

# **SPECIAL HOURS ON ACTIVITIES/EVENTS POLICY #90-5**

## **Revised May 13, 2013**

A policy pertaining to special events and/or activities at times other than established gate/park hours.

- I. It is recognized that occasionally there will be requests for special events or activities in park areas at times other than during established gate/park hours.
  - A. It will be a requirement for Elkhart County Park and Recreation Department staff to be "on duty" for these events/activities at the times before and/or after established gate/park hours.
  - B. Scheduling of these events/activities will be contingent on the availability of Elkhart County Park Department staff.
  - C. The Department will charge an hourly rate to the sponsor of the event/activity which will be set by the Board on an annual basis.
  - D. A park will consider a maximum of two hours beyond the established park hours for an early opening or late closing. If there are additional hours requested beyond the two hour extension then a waiver should be submitted in writing to the director.
  - E. An appeal process is available through a written request to the Elkhart County Park Board who will make a final decision.

Adopted and Approved this April 27, 2009  
Adopted and Approved this May 13, 2013