

VILLAGE OF COBDEN
POLICIES FOR USE OF PARK

I. Use of Park/Village Grounds – Special or Public Events

If an organization wishes to reserve a Village owned or maintained park for a special event or activity, they must comply with the following rules:

1. An Application for Use of Park Facilities and/or Equipment should be submitted to the Village Board forty-five days before the event. The applicant may be required to attend a Village Board meeting to clarify the request.
2. The applicant or an official designee must be on site during the entire length of the event.
3. Insurance as required by the Village's insurance carrier must be documented at least thirty days before the use. (See Section V- Process for Tenant Users to Purchase TULIP Coverage.)
4. Applicant must follow all laws and regulations concerning health/food permits.
5. It is recommended that the applicant meet with the Police Chief and Village Superintendent at least two weeks before the event.
6. Use of the electrical system is generally allowed. However, if requested by the Village Board, an electrical usage fee may be charged.
7. The use of "bouncy houses" and other such entertainment will not be permitted unless provided by a licensed vendor and an Application for Use of Park Facilities and/or Equipment is approved by the Village Board and all insurance requirements are met by the vendor.
8. The consumption of alcohol is prohibited on Village property.
9. Parking is allowed in designated areas only unless the Village gives special permission to park in other areas.
10. There shall be no littering in the park area and trash containers shall be emptied when full. Park grounds must be clear of trash, litter and debris at the end of the use. Basically, the Village expects the park grounds and property to be in the same condition as prior to the event.
11. Applicant will be responsible for any damage to the park equipment, shelters, grounds, or other Village property that occurs during the use.
12. Section 28-1-4 of the Village of Cobden Revised Code of Ordinances (Regulation of Events Held on Municipal Property) must be followed.
13. The Village reserves the right to amend or add rules on a case-by-case basis.

II. Use of Park/Village Grounds – Private Events

1. Individuals and groups “Tenant Users” can use the park shelters on a first come/first served basis. However, reservations for use may be done through the Village Hall.
2. It is strongly recommended that the Tenant User apply for general liability insurance through TULIP. (See Section V – Process for Tenant Users to Purchase TULIP Coverage.)
3. The Tenant User must follow all laws and regulations concerning health/food permits.
4. Use of the electrical system is generally allowed. However, if requested by the Village Board, an electrical usage fee may be charged.
6. The use of “bouncy houses” and other such entertainment will not be permitted unless provided by a licensed vendor and an Application for Use of Park Facilities and/or Equipment is approved by the Village Board and all insurance requirements are met by the vendor.
7. Parking is allowed in designated areas only. Parking is not allowed on the park grounds unless the Village gives special permission.
8. The consumption of alcohol is prohibited on Village property.
9. There shall be no littering in the park area and trash containers shall be emptied when full. Park grounds must be clear of trash, litter and debris at the end of the use. Basically, the Village expects the park grounds and property to be in the same condition as prior to the use.
10. The Tenant User will be responsible for any damage to the park equipment, shelters, grounds, or other Village property that occurs during the use.
11. Section 28-1-4 of the Village of Cobden Revised Code of Ordinances (Regulation of Events Held on Municipal Property) must be followed.
12. The Village reserves the right to amend or add rules on a case-by-case basis.

III. Downtown Park – Special Policies

1. The park’s recognized borders shall constitute the area of land between Front Street and Appleknocker Drive, south of the overpass and north of Maple Street. This policy shall not be interpreted that the park’s borders cannot be expanded, that park related improvements and activities cannot be conducted outside the recognized borders, and that the Park and Beautification Committee’s powers and recommendations cannot address other areas.
2. The Village shall continue the policy of leasing the land of the Cobden Appleknocker Park and other land areas from the Illinois Central Gulf Railroad. It is in the Village’s best interest to keep the land under Village control as long as it is financially able.

IV. Chapter 28 – Revised Code – Parks

28-1-1 ANIMALS IN PARKS. It shall be unlawful to ride or lead a horse or pony on sidewalks, public playgrounds, or public parks in the Village of Cobden at all times.

28-1-2 HORSES ON STREETS. Riding or leading a horse or pony is permitted from sunrise to sunset on the streets subject to the provision of Chapter 24 applicable to the driver of a vehicle.

28-1-3 HORSES ATTENDED TO. Horses or ponies will be attended at all times as not to cause danger or harm to any person and/or property.

28-1-4 REGULATION OF EVENTS HELD ON MUNICIPAL PROPERTY.
In instances where a person or organization has sponsored a function or event where, in the judgment of the Board of Trustees, the persons attending the function or event behaved in such a manner as to constitute a danger to the safety of other persons attending the function or event and where because of the pervasiveness or seriousness of the criminal behavior persons attending the function or event could not be adequately protected by the number of law enforcement officers normally assigned to patrol the function or event, the Board of Trustees may require the sponsoring person or organization to deposit the sum of \$1,000.00 with the Village prior to holding its next function or event on municipal property. The funds so deposited with the Village shall be used for the purpose of paying the costs and expenses associated with paying additional law enforcement officers to patrol the next function or event sponsored by the person or organization. Any unused funds shall be returned to the person or entity that made the deposit.

The number of additional law enforcement officers patrolling a function or event shall be made by the Board of Trustees and shall be based upon the extent and severity of criminal behavior that occurred at the prior function or event.

Criminal behavior is defined as any action that would constitute a criminal offense pursuant to the laws of the State of Illinois.

In determining whether a person or organization has sponsored a function or event the Board of Trustees will consider whether they are in the same name or names. Additionally, the Board of Trustees will consider whether the same persons are likely to attend both functions or events. Therefore, even if the name of the sponsoring person or organization changes for the succeeding function or event, this may be determined to be the same person or organization for purposes of this Ordinance. (#643; 11/02/98)

28-1-5 REGULATION OF “DOWNTOWN PARK”. The “Downtown Park” (area of land west of Illinois Central Gulf Railroad and east of Appleknocker Drive) that is leased by the Village of Cobden is closed to public use between the hours of 11:00 P.M. and 5:00 A.M. (#787; 08/20/2007)

V. Process for Tenant Users to Purchase TULIP Coverage

1. Tenant User contacts the Village Hall to inquire about using the park facilities to hold a special event.
2. If the request is granted, the Tenant User is advised that liability insurance is recommended and inexpensive insurance can be easily purchased online through the Village's TULIP if they desire. The Tenant User is given TULIP information which includes the EBI website address and the Village's Entity ID Code (0501-CWL).
3. The Tenant User accesses the EBI TULIP website www.onebeaconentertainment.com completes a brief online application, and purchases the coverage using a credit card. Tenant Users can apply for TULIP coverage on a one-time basis, or for monthly, quarterly, or semi-annual basis depending on frequency of use of the facility.
4. If the event is outside the parameters of the program, e.g., attendance over 5,000, the Tenant User can call (978) 661-6662 or (978) 661-6857 and receive a separate quote.
5. A certificate of insurance is automatically sent via email to the Tenant User, to the municipality as an additional insured, and to the IMLRMA for its records.
6. If the Tenant User does not have internet access, the Village Hall staff will provide assistance with the online application.



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Tenant User Liability Insurance Program

How To Guide

Your local government, **the Village of Cobden**, has enrolled in a program that allows you, the “user” of a municipal facility, school, or other local government property, to secure cost effective liability insurance, which provides protection for you as well as the governmental entity. The Tenant User Liability Insurance Program (TULIP) is a General Liability Policy written in the name of the tenants and/or users of the local government facility or venue. Third-Party Property Damage Coverage is also provided.

The Village of Cobden is a registered user of the TULIP program through the National League of Cities (NLC) and HUB International New England via Entertainment Brokers International. Its assigned unique Venue ID-Code is: **0501-CWL**.

How it works:

1. Log onto www.onebeaconentertainment.com ... then click on “TULIP (Purchase OR Quote)”
2. Enter the Venue ID-Code listed above or use the venue drop down menu.
3. Select the Event Details or “eligible activity” from the drop down window, e.g., wedding, festival, etc.
4. Answer the 4 questions.
5. Select the date range for the event on the calendar by clicking on the day of event (if multiple dates, select all of these).
6. Name Event...then click on yes/no for Liquor Liability...then add Average Daily Attendance...then answer the next 4 questions (if applicable).
7. At this point you are able to “GET QUOTE”.

If you would now like to proceed and purchase the coverage, please complete the requested *Contact & Credit Card Information*, and coverage is automatically bound.

When you purchase coverage, a Certificate of Insurance is issued and sent via email, in your Name or Organization's Name, with a Certificate automatically sent via email to your local government.

If you have questions about the eligibility or classification of your event, please contact Susan Kludjian or Christine Mitchell at HUB International N.E. (800) 370-2106. If you experience technical difficulties, please contact *Entertainment Brokers International* at 1-800-507-8414 (8:30AM – 5:00PM PST)



National League of Cities

