



PUBLIC FACILITIES USE POLICY

Section 1 - Purpose

It is the policy of the City of South Portland Parks, Recreation & Waterfront Department (hereafter the “Department”) that some of the buildings, parks and other facilities owned by the City and overseen by the Department should be made available to the general public to use for activities that benefit City residents, at a reasonable cost. Therefore, the Department sets forth the following rules and regulations for the management and protection of the public facilities it oversees and for the protection of the persons granted permission to use the same.

Section 2 - Definitions

“Application Form” shall mean the “Public Facilities Application Form,” which is available at the Community Center and on the City’s website.

“Fee Schedule” shall mean the “Fee Schedule for Use of Department Facilities,” which contains the applicable fees for using public facilities, and is attached hereto.

“Public facilities” shall include the following buildings, parks and other facilities owned by the City:

- | | |
|---|------------------------------|
| • Wainwright Recreation Complex | Supervisor - Whitney Dorsett |
| • Tennis Courts | Supervisor - Whitney Dorsett |
| • Martin Stadium (Track and/or Field) | Supervisor - Whitney Dorsett |
| • Redbank Park | Supervisor - Anthony Johnson |
| • Redbank Community Center and Pavilion | Supervisor - Anthony Johnson |
| • Willard Beach/Fisherman’s Point | Supervisor - Patrick McArdle |
| • South Portland Community Center Pool | Supervisor - Patrick McArdle |
| • Community Center | Supervisor - Lisa Thompson |
| • Bug Light Park | Supervisor - Lisa Thompson |
| • Mill Creek Park | Supervisor - Lisa Thompson |
| • Wilkinson Park | Supervisor - Lisa Thompson |
| • Thomas Knight Park | Supervisor - Lisa Thompson |

“Use Agreement” shall mean the “Public Facilities Use Agreement,” which must be signed by the applicant prior to use of the public facility.

Section 3 – Application Process

- A. Any individual, business, public or private school, and/or organization desiring to reserve a public facility for temporary, exclusive use must complete an Application Form. Application Forms are available at the Community Center and on the City’s website.
- B. Requests to schedule use of any Department facility can be made by calling 767-7650 and requesting an Application Form. This Application Form must be completed and signed by the adult individual who is responsible for the activities of the group in the organization.
- C. All applications shall be submitted to the Facility Supervisor or his/her designee for review. The Application form can be mailed, faxed or emailed. If the application satisfies the provisions of this Policy, it shall be approved by the Facility Supervisor; provided, however, the Facility Supervisor may, in his/her sole discretion, submit the application for review by and approval of the Director of the Department.
- D. All applications to reserve public facilities must generally be submitted at least two (2) weeks in advance of the date of desired use in order to ensure adequate time to coordinate scheduling, except as follows relating to the Wainwright Farm Recreation Complex:
- (1) All 1 day events or weekend tournament Application Forms must be submitted at least 60 days prior to the event date.
 - (2) For field usage from May 1st to August 1st – Application Form must be submitted between February 1st and March 1st. Decisions will be made by April 1st.
 - (3) For field usage from September 1st to November 1st – Application Form must be submitted between June 1st and July 1st. Decisions will be made by August 1st.
- E. The Facility Supervisor, or his/her designee, is authorized to approve and arrange the scheduling of requests for use of public facilities. Scheduling shall be on a first come, first served basis; provided, however, that certain activities and programs will have first priority for use of public facilities as provided in Section 7.
- F. **All applicable user fees, as set forth in the Fee Schedule, must be paid by cash, check or credit card as follows:**
- One day events and weekend tournaments - Payment is due 1 week prior to the facility use date.
 - Leagues – Half of the facility use fee is due prior to the start of the league on Monday, 1 week prior to the start date. The remaining balance is due Monday of the last week of the facility use.

Checks shall be made payable to the “City of South Portland.” If the application is denied, the fees shall be refunded in full. If the applicant is requesting to pay a resident fee, verification of resident status is done by the applicant sending a roster list and copies of government issued ID cards. For youth programs and teams, the applicant must submit a roster with participant addresses.

Section 4 – Standards for Issuance

- A. The Facility Supervisor shall approve an application submitted pursuant to Section 3 of this Policy based on facility availability, priority of usage, maintenance impact on the facility, best use of the facility and only if the application meets the following criteria:

1. The proposed event or activity shall not endanger the health and safety of persons who visit the public facility;
 2. Adequate parking facilities exist and are available to accommodate the number of expected attendees at the proposed event or activity at the public facility;
 3. Adequate sanitary facilities exist and are available to accommodate the proposed event;
 4. The event or activity shall not cause damage from destruction or overuse of the grounds, equipment, vegetation, buildings, fences or other amenities in the public facility;
 5. The proposed event or activity shall not unreasonably disturb persons who own and/or occupy land that is adjacent to such public facility;
 6. The public facility or portion thereof to be used has not been reserved for other use at the day and hour required in the application; and
 7. The applicant has demonstrated the ability and intent to provide adequate supervision of the activity and understands the applicable rules and regulations.
- B. If the application is approved, the Facility Supervisor shall designate the specific area within the public facility where the event is permitted to take place, based upon the foregoing criteria.

Section 5 – General Conditions of Use

- A. Following final approval by the Facility Supervisor or Director of the Department, as applicable, the applicant is required to sign a Public Facilities Use Agreement.
- B. The applicant is responsible for leaving the public facilities in the same condition in which they were received, and shall be responsible for any loss or damage to facilities or equipment. The applicant shall be charged for any required repair or cleanup costs incurred as a result of the applicant's use of the public facilities.
- C. The applicant is required to comply with all applicable federal, state and local statutes, ordinances and regulations, in addition to any policies or conditions imposed by the Facility Supervisor or Director of the Department upon approval of the application, including, but not limited to, all of the following:
1. Arranging and paying for adequate security services by the City of South Portland Police Department, if necessary.
 2. When the use of City equipment is requested, arranging for qualified City employees to be present and available for the operation of the same.
 3. When other City licenses, permits or approvals are required (*e.g.*, special event, food vendor, amplified sound, road closure, signage), the applicant must follow the proper procedure for seeking and obtaining such other licenses, permits or approvals. Contact the City Clerk's office at least 14 days prior to the event and once the other license, permit or approval is obtained, a copy must be submitted to the Facility Supervisor.

4. Showing proof of general liability insurance provided by an insurance company or companies licensed or approved to do business in the State of Maine by the Maine Bureau of Insurance to cover any loss or damage to public facilities or City equipment in an amount not less than \$1 million, and naming the City as an additional insured on the applicant's insurance policy.

For any one-day event, proof of general liability insurance in compliance with this policy must be provided to the Facility Supervisor prior to approval of the use application.

Any tournament, league and/or organization must present proof of general liability insurance in compliance with this policy to the Facility Supervisor at least two (2) weeks prior to the event. Failure to do so may result in the cancellation of the facility use agreement.

NOTE: Maine Municipal Association Risk Management Services sponsors a Tenant Use Liability Program (TULIP), which provides an opportunity for general liability insurance for outside entities and private groups that wish to use municipal facilities owned by members of the MMA Property and Casualty Pool. The City is a member of the MMA Property and Casualty Pool, and so TULIP is available to users of City-owned public facilities. Coverage limits of \$1 million are available for the event/program, including liability for bodily injury and property damage. The website address for the TULIP program is www.onebeaconentertainment.com. The City's TULIP access ID code is 019007.

5. Posting a security deposit in case of damage to public facilities, or costs incurred by the City as a result of the applicant's breach of the Use Agreement.
- D. The applicant shall not engage in or allow any illegal activity to occur at the public facility. Illegal drugs, alcoholic beverages and/or tobacco products shall not be brought onto or consumed within the public facility.
 - E. The applicant is responsible for any damage to the public facility or any part thereof caused directly or indirectly by the applicant or his/her agents, employees, guests, or invitees. The City shall not be liable for any damage or loss to any property of the applicant from any cause whatsoever while said property is located on the premises for storage purposes or otherwise.
 - F. As provided in the Use Agreement, the applicant is required to indemnify the City for any claims arising from the applicant's use of the public facility.

Section 6 – Specific Conditions of Use Related to Wainwright Farm Recreation Complex

- A. Facility Rules of Use Specific to Wainwright Farm Recreation Complex
 1. The use of alcohol, tobacco or other drugs is prohibited.
 2. Respect for equipment, the facility, and all playing surfaces is expected at all times.
 3. The public does not have access to the building or the equipment inside. The public does have access to the bathrooms and the water fountain outside.
 4. An adult shall supervise groups and organizations at all times.
 5. All groups and individuals are expected to leave the facility free of trash and equipment. Please put all waste in appropriate receptacles if available or carry out.

6. All groups and individuals are responsible for returning equipment belonging to the facility to its original spot and condition after use.
7. Please report all vandalism to the Parks, Recreation & Waterfront Department or Police Department as soon as it is discovered.
8. All participants, officials, and spectators are expected to display proper sportsmanship and respect for all others at the facility. Individuals or groups who fail to follow this rule will be asked to leave the complex for the remainder of the day.
9. No individuals or groups are allowed to bring grills or other food prep devices onto the property for the purpose of having a team or group event or party. Grills are only acceptable for organizations that have been designated as running concessions during special events for the purpose of fundraising. In this case, the group must obtain the proper food service and special event license, permits or approval from the City Clerk's Office at least 14 days prior to the event.
10. Tailgating and overnight stays in vehicles, RV's, or tents are not permitted.

B. Golf Cart Usage

Wainwright Farm Recreation Complex is equipped with 2 golf carts. Department staff will be the only operators of the City owned carts. The staff is there to help with rides for those participants/spectators who have difficulty walking. Organizations may supply up to 2 additional golf carts for use at Wainwright Farm Recreation Complex at their own cost and expense. The driver of the cart must be 18 years of age or older. Each driver will need to meet with the on-site Facility Supervisor to go over operational rules. If an organization is not following the rules, it will not be able to use outside-supplied golf carts in the complex again. Organizations will need to provide proof of insurance on the outside-supplied golf carts.

C. Deliveries to Wainwright Farm Recreation Complex

All deliveries must be approved by the Director of Parks and Recreation or the Recreation Facility Manager at least 1 week prior to delivery. A member of the organization must be there to accept the delivery. If no one is there from the organization, the equipment will be sent back. The Department staff is not responsible for the equipment or the delivery. Department staff will NOT sign for it. Equipment cannot be stored in the Wainwright Farm Recreation Complex building.

Section 7 - Priority of Usage of Wainwright Farm Recreation Complex

Certain activities and programs have priority of the Wainwright Farm Recreation Complex in the following order:

A. Priority Use of Fields generally.

1. South Portland Recreation Department Programs and South Portland School Department athletic programs will have shared priority from September – June (school calendar year). Outside of that time frame, the Department will have priority.
2. South Portland based athletic organizations that have 100% South Portland resident participation (*e.g.*, SP Little League teams, SP Strikers Soccer Organization, SP Youth Football and SP Youth Cheering).
3. Large special events, tournaments, play days that are hosted by, or benefit, a South Portland organization. These events will be reviewed and approved by the Director of the Department or the Recreation Facility Manager and may need to acquire a special event permit from the City Clerk's office for events involving 25-1,000 participants.
4. Teams or organizations that do not have 100% South Portland resident participation (*e.g.*, adult or youth travel teams based in South Portland). Application must be reviewed and approved by the Director or the Recreation Facility Manager.

- B. Priority Use of Fields specifically. In-season local sports receive priority use of facilities as follows:
1. Spring Sports (April – mid June): Baseball, Softball, Lacrosse, Ultimate Frisbee have priority in the spring.
 2. Summer Sports (mid-June – mid August): Baseball, Softball, Summer Sports Camps have priority in the summer.
 3. Fall Sports (mid-August – early November): Soccer, Field Hockey, Football, Cross Country have priority in the fall.

Section 8 –Park Facilities Available and Park Rules

- A. Overview of Park Facilities Available for Public Use
1. Bug Light Park - Open space for large classes or programs. Ideal for weddings, yoga, family programs, for small to mid-size group gatherings. Electricity available on west end of park only for extra charge. Portable bathrooms available May- Oct.
 2. Mill Creek Park - Open space and Gazebo located on Ocean Street. Great for small group gatherings, including wedding ceremonies. Electricity is available in Gazebo for an additional charge. Portable bathroom available from May- August.
 3. Willard Beach/Fisherman’s Point: Beach on Willow Street ideal for early morning or sunset yoga, tai chi class or small gatherings. Fisherman’s Point is a great place for small wedding ceremonies. Parking is limited. No electricity available. Bathrooms available Memorial Day- Labor Day during daytime hours (9:00 AM- 5:00 PM).
 4. Wilkinson Park - Little league field located in Sunset Park. Ideal for family gatherings or birthday parties. Electricity available in pavilion for additional charge.
 5. Redbank Park - Small park with pavilion located on MacArthur Circle in the Redbank Neighborhood. Ideal for family gatherings and small birthday parties. Electricity available in Pavilion for additional charge.
 6. Thomas Knight Park - located on the East end of Knightville, TKP is a great place for small groups where seeking a quiet space. No electricity available.

B. Park Rules

Each park facility may have specific rules and regulations, so please check posted signs for that area. Some general park facility rules are listed below:

- Don’t litter.
- Don’t bring glass bottles into parks.
- Camping is not permitted.
- Fireworks are not permitted.
- Firearms are not permitted.
- Open fires are not permitted.
- Smoking is not permitted in any playgrounds, shelters, beaches, bleachers or athletic fields.
- No hunting or trapping.
- Don't feed the wildlife
- No loitering between 9 pm and 6 am.
- No alcoholic beverages or controlled substances.

Section 9 – Pool Safety Rules

NON-SWIMMERS: A non-swimmer is defined as an individual who is unable to swim independently in the water without the use of ANY floatation device, including a noodle, lifejacket or swim belt “bubbles”, or support for a period of time. These swimmers are NOT allowed to swim in the deep end of the pool. These swimmers MUST be accompanied INTO the water by an adult who will remain within one arm’s reach of the non-swimmer.

SWIMMERS UNDER THE AGE OF 10: children who are under the age of 10 may swim WITHOUT an adult in the water, as long as they can swim independently without any floatation and can follow the pool rules/lifeguard’s requests.

SWIM TEST: a swim test will be given to all children (under the age of 18) who would like to swim in the deep end of the pool. The test will consist of being able to swim, with no assistance, one length of the pool (shallow to deep) without touching the sides or bottom of the pool and then treading water with their head above the water for 30-second in the deep end. Upon successful completion of this test, the swimmer can use the entire pool, including the diving board. If the test is unsuccessful, the swimmer must remain in the shallow end of the pool. Non-swimmers may not take the test.

RENTAL RULES: a lifeguard on duty will sit the party down for a few minutes, at the start of the rental, to review the rules of the pool. We strive to maintain a fun and safe atmosphere and ask that the members of the party listen closely to the rules and ask any questions for more clear definition. We will tailor our rules to the group and may allow for some flexibility on certain rules depending on the age of the party. The diving board rules will specifically be addressed if members of the party pass the swim test.

IMPORTANT RULES: please inform your party of the following rules BEFORE they arrive to make their time in the pool and on deck more enjoyable. THANK YOU!

- Non-swimmers MUST be accompanied INTO the water by an adult and the adult must remain within one arm’s length of reach of the non-swimmer
- Lifejackets and swim belt “bubbles” are available for use. You may use your own Coast Guard approved lifejackets and PFDs.
- No inflatable toys or devices allowed
- If you pass the swim test, you can use the deep end. If you do not pass the test, you must remain in the shallow end of the pool
- No diving in the shallow end of the pool
- No playing on the ramp bars, diving rope or lane lines
- Toys are allowed to be used in the shallow end of the pool ONLY
- Shoulder length hair MUST be tied up tightly, worn in a braid or worn in a bathing cap
- We do not loan out goggles or caps, but you may bring and use your own
- Please walk on deck; No street shoes on deck
- When the whistle is blown, everyone must clear the pool!

The lifeguards will restrict any unsafe behaviors and have the right to ask members of the party to leave exit the pool or deck area should they not obey the lifeguards request(s)

Section 10 – Failure to Comply with Policy

Any individual, group or organization that does not comply with the terms and conditions set forth in this Policy will be disqualified from future use of Department facilities at the discretion of the Director of the Department. Any person applying to use a Department facility and found to provide false information, such as false team member names and addresses, shall be disqualified from future use of the Wainwright Farm Recreation Complex.

FEE SCHEDULE FOR USE OF PUBLIC FACILITIES

Wainwright Farm Recreation Complex Fee Schedule

Activity	Softball Field	Baseball Field	Multi-Purpose Field Soccer/Field Hockey Lacrosse/Frisbee/Hurling
100% Resident (2 Hour Block)	\$0	\$0	\$0
Non-Resident (2 Hour Block)	\$150	\$200	\$60 per field or \$150 1 Quad
Tournaments per day rate	\$700 per field (3 to 5 games)	\$800 per field (3 to 4 games)	\$500 per quad (3 – 7 games)
League (3 – 10 weeks)	25% off	25% off	25% off

School based tournaments outside of regular schedules and post-season schedules:

Softball Field \$350.00 per day (max 5 games)

Baseball Field \$400.00 per day (max 4 games)

Multi-Purpose fields/Quad \$300.00 per day (max 7 games)

Park Facilities Fee Schedule (excluding Wainwright Farm Recreation Complex)

Facility	Resident Hourly Rate	Non-Resident Hourly Rate
Bug Light Park	\$25.00	\$50.00
Willard Beach/ Fisherman's Point	\$25.00	\$50.00
Mill Creek Park	\$25.00	\$50.00
Mill Creek Park Gazebo	\$50.00	\$75.00
Wilkinson Park (with Shelter)	\$50.00	\$75.00
Wilkinson Park (no Shelter)	\$25.00	\$50.00
Redbank Park (with Shelter)	\$50.00	\$75.00
Redbank Park (no shelter)	\$25.00	\$50.00
Thomas Knight Park	\$25.00	\$50.00
Add Electricity to any Facility Use	\$25.00	\$50.00

Community Center Pool Fee Schedule

Space	Resident Hourly Rate	Non-Resident Hourly Rate
Pool 1 – 24 Swimmers	\$60.00	\$80.00
Pool 25 – 49 Swimmers	\$70.00	\$90.00
Pool 50 + Swimmers	\$80.00	\$100.00
Pool + Room	Additional \$20.00	Additional \$30.00

MUST READ additional Pool Safety Rules are attached to this policy.

Community Center Fee Schedule

Space	Resident Hourly Rate	Non-Resident Hourly Rate
Aerobic Room	\$30.00	\$45.00
Gym (half)	\$40.00	\$70.00
Gym (Full)	\$60.00	\$100.00
Multiple Purpose Room	\$30.00	\$45.00
Senior Wing	\$30.00	\$50.00
Senior Wing w/kitchen	\$50.00	\$70.00

Aerobic Room - Normally used for small group activities (maximum 15 people). Tap shoes, shoes with heels, or footwear that could cause damage to the floor is prohibited. Room is a good space for activities such as yoga, ballet, or other forms of dance.

Gym - Normally used for indoor athletic practices, games, and events (Basketball, Volleyball, etc.) Only resident sports teams may rent for practice. Non-Resident's may rent for large events only. Large event rentals are at the discretion of the Director. Non-marking, gym appropriate footwear to be worn by all participants. Food and drink prohibited in the gym. Half of the gym is appropriate for 1 team basketball practice. Due to the nature of the structure, baseball and softball practices, and events involving vehicles or animals are prohibited.

Multiple Purpose Room - Normally used for group meetings, light exercise classes, team parties, and private parties of 30 or less. Tables and chairs are available. Tape on the walls, doors, or windows, to hang decorations, is prohibited.

Senior Wing – Normally used for larger events. Community organization's registrations, pot luck awards ceremonies, and large community meetings.

Maximum Capacity Theater Style – 200

Maximum Capacity Classroom Style (Tables with Chairs on both sides of table) – 120

Maximum Capacity Banquet Style (tables/ chairs + Food Service tables) - 100

Redbank Community Center and Pavilion Fee Schedule

Space	Resident Hourly Rate	Non-Resident Hourly Rate
Gym (half)	\$20.00	\$40.00
Gym (Full)	\$30.00	\$60.00
Teen/ Activity Room	\$15.00	\$25.00
Kitchen	\$20.00	\$40.00
Pavillion (No electricity)	20.00	35.00
Pavillion (with electricity)	25.00	40.00

Kitchen Fee – 1/2 of the fee will be refunded if left in pre-rental condition. See separate sheet for Kitchen Use guidelines. Refund check will take 1 – 2 weeks to process.

Gym - Normally used for indoor athletic practices, games, and events (Basketball, Volleyball, etc.) Only resident sports teams may rent for practice. Non-Resident's may rent for large events only. Large event rentals are at the discretion of the Director. Non-marking, gym appropriate footwear to be worn by all participants. Half of the gym is appropriate for 1 team basketball practice. Due to the nature of the structure, events involving vehicles or animals are prohibited.

Activity Room - Normally used for group meetings, light exercise classes, team parties, and private parties of 20 or less. Tables and chairs are available. Tape on the walls, doors, or windows, to hang decorations, is prohibited.

Pavillion- our park is equipped with 6 picnic tables that will accommodate up to 40 people comfortably. Perfect for outdoor parties and small meetings or gatherings. Electricity available for additional cost.

Note: Daily rates for any facility listed above can be negotiated with the Director of the Department and will be determined on a case-by-case basis.



Parks, Recreation & Waterfront

PUBLIC FACILITIES USE APPLICATION FORM

207-767-7650

User Fee: \$ _____

ORGANIZATION/GROUP/INDIVIDUAL

A. Name: _____

B. Contact Person: _____

C. Mailing Address: _____

D. Telephone No. [HOME]: _____
[WORK]: _____

E. Email Address: _____

Facility Requested: _____

Date(s) Requested: _____

Time Requested: _____

DETAILS OF USE

General Description: _____

Number of Participants: _____ Number of Spectators: _____

Any specific set up/field markings for this event needed (additional fee may apply)? _____

Refreshments: YES _____ NO _____ IF YES, DESCRIBE: _____

Special equipment/service involved: lights, chairs, tables, sound system, equipment, etc. (please specify): _____

Admission charge/other fees for event: YES _____ NO _____ If YES, describe charge or fee: _____

Anticipated total revenues from fees: _____

Is the applicant a bona fide non-profit organization organized under the laws of Maine?
YES _____ NO _____

INSURANCE

Proof of insurance attached: YES _____ NO _____ If NO, explain reason it is not attached: _____

Is the City of South Portland named as an additional named insured? YES _____ NO _____

CERTIFICATION

By signing this Application Form, you certify that you have read and understand all Department Public Facilities Use policies and rules. Additionally, you are certifying that all information provided is true and correct. Any Application with information found to be misleading or inaccurate is subject to rejection by the Director of the Department.

Name of Applicant _____ Date _____

Signature of Applicant _____ Date _____

For Office Use Only – to be completed by Facility Supervisor

Date Application Received _____ Approved _____ Denied _____

Amount Charged _____ Permit # _____

Facility/Space Assigned for this Event _____

Other licenses, permits or approvals needed? YES _____ NO _____ If YES, copy for file? YES _____ NO _____
If YES, explain specifics:

Certificate of Insurance Reviewed for Compliance with City policy by: _____

Use Agreement signed by Applicant? YES _____ NO _____ If NO, why not? _____

Has a copy of Use Agreement signed by Department been provided to Applicant? _____

Comments/conditions of use: _____



PUBLIC FACILITIES USE AGREEMENT

This Agreement is by and between _____ (the “Applicant”) and the City of South Portland, acting by and through its Parks, Recreation and Waterfront Department (the “City”).

1. The Applicant desires to reserve the public facilities designated in the completed Public Facilities Application Form, which is incorporated by reference herein, and has paid all applicable fees required by the Public Facilities Fee Schedule.

2. The Parks, Recreation and Waterfront Department (the “Department”) has approved the application, subject to the condition(s) set forth in the Application Form.

3. The Applicant agrees to comply with the general terms and conditions set forth in the City’s Public Facilities Use Policy, which is incorporated by reference herein, in addition to the specific conditions set forth by the Department in the Application Form.

4. The City, its agents, officers, and employees shall have the right to enter the public facility at all times during the event to confirm that the Applicant is in compliance with this Agreement. If the City determines, in its sole judgment, that the Applicant has breached a term of this Agreement, the City shall have the right to immediately terminate this Agreement prior to the conclusion of the event.

5. The Applicant releases and agrees to defend, indemnify and hold harmless the City, its agents, officers and employees, from any and all liability, actions, damages and claims of any kind and nature whatsoever for any injury, harm or damage to persons or damage to property that may arise or occur during or in connection with the Applicant’s use of the City’s public facilities.

6. This Agreement is not assignable to any other person or entity.

Signature of Applicant or Authorized Representative

Date

Print Name

Title

Signature of Parks, Recreation and Waterfront Department

Date

Print Name

Title