.

Pavilion Reservations Fees:

Sacajawea Park Gazebo 110v Power/Cement Pad Available Rental Blocks 9am - 1pm * 1pm - 5pm * 5pm - 9pm	\$45.00 – Resident 1/3 Day
	\$63.00 – Non-Resident 1/3 Day
	\$120.00 – Resident Full Day
	\$140.00 – Non-Resident Full Day
Sacajawea Park Picnic Shelter Available Rental Blocks 9am - 1pm * 1pm - 5pm * 5pm - 9pm	\$35.00 – Resident 1/3 Day
	\$49.00 – Non-Resident 1/3 Day
	\$90.00 – Resident Full Day
	\$110.00 – Non-Resident Full Day
Mike Webb Park Picnic Shelter Cement Pad Available Rental Blocks 9am - 1pm * 1pm - 5pm * 5pm - 9pm	\$35.00 – Resident 1/3 Day
	\$49.00 – Non-Resident 1/3 Day
	\$90.00 – Resident Full Day
	\$110.00 – Non-Resident Full Day

SECTION 1.2: PARK OPEN SPACE AND TRAILS RESERVATION POLICY

Some open space and trails in city parks may be available to rent through a User Group Agreement (Section 1.4)

SECTION 1.3: Park Facilities Reservation Policies & Fees

A. Field Requirements and Reservation Information

1. The Livingston Parks and Recreation Department makes every effort to have fields ready for play at the beginning of each season, weather dependent. The Livingston Parks and Recreation Department reserves the right to change the starting date of field availability. During the month of March, turn is often wet and not actively growing, and therefore susceptible to damage from use. Fields may not be available to reserve until April 1, weather and turf conditions dependent. During any month, especially April and May, it is important that use be canceled when fields are too wet and may be damaged by play. Should damage result from use, repair costs will be deducted from the security deposit. If repair costs exceed the security deposit, the organization will be invoiced for the difference. The organization will also be required to reinstate the amount necessary to bring the security deposit to the required amount during seasonal play.
2. Misuse resulting in damage will result in the organizations loss of field use and will affect its ability to reserve fields in the future.
3. The Livingston Parks and Recreation Foreman or designee shall approve all field preparation vehicles and equipment prior to use. (Section 1.5)
4. Regulation soccer goals must be secured to the ground for safety, using a weight system approved by the Parks and Recreation Manager or designee.

B. Banners and Signs at Sports Facilities

Any sign intended to be affixed to fencing, structures, or to be staked in the ground must be approved by the Parks and Recreation Manager or designee. Signs may not block the view of the public or cause a distraction. All signage must be removed upon conclusion of the reservation.

C. Accident Reporting

In the event of an accident or emergency, the organization/reservation holder is required to complete a City of Livingston Incident Report and submit to the Recreation Department within 24 hours of the incident.

D. REFUNDS – Sports Facilities

For a full refund, cancellations must be submitted to the Parks and Recreation Department a minimum of 15 working days prior to the start of the reservation. Working days are considered Monday-Friday, 7:00am – 4:00pm. Holidays are not considered working days.

Security Deposits will be refunded if:

1. No damage has occurred to the facility or equipment
2. All fees were paid in full as stated in the user group agreement
3. All user group agreement requirements were met
4. If damage did occur, the deposit fee will not be released until the damages are fixed by the organization and final inspection and approval by the Parks Foreman/Recreation Manager or designee is complete.
5. If damages have not been corrected or contracted to be corrected within 14 days of the event, the full deposit will be forfeited.

E. Field Preparation

Field preparation and infield maintenance on all baseball and softball fields is the responsibility of the renter. This includes weed pulling, dragging, base placement and striping. Field prep on all soccer fields is the responsibility of the renter and includes lining the fields and goal placement. Only water based paint approved by the Parks Foreman is allowed on all fields. Chalk is prohibited.

Field and Court Types:

A. ATHLETIC FIELDS – DIAMOND

The following are available to rent:

1. Miles Park Baseball/Softball Complex
2. Jack Weimer Memorial Park
3. Mike Webb T-Ball Field

B. ATHLETIC FIELDS – RECTANGULAR

The following are available to rent:

1. Sacajawea Park Sport Field
2. Mike Webb Park Field
3. Water Plant Park
4. Northside Park and Soccer Fields

C. NON PROGRAMMED PARK SPACE

In order to support the demand for field space for a variety of organized field sports, certain non-programmed park areas may be reserved for practices. The field areas are not meant to have official league games or sports events. Non-programmed park space may also be reserved for camps and fitness classes through a user group agreement.

D. TENNIS COURTS

Reservations for general public, single court use are not accepted. Use is on a first come, first served basis. A 1 hour of play for singles and 1.5 hours for doubles rule is in place on all tennis courts when others are waiting. Court reservations are only available for special events and camps and must also be approved by Park County/Livingston Tennis Association.

E. Park Facility Reservation Fee

Rectangular and Diamond Athletic Field Fees: \$10 per hour per field
Non-programmed and Court Use Fees: \$6.00 per hour per space/court

SECTION 1.4: User Group Policies & Fees

Groups and individuals requesting use of a public park for the purpose of implementing fee or non-fee based programs or events are required to obtain a user group agreement. The Recreation Manager may enter into agreements with various park user groups, with the fee for such agreements established by the manager.

- a. Admission fees may be charged for events held in conjunction with a park user group agreement if approved by the manager and listed on the agreement.
- b. Articles, food, beverages or service may be sold for events held in conjunction with a park user group agreement, if so noted in the agreement.

User Group Types:

1. Private Program Provider

These agreements are available for providers to implement their programs for an agreed upon duration of time. Examples include: youth and adult athletic groups, camps, outdoor fitness classes.

2. Special Events

1. One Time

A one-time event that requires use of a park, field, or facility, such as a race, concert, wedding or festival will be subject to the Special Event Permit.

2. Seasonal

A regularly occurring event that requires use of a park, field, or facility, such as a Farmer's Market or Music in the Park Series will be subject to the Special Event Permit.

3. User Group Fees

1. Processing Fee: \$25 nonrefundable for each application
2. User Group Deposits: determined per contract
3. Private Program Provider Fee: assessed according to the facility type (Section 1.4) or as established by the Director in the User Group Agreement.
4. A 50% discount applies to non-profit groups
5. Special Event Permit fees: based on group size

Group Size	Permit Fee
1-199	\$150.00
200+	\$1.00 per person

Required Information:

The following information is required with a user group agreement request:

1. Park requested
2. Dates requested
3. Program/League type, detailed description, and schedule
4. Anticipated number of people
5. Alcohol, yes or no?

6. Contact person and contact information
7. Processing fee

Upon approval, the following must be provided by the group:

1. Signed Park User Group Agreement
2. Pre-season walk through meeting with the Parks and Recreation Department Staff
3. Portable toilets when applicable, along with rental receipt
4. Security Deposit (refundable) when applicable
5. Key deposit (refundable) when applicable
6. Park use fee
7. Liability Insurance and endorsement statement
 - a. Group shall maintain \$1,500,000 liability insurance, \$750,000 per occurrence, additionally naming the City of Livingston, its officers, and agents as well as the group against loss and liability for damages including, but not limited to, personal injury, death, or property damage arising out of, or in connection with the use of the facility and/or park.
 - b. The insurance must be in place and the group shall provide proof of insurance satisfactory to the City of Livingston prior to the commencement of the use covered by this agreement or the use will not commence as scheduled.

User Group Park Use Policies:

A. Condition of Premises

It is expressly understood and agreed upon that the user group agrees to maintain and leave all facilities clean, safe, and in a sanitary condition. Failure to do so will result in the user group paying all costs incurred by the City of Livingston to return the premises to its original condition at the rate of \$50 per hour. The City may apply any security deposit received from the user group toward such costs.

B. Reservations

There shall be no SUBLICENSING of fields, parks or facilities. Sublicensing of a field, park or facility shall be cause for forfeiture of any security deposit and termination of the user group agreement. Periods not identified as exclusive in the user group agreement will be open to the public or may be reserved by another user group.

C. Special Events

Events that require exclusive use of a park, field, or facility will be subject to the Special Event Permit. Any 'pay to participate' event, tournaments, and/or clinics and camps will be subject to the Special Event Permit, and all obligations and responsibilities that go with it. Special Event Permits do not grant exclusive use of the park without written approval from the Parks and Recreation Director or designee. An admission fee to a permitted event cannot be charged without written approval from the director. Exclusions to this policy include special events covered in an existing user agreement. No refunds are issued if a special event permit is cancelled.

D. Contacts

The user group will be responsible for designating an individual who will be the sole contact for the group. A backup contact shall also be provided. They will be responsible for the initial walk-through, final walk-through, keys check out, and any assessment charged to the user group pursuant to the

user group agreement. In addition, the user group will provide a list of numbers and email addresses of all officers.

E. Schedule

The user group shall submit, through their appointed designee, a schedule of events the user group plans to hold on the premises during the term of the user group agreement.

F. Field Preparation

It is the sole responsibility of the user group to prepare the fields for game play and practice. On all turn areas, approved athletic field water based paint will be applied. Chalk is prohibited. Maintenance and care of the infield/skinned area is the responsibility of the user group. The Parks Foreman or designee shall approve all field preparation vehicles and equipment prior to use.

G. Field Lights

The field lights (if applicable) are the sole responsibility of the user group. This includes maintenance and paying the utility bill. The City of Livingston will contact the user group designee with the amount owed upon receiving the utility bill. It is the user group's responsibility to pay the bill before the due date.

H. Restrooms/Litter

User groups will be responsible for policing grounds, dugouts, and fields for litter and equipment left out, on, or near the fields. This includes but is not limited to infield drags, painting machines, hoses, tarps. The garbage collected will be deposited into the trash receptacles located throughout the park. If there are no garbage receptacles it is up to the user to provide them. Tarps shall be placed in proper areas. Other equipment shall be returned to buildings or dugouts.

I. Snow Removal

Snow removal by user groups is not allowed on any fields. If snow is plowed off, there will be a charge for damage to irrigation heads, turf, fencing, and other related items.

J. Rain

Games shall be postponed in the event of wet, saturated turf. Excessive wear due to play on wet fields will be the responsibility of the user group. Renovation and mitigation will be charged to the user group.

K. Improvements

Any changes, modifications, or improvements to the park shall require a plan and must be approved by the Public Works Director or designee prior to work being done. At a minimum the plan shall include: schedule of work, timeline, design details, notice of start and completion. City staff shall be consulted regarding guidelines on planning a project and any pre-conferences before the commencement of a project.

L. Bounce Houses

The use of inflatable bounce houses is prohibited in City Parks and Facilities without proper communication with the City of Livingston. Renters must acquire additional liability insurance prior to allowance of inflatables.

SECTION 2: Recreation Facilities Reservation Policies & Fees

The Recreation Division manages the Livingston Civic Center, Miles Park Band Shell, Sacajawea Park Gazebo, Picnic Shelter and Mike Webb Park Picnic that are home to the Parks and Recreation Department programs and are available to the public to rent for private events.

A. Recreation facilities available to reserve:

Livingston Civic Center, 229 River Drive	1,000 person capacity
Miles Park Band Shell, 229 River Drive	5,000 person capacity

B. Recreation Facility Reservation Policies:

1. You must be 21 years of age or older to reserve a recreation facility.
2. A cleaning/damage deposit is required for all facility reservations. This money will be deposited the following business day. Any damage to the facility, loss of key, or failure to clean the facility to the standards set by the Parks and Recreation Department will result in a deduction of the cleaning/damage deposit. If the cost of cleaning and/or damage exceeds the deposit amount, the renter will be sent an itemized statement for the remaining cost of cleaning/damage repair. The statement must be paid within 30 days of the date of issue.
3. All items must be removed from the facility by the end of the reservation time listed on the agreement. After returning the key/facility is locked, the deposit (or remainder thereof) will be mailed or returned to the renter electronically within three weeks.
4. A security guard is required for events with 100 or more people where alcohol is served.
5. Selling of goods, alcoholic beverages, or charging admission to attend a function is prohibited without completion of a Special Events Application (must be completed 8 weeks prior to event).
6. Smoking is prohibited in all recreation facilities. If there is evidence of smoking in the facility, all of the deposit will be withheld.
7. The renter is responsible for the conduct and actions of the individuals attending the function. Attendees shall not mark, deface, or remove any tables, chairs, benches, railings, equipment, signs, or other city property.
8. Music in the Band Shell or Gazebo: Amplified sound shall not be allowed when there is a scheduled activity taking place in the park areas, baseball fields, or the Civic Center. The playing of amplified sound for groups estimated to exceed 200 people or more require that a **Special Event Permit Application** must be completed and submitted 60 days prior to the event. No amplified sound shall be allowed after 9:00 pm, unless authorized by a special event policy. Sound, whether amplified or not, including but not limited to musical lyrics, poems, speeches, or other forms of communication which contain material defined by 45-8-201-45-8-205 Montana Code Annotated as being obscene shall not be allowed. Any violations of the rental agreement or special event permit shall be cause for immediate cancellation of this permit and the activity.
9. Animals are not permitted in the recreation facilities except service animals authorized under the Americans with Disabilities Act.
10. Vehicles shall park in designated parking areas only.

11. Roller blades, skates, skateboard, bicycle or scooter use is prohibited inside facilities and on porch.
12. Overnight stay and camping is prohibited.
13. Renter is responsible for shoveling sidewalks, stairs and porches. A shovel and ice remover is provided.
14. All functions in Recreation facilities must end by 11:00pm. Renter is responsible to clean the facility immediately after the function according to the clean-up list and remove all personal effects. Cleaning must be completed by midnight.
15. Renter shall pick up all glass and litter in and around the facility and deposit it in the dumpster.
16. No tape, staples, nails or tacks on walls. Nothing adhered to walls or doors.
17. The entire deposit will be forfeited if excessive cleaning is required or unsanitary conditions exist (i.e.. vomit) upon inspection.
18. Any police officer shall have full authority to void facility rental permits should the activity hereby approved become disruptive or abusive to disrupt the peace of the area or involve violations of park or building rules and regulations. Violation of rules, regulations, or laws may result in denial of future reservation requests.

C. Facility Rental Refund Policy

When a reservation is cancelled or change occurs 14 days or less of the event, the full deposit will be held back.

D. Recreation Facility Special Event Rental Fees

All times notated include set up/break down time. If additional hours are needed and available they will be billed at \$35 per hour for residents and \$50 per hour for non-residents.

Livingston Civic Center Rental Pricing

Events – Public 75+ people Refundable Deposit \$150.00 Friday Evening 5pm – 11pm	
Resident	\$130.00
Non-Resident	\$156.00

Events – Private Birthday Parties, Private Gatherings Refundable Deposit \$50.00 Friday Evening 6pm – 9pm	
Resident	\$75.00
Non-Resident	\$90.00

Saturday or Sunday Half Day 9am – 4pm or 5pm – 11pm	
Resident	\$130.00
Non-Resident	\$156.00

Saturday or Sunday 10am – 1pm * 1pm – 4pm * 4pm – 7pm	
Resident	\$75.00
Non-Resident	\$90.00

Saturday or Sunday FULL DAY 9am – 11pm	
Resident	\$260.00
Non-Resident	\$312.00

Roller Skating Party* Friday Evening 6pm – 9pm Saturday or Sunday 10am – 1pm * 1pm – 4pm * 4pm – 7pm	
Resident	\$150.00
Non-Resident	\$180.00

*Skate Access is for 2 hours and up to 25 roller skaters
Additional skaters \$5 per

Miles Park Band Shell Rental Pricing

Weekday Pricing Monday - Thursday Refundable Deposit \$150.00 Weekday Half Day 8am – 3pm or 4pm – 10pm	
Resident	\$130.00
Non-Resident	\$156.00

Weekend Pricing Friday, Saturday, Sunday + Holiday Refundable Deposit \$250.00 Weekend Half Day 8am – 3pm or 4pm – 10pm	
Resident	\$150.00
Non-Resident	\$180.00

Weekday FULL DAY 9am – 11pm	
Resident	\$260.00
Non-Resident	\$312.00

Weekend FULL DAY 8am – 10pm	
Resident	\$300.00
Non-Resident	\$360.00

2.1: Recreation Facilities – Extended Term Reservations Policies

Extended term facility reservations are available for individuals or organizations interested in implementing a fee or non-fee based program over an extended period, not to exceed three months. Reservations must be made at least 30 days prior to the reservation date.

Upon approval by the Recreation Director or designee the following must be provided:

1. Facility reservation application and fees
2. Cleaning/Damage deposit as determined per contract
3. Fee as determined per contract
4. Liability Insurance endorsement statement
 - a. Group shall maintain \$1,500,000 liability insurance, \$750,000 per occurrence, additionally insuring damages including, but not limited to, personal injury, death, or property damage arising out of, or in connection with the use of the facility and/or park.
 - b. The insurance must be in place and the group shall provide proof of insurance satisfactory to the City of Livingston prior to commencement of the use covered by this agreement or the use will not commence as scheduled.

SECTION 3: Alcohol Policies

City of Livingston (Ord. 1721, 9/21/92; Ord. 1722, 9/21/92)

FOR AN EVENT WITH 75 OR MORE PEOPLE

(Adults age 18 and up)

1. A security guard is required for events over 100 people and proof must be submitted (i.e. copy of contract) to the Parks & Recreation Department prior to the event.
2. **Responsible Beverage Server Certificate:**

Someone who has attended the Responsible Beverage Service Training must serve and be responsible for the alcoholic beverages during the duration of the event. A copy of their certification of training must be provided to the Parks & Recreation Department.
3. **Certificate of Insurance and Insurance Endorsement Statement:**

Provide a Certificate that names the City of Livingston, its officers, agents, and employees as additionally insured on a primary non-contributory basis for \$1,500,000 per occurrence and \$750,000 for each claim and host liquor liability of not less than \$1,000,000. Policy must be acceptable by the City of Livingston.
4. **Safety Plan that addresses:**
 - i. How admission of those who are under the legal age to drink will be handled and consequences when underage drinking occurs.
 - ii. How those under the influence will be handled – will alternate transportation be offered?
 - iii. Actions to be taken in the event of a disturbance or medical or other type of emergency. Any other measures to be taken to maintain a safe environment for those in attendance.

SECTION 4: Vending Policy

Vending of any kind in public parks and in recreation facilities is prohibited without City of Livingston approval. With approval, vending is only allowed when attached to a user group agreement, pavilion reservation or facility reservation. Vending requests must be noted on the use applications and submitted a minimum of 6 weeks prior to date of the event.

SECTION 5: Recreation & Aquatic Program Scholarship and Refund Policy & Fees

A. Youth Scholarship Program

Any child (0-18 years old) who is a resident of the City of Livingston, who wishes to participate in a Livingston Parks and Recreation Department program and is in need of financial assistance, may apply for a scholarship. Proof of residency is required. Contracted classes and camps are not included in the scholarship program.

Families that are eligible for scholarships may apply for 20% to 100% of programs costs for a maximum of \$100.00 per fiscal year (July 1 – June 30). Current poverty guidelines and a sliding scale are used to determine eligibility. Applications are reviewed by a committee and strict confidentiality is maintained.

B. Recreation and Aquatic Program and Pass Refund Policies

Payment is due at registration and participants must be of the required age on the first day of the program to be eligible to participate.

Refunds for program and pass cancellations will not be given unless injury or illness prevents participation. If a participant must be cancelled out of a program, a request must be made 10 working days (Monday – Friday) before the start of the program to receive a Parks and Recreation Department credit. Credits may be used for future programs.

If the Parks and Recreation Department cancels a program due to low registration, weather, or any unforeseen reason, a full refund for the cancelled program will be issued. If a swim lesson is canceled due to weather or unforeseen circumstances, a courtesy swim pass will be issued at the completion of the session.

SECTION 6: Non-City of Livingston Resident Fee Policy for Facilities & Programs

Fees for facility use and programs for non-city of Livingston residents may be up to 40% more than the fees for residents residing inside the City of Livingston limits. City of Livingston resident's taxes support the general fund that provides a subsidy for Parks and Recreation Department facilities and programs,

therefore resident fees for use are lower. In order to receive city rates, your primary residence must be inside the physical boundaries of the City of Livingston.

Resident Discount Cards

Resident Discount Cards can be obtained in the Recreation Department Office (or seasonal Pool House) and provide a discount for daily pool access as well as some recreational programming discounts.

SECTION 7: Special Events

Definition of a Special Event

If **any** of the following conditions are met, a Special Event Permit Application must be submitted to the City of Livingston:

1. Event with 300 or more persons (this may apply to an event with a lesser attendance if deemed necessary by the Parks and Recreation Department).
2. Event which charges the public an entrance fee
3. Event which serves and charges the public for food, alcohol or other beverages
4. Event which requires a City street closure

A complete Special Event Permit Application and all necessary attachments must be submitted to the City of Livingston at least 45 days prior to the scheduled event. An untimely submittal may be summarily denied. The submittal of an application for a special event permit in no way obligates the City of Livingston to issue a special events permit. The issuance of a special event permit by the City of Livingston in no way is to be construed that the City of Livingston is sponsoring, sanctioning, or is in any way responsible for the special event.

The City Administration will review and approve your application. No dates are secure until final approval and administration fees / deposits are collected.

Special Event Conditions

A. Compliance with Law

Permittees shall obey all City Ordinances, rules and the guidance of City supervisory employees pertaining to the use of City property, including the location and storage of vehicles and equipment, crowd control, and the restoration of premises to their original condition after use for special event purposes.

B. Location Approval

Permittee shall confine its activities to the locations and time schedules approved by the City of Livingston prior to a special event on City streets, parks or facilities.

C. Commercial Reference to City

Reference to the City of Livingston and/or use of official City logo is prohibited on film or in other advertising of the event unless written approval is granted by the City of Livingston.

D. Security for Costs

Permittee shall reimburse City of costs incurred in the use of City equipment and assignment of municipal employees to duty in connection with special even activities. A schedule of expected costs shall be prepared by the City of Livingston after identification of the municipal sites to be used for a special event. Permittee shall pay an administrative application fee as well as a refundable deposit when requested.

E. Relationship to Parties

Neither Permittee, nor its agents, employees, servants or helpers shall be or deemed to be, the employee, agent or servant of the City. None of the benefits provided by the City to its employees, including but not limited to, medical insurance, compensation insurance, and unemployment insurance are available to Permittee or its employees, agents, servants or helpers.

F. Special Events

Fees shall be charged for use of City property. Permittee shall not conduct any event on City property intended to attract or entertain the public or charge fees to spectators without specific approval of the City in writing. No alterations or changes to City owned property will be allowed without prior written permission from the City Manager or his/her designee.

G. Limitations

Additional permits and fees may be required for use of facilities of the City and entry upon areas subject to special security requirements, such as municipal swimming pool and Civic Center. Use of such facilities and areas may be further conditioned upon provision of additional insurance coverage's, written assurance of compliance with security requirements and other requirements.

H. Appointment of Agent

Permittee shall designate a local agent to sign this License who shall have authority to represent Permittee in all matters relating to exercise of the privileges herein granted and who shall be responsible for compliance with these conditions.

I. Use of City Property

Arrangements for use of city property, i.e. building, streets/alleys, sidewalks, parks or other public places or property owned by the City must be approved by the City of Livingston in writing in advance of actual use.

J. Use of City Equipment

If Permittee finds it necessary or desirable to use city equipment, only city employees will be allowed to operate said equipment, unless prior arrangements in writing are made and then only with the prior written approval of the City Manager.

K. Use of City Employees

The Permittee will be required to reimburse the City as provided for in the City of Livingston Fee Schedule for contracting/use of City Services/Equipment/Buildings, or if not addressed for the wages due to employees, calculated at their hourly overtime rate and including public retirement, insurance, unemployment, workman's compensation and all withholdings required by the federal and state governments.

L. City Animal Policy

Permittee shall comply with all City Ordinances regarding animals permitted on City property. Dogs are excluded from Sacajawea Park with the exception of periods designated by the City Commission for dog shows (City code section 4-46). Dogs are excluded from Miles Park during special events with the exception of licensed service animals, unless permission is granted through the special events application process (City Code Section 4-47). If Permittee finds it desirable to permit dogs at the event applied for, Permittee shall present a written request at the time of the Special Event Application and consult the Animal Control Officer for final approval. The Permittee shall be responsible for cleaning up after dogs following a special event which allows dogs.

M. Alcohol Service

Where alcohol is to be served at a special event, all alcohol servers, whether a licensee of the State of Montana or an employee thereof, or any other person serving alcohol are hereby required to complete an "Alcohol Server Training" program which complies with the "Montana Responsible Alcohol Sales and Services Act" and/or any administrative rule adopted pursuant to said Act. Attach proof of training that has taken place within the last year for each person that will be serving alcohol.

N. Insurance Information

Indemnity

Permittee does hereby covenant and agree to indemnify and hold harmless City from any and all loss, cost, damages and expenses of any kind, including attorney fees, on account of personal injury or property damage resulting from any activity of Permittee on municipal property or in connection with its use of municipal property.

Liability Insurance

In no way limiting the indemnity agreement above, Permittee will furnish the City a Certificate of Insurance providing liability, casualty and property coverage acceptable to its Legal Department showing combined single limit coverage acceptable to its Legal Department showing combined single limit coverage for death or bodily injury, property damage or loss, marine and fire protection, or the equivalent of such coverage, not less than \$1,000,000.00. Applicant shall, if given permission **to sell liquor** provide an insurance enforcement for liquor liability naming the City as additional insured for amount of at least \$1,000,000.00. The City, including its officials, employees and agents shall be named as additional insured in the liability policy. Contractual liability coverage insuring the obligations of this Agreement is also required. The insurance may not be canceled or substantially modified without 10 days written notice to the City Finance Officer.

O. Communication and Promotions

Permittee shall provide the City of Livingston applicable permits received from other agencies when deemed necessary. i.e. MDT – MT Dept. of Transportation; MRL-Railroad; MT Fish, Wildlife & Parks; School District, Park County – Commissioners, Fairgrounds & Parks, Sheriff's Office, Sanitarian. When street closure is requested a STREET CLOSURE PETITION must be completed. Street Closure petition is to be signed by property owners/agents affected by the closure.

P. Fee Waiver Requests

Eligible to Request a Fee Waiver	NOT Eligible to Request a Fee Waiver
Completely free events to the community	For Profit Events
Events for fundraising by a non-profit entity	Events charging admission and/or items for purchase
Events sponsored by a school based entity or organization	Film Permit or any associated expenses
Events providing services to community at a reduced cost	Any event not submitted 60 days in advance

- a. City of Livingston Administration has authority to waive up to \$500.00 of all or partial Special Event Permit fees.
- b. Any fee waiver requested above \$500.00 in value requires approval from the City Commission and must be submitted 60 days prior to the event.
- c. Special note for events with over 1,000 anticipated attendees: the City will not recommend or support a fee waiver due to the increased cost associated with large events.
- d. All Special Event Permit Applications must be submitted 45 days prior to the event, those requesting waivers above \$500.00 must be submitted 60 days in advance.
- e. City of Livingston reserves the right to exchange fees for sponsorship credit of events.
- f. City of Livingston Administration fees and deposits will not be waived.

SECTION 8: Fee Schedule

Non-Refundable Application Fee	\$50.00 Residents	\$80.00 Non-Residents
SPECIAL EVENT FACILITIES & RATES		
Sacajawea Park Gazebo		
Partial day: 9am-1pm, 1pm-5pm, 5pm-9pm	\$45.00 Residents	\$63.00 Non-Residents
Full Day: 8am – 10pm	\$120.00 Residents	\$140.00 Non-Residents
Sacajawea Park Picnic Shelter		
Partial day: 9am-1pm, 1pm-5pm, 5pm-9pm	\$35.00 Residents	\$49.00 Non-Residents
Full Day: 8am – 10pm	\$90.00 Residents	\$110.00 Non-Residents
Mike Webb (Spray Park) Picnic Shelter		
Partial day: 9am-1pm, 1pm-5pm, 5pm-9pm	\$35.00 Residents	\$49.00 Non-Residents
Full Day: 8am – 10pm	\$90.00 Residents	\$110.00 Non-Residents
Livingston Civic Center		
	Friday afternoons, Saturdays & Sundays or by request	
Half Day: 9am – 4pm or 5pm – 11pm*	\$130.00 Residents	\$156.00 Non-Residents
Full Day: 9am – 11pm*	\$260.00 Residents	\$312.00 Non-Residents
*Each additional hour is billed at \$35.00 per hour for use of the Civic Center		
Monday – Friday: 9am – 5pm	\$35 per hour	\$50 per hour
Civic Center Additional Spaces	Tumbling Room (upstairs)	Conference Room
Monday – Friday: 9am – 5pm	\$15.00 per hour	\$10.00 per hour
M-F after 5pm or Saturday/Sunday	\$25.00 per hour	\$20.00 per hour
Miles Park Band Shell		
	Includes use of grass, stage and park with power	
Weekday (Mon-Thurs) Half Day: 8am – 3pm / 4pm – 10pm	\$130.00 Residents	\$156.00 Non-Residents
Weekday (Mon-Thurs) Full Day: 8am – 10pm	\$260.00 Residents	\$312.00 Non-Residents
Weekend (Fri-Sun) Half Day: 8am – 3pm / 4pm – 10pm	\$150.00 Residents	\$180.00 Non-Residents
Weekend (Fri-Sun) Full Day: 8am – 10pm	\$300.00 Residents	\$360.00 Non-Residents
Sport Field (diamond or rectangle)		
	\$10.00/field/hour	Same
City Park Land Use Fee		
	\$25.00/location/day	Same

**Non-profits receive a 20% discount on facility rental rates when 501C3 is on file with the Recreation Department.*

	Monday - Friday 7:00am – 4:00pm	After 4:00pm All Day Saturday & Sunday
Street Shut Down (per city block)	\$110 each up to 2 streets \$50 per additional street	\$200 each up to 2 streets \$100 per additional street
Street Sweeper (per event – required for parades & events downtown)	\$180.00	\$250.00
Police Presence (per hour – required for events over 1,000)	\$150.00	Same
EMS Station at Event (per hour – required for events over 1,000)	\$150.00	Same
Garbage Disposal (per can)	\$20.00 first can, \$10.00 each additional	\$30.00 first can, \$15.00 each additional
Irrigation Locate Services (if tenting)	\$30.00	Same
Traffic Control Device Rentals		
Candlestick Cone	\$3.00 per cone	Same
A-Frame	\$7.00 per a-frame	Same
Barricade	\$12.00 per barricade	Same
Orange Construction Fencing	\$15.00 / 100 feet	Same
Miscellaneous A-la-carte Items		
Ticket Booth (includes placement)	\$60.00/booth/day	Same
Hand Washing Stations Includes full soap & paper towel dispenser	\$60.00/station/day	Same
Basketball Hoop Attachments Lower hoops for youth basketball	\$20.00/day/set	Same
Outdoor Movie Kit Projector, 16' Inflatable Screen, Sound, Blu Ray player	\$80.00/day	Same
Popcorn Machine	\$20.00/day	Same
Cotton Candy Machine	\$20.00/day	Same