

**PARKS AND RECREATION COMMISSION
REGULAR MEETING**

Phil Bazemore Active Adult Center
500 S. Jefferson Street
Monroe, NC 28112
Tuesday, December 16, 2025 - 6:00 PM

AGENDA

- Item 1.** **Public Input - Chairman McGee**
- Item 2.** **Approval of Minutes - October 21, 2025 - Chairman McGee**
- Item 3.** **Parks and Recreation Division Updates - Mr. Davis and Ms. Yandle**
Bazemore Active Adult Center - Mr. Davis
Athletics - Mr. Davis
Community Centers - Mr. Davis
Monroe Aquatics and Fitness Center - Ms. Yandle
- Item 4.** **Parks and Recreation Events - Mr. Hovanec**
- Item 5.** **City-Owned Lakes - Mr. Hovanec**
- Item 6.** **Dog Park at Sunset Park - Mr. Hovanec**
- Item 7.** **Facility Rental Regulations (Tabled from October PRC) - Mr. Hovanec**

CITY OF MONROE
PARKS AND RECREATION COMMISSION MEETING
PHIL BAZEMORE ACTIVE ADULT CENTER
500 W. JEFFERSON STREET, MONROE, NC 28112
OCTOBER 21, 2025 – 5:00 P.M.

MINUTES

Members Present: Jose Ayala, Deborah Dillion, Debra Huhnerkoch, Chairman Franco McGee, Joseph Milner, Jalen Sowell, and John Thomasson

Members Absent:

Staff Present: Randy Davis (arr. 6:00 p.m.), Kristen Hensley, Pete Hovanec, Scott Hunt, Jeffrey Wells (arr. 5:10 p.m.), and Leann Yandle (arr. 5:49 p.m.)

Visitors: Kevin Mussen (arr. 6:00 p.m.), Fatima Garcia (arr. 6:21 p.m.)

Chairman McGee called the meeting to order at 5:00 p.m.

Item No. 1 Commission Member Introductions Chairman McGee welcomed new board members Jalen Sowell, Jose Ayala, and Debra Huhnerkoch. Each board member introduced himself/herself in turn, Jeff Wells, Scott Hunt, and Kristen Hensley explained their positions as Assistant City Manager, Staff Attorney, and Administrative Assistant respectively, and Mr. Hovanec gave an overview of his position with the Parks and Recreation department.

Chairman McGee discussed the role of the board in advising the City Manager in areas of recreation and pursuing excellence in programs, events, and athletics. Mr. Hovanec displayed the department's mission statement on the screen.

Mr. Hunt reviewed the ethics policy, highlighting that commission members are part of a public endeavor and guided by the law. Members must not use their position for personal gain, and the commission is subject to public records and public meeting laws. Attendance is important to maintain a quorum at meetings. There is also a conflict-of-interest policy that applies to commission members. The onus is on board members to raise the issue if it is applicable. Commission members serve at the pleasure of City Council and can be removed or not re-appointed as sanctions if necessary.

Mr. Hovanec reviewed the Parks & Recreation facilities: Five community centers, Bazemore Active Adult Center, Monroe Aquatics & Fitness Center; Monroe Country Club golf course, and all athletic fields. Additionally, Parks & Recreation is responsible for all City events: Music on Main, Car Cruise-In, Juneteenth, Fourth of July, Easter Eggstravaganza, Halloween Happenings, and Christmas Tree Lighting. Parks & Recreation also oversees youth sports leagues and programming at community centers, and 99% of this is free to the community. Paid programs include after-school care and summer camps at the community centers. City Council has invested in the community centers to improve them in the past year.

Chairman McGee encouraged board members to get involved and participate in Parks & Receptions programs and initiatives.

For the sake of time, Chairman McGee concluded Item 1 and recessed the meeting at 5:55 p.m. before moving on to Item 2.

Chairman McGee reconvened the meeting at 6:07 p.m.

Item No. 2 Public Input Chairman McGee invited the first person to speak. Mr. Mussen praised the disc golf course at Dickerson, citing popularity and improvements, and requested T-Pads at all holes and updated baskets on the course. The disc golf community is committed to the upkeep of the course.

Mr. Hovanec and several board members engaged in discussion with Mr. Mussen about the details of requested items and their priority. Mr. Hovanec stated that staff is planning some of these improvements, but the department does not have the budget for all of them at once.

Chairman McGee discouraged dialogue between the board and the public commenters during the meeting. At the end of the meeting, the chair or Mr. Hovanec might open up time to address or respond to the issues raised. Once guests have given their public input, they are no longer able to participate in the meeting.

Item No. 3 Approval of Minutes – July 15, 2025 Dr. Milner made a motion to approve the minutes of the July 15, 2025 meeting. Mr. Thomasson seconded the motion, which passed unanimously with the following votes:

AYES: Ayala, Dillion, Huhnerkoch, McGee, Milner, Sowell, and Thomasson

NAYS: None

Item No. 4 Parks and Recreation Division Updates

- Mr. Davis presented Bazemore Active Adult Center updates, including a recap of the summer activities, a free flu shot clinic, and upcoming activities and field trips. The average daily attendance in September was 108.
- Mr. Davis reviewed summer athletics programs and events. Halloween Happenings saw over 1,000 people in attendance. The Tree Lighting event is scheduled for December 6. Soccer season is in full swing and saw a major increase in numbers, as did flag football. Basketball registration is underway, and staff is recruiting coaches.
- Mr. Davis stated that community centers were extremely busy over the summer, and the two summer camps and Prime Time Fridays were great successes.
- Mr. Hovanec showed the group a sample of flyers for different Parks & Recreation events and activities on the screen. These are posted on the bulletin boards at the centers and the City website. Mr. Hovanec also introduced Fatima Garcia, a member of the Monroe Youth Council, who will serve as a non-voting member of the commission. Mr. Hovanec gave a brief overview of the Youth Council.

- Ms. Yandle presented Monroe Aquatics and Fitness Center updates. There are currently 5,700 memberships and about 15,000 members. The indoor pool is currently closed for renovations until November 3. Ms. Yandle reminded the board that the center has operated on membership fees for 27 years and does not take any money from taxpayers. Ms. Yandle gave a preview of upcoming donation drives, including a winter clothing drive and Angel Tree drive. Renovation projects include an overhaul of the indoor pool, hot tub drain replacement, sauna overhaul, locker room renovations, and new front doors. Upcoming programs include Trunk or Treat and a health and wellness fair featuring free flu shots. The annual craft show saw about 2,000 shoppers and \$7,000 in revenue. The MAFC has been chosen as a top three finalist for the Chamber of Commerce award for community impact. The winner will be announced on December 4.

Item No. 5 Facility Rental Regulations Mr. Hovanec reviewed the board's previous discussions about changing the language on the facility rental forms, which is somewhat contradictory. This board agreed to recommend a change to allow public advertising of rental events. The General Services Committee did not agree with the recommendation. City Council then sent it back to the Parks and Recreation Commission for further discussion and/or changes to come back to Council for further consideration. Mr. Hunt stated that from a legal perspective, it should go back to General Services. Chairman McGee disagreed, stating that it should go directly back to Council. Mr. Hunt stated that there might be further discussion needed with Mr. Sholar to clarify.

Mr. Hovanec reminded the group that the current paperwork states that private rentals cannot be advertised to the public. This board had proposed a change to this to allow community-wide/public advertisement of private events. General Services had concerns that those events can become too big and did not recommend the changes to Council. Council did not discuss it but decided to send it back to this board.

Chairman McGee stated that Council did discuss another public event that was not a sanctioned event but was allowed to be advertised publicly and did attract a large crowd. There were not restrictions with that. He questioned why the City would put restrictions on private events if they are not putting restrictions on public events. There are occupancy limits in the rental agreements which are enforceable, and advertising would not change this or cause events to become too large. Random people will not show up to events they're not connected with, especially if they are paid events. Furthermore, there has been inconsistency in enforcing this policy as there have been publicly advertised private events allowed at some facilities and not at others.

Discussion ensued among board members, emphasizing the importance of consistency across the board and agreement that public advertisement should be allowed.

Mr. Hovanec asked the Mr. Hunt and Mr. Wells how to get this in front of Council if this is what the board continues to recommend. Mr. Wells stated that the recommendation from the Parks and Recreation Commission would go to General Services, and they could either agree or send their own recommendation to Council.

Chairman McGee stated that he had discussed this with Mr. Sholar and General Services could either recommend or oppose this board's recommendation and send that on to Council, which still has an opportunity to discuss and decide.

Mr. Hovanec proposed re-sending this board's recommendation to General Services to be sent in turn to Council with either their recommendation or disapproval.

Mr. Hunt opined that this is the correct path and that it does need to go back to General Services, but this board can't direct what they do.

Chairman McGee stated that General Services was acting as a gatekeeper and that is not how it should work. They make certain decisions about what should be moved on to Council or not on their approval, but if they do not approve it, it should still go on to Council. Chairman McGee stated that he had expressed this in a conversation with Mr. Sholar, whom he said agreed that they should not stop anything – they can make a recommendation, but it still should be forwarded on to Council so they have an opportunity to discuss it. Chairman McGee expressed that he needed to have a further discussion with Mr. Sholar to confirm. If that is not the case, then the Parks and Recreation Commission should have the opportunity to send this directly to Council without going through General Services. Council needs to hear this regardless.

Mr. Hunt expressed that it may be productive to have a conversation with the Chair of General Services.

Chairman McGee opined that General Services would most likely not agree and there is no need to go back and forth with General Services as they will not understand what this board is trying to do. It is important for the whole Council to hear this so that the public can hear it as opposed to a three-member committee. Chairman McGee promised to have a discussion with the attorneys to make sure everyone is on the same page and then try to move forward from there.

Mr. Thomasson asked what language this board is actually recommending.

Mr. Hovanec replied that on the facility rental regulations, "Community Centers are not available for events that are open to the public" would be removed. "Parks and Recreation facilities are available for private rentals only" would be removed. "Rentals or events that are advertised or open to the public are not allowed" would be removed. "All rentals must be considered private events and are not available as events open to the public" would be removed. Basically, it would take out all language that classifies events as private; any event could be advertised.

Mr. Hovanec asked Mr. Hunt what would happen if General Services disagreed with this board's recommendation.

Chairman McGee answered, stating that that is an authority that General Services should not have, according to what Mr. Sholar has said. That committee should not disallow something to be moved to Council. They should not be gatekeepers. They can recommend or not approve, but at any point no committee should have the authority for anything not to be moved to Council. They only have three Council members. It's not the total Council.

Mr. Hunt stated that part of it comes down to the advisory committees as well. Advisory committees are just that – they're offering advice.

Mr. Hovanec asked for a re-affirmation of a vote from this board so staff could move forward.

Chairman McGee recommended that this be tabled until he can get clarity from the attorneys on the process of moving forward. If the conversation is such that this does need to move to General Services, he wants to make sure that General Services understands that they don't have the authority to block it from moving forward to Council. We do want to understand that we want to amend it, but we are questioning how that process is going to move forward.

Mr. Hovanec emphasized that there is no sense of urgency with this; it needs to be done correctly.

The board agreed.

Ms. Dillion suggested that a crosswalk be added between the Bazemore Active Adult center and the lot behind the police station. Mr. Hovanec answered that staff is encouraging BAAC participants to use the lot on the other side as it's not much farther and it is safer; however, he will bring that up to appropriate staff and the Public Safety Committee.

Mr. Thomasson thanked the board for its support of planting trees for Arbor Day. It may be better to move Arbor Day and plant trees in November since October is so busy.

Ms. Dillion made a motion to adjourn. Ms. Huhnerkoch seconded the motion, which passed unanimously with the following votes:

AYES: Ayala, Dillion, Huhnerkoch, McGee, Milner, Sowell, and Thomasson

NAYS: None

The meeting adjourned at 7:23 p.m.



STAFF REPORT

TO: Parks and Recreation Commission
VIA: Mark Watson, City Manager
DATE: December 16, 2025
FROM: Peter Hovanec, Parks, Recreation, and Tourism Director
PREPARED BY: Peter Hovanec, Parks, Recreation, and Tourism Director
SUBJECT: Parks and Recreation Division Updates

SUMMARY STATEMENT

The Parks and Recreation Commission will be presented updates of plans and programs in each of the four Parks and Recreation divisions.

REVIEW

Parks and Recreation divisions include Athletics/Special Events, Community Centers, Monroe Aquatics and Fitness Center, and the Bazemore Center for Active Adults. Each of these divisions interfaces daily with the public and provides services and activities contributing to the quality of life of Monroe and Union County residents.

RECOMMENDATION

Presented for informational purposes; no action is needed at this time.



STAFF REPORT

TO: Parks and Recreation Commission
VIA: Mark Watson, City Manager
DATE: Dec. 16, 2025
FROM: Pete Hovanec, Parks and Recreation Director
PREPARED BY: Pete Hovanec, Parks and Recreation Director
SUBJECT: Parks and Recreation Events

SUMMARY STATEMENT

Parks and Recreation staff are responsible for numerous large city events and activities as well as several smaller events at each community center.

REVIEW

The attached event schedule shows the dates of each of the large city events throughout 2026. Again, staff has numerous smaller events throughout the year like Back-to-School Bash, Community Health Fair, Arbor Day, various holiday celebrations, and much more.

Parks and Recreation staff work closely with other departments to ensure these events are permitted, staffed, and overseen in a professional manner. These events are held in various locations including Parks Williams Park, Belk-Tonawanda Park and throughout Downtown Monroe.

The attached schedule shows the dates of the major events for 2026, along with some rough attendance numbers for 2025.

RECOMMENDATION

No action is needed; item is being presented for information purposes only.

Attachment: 2026 Event Schedule

2026 Parks & Rec Events

March 28	Easter Eggstravaganza (830)
April 10	Car Cruise-In
April 24	Music on Main
May 8	Car Cruise-In
May 15	Music on Main
June 12	Car Cruise-In (4000)
June 13	Juneteenth (1,500)
June 26	Music on Main (5000)
July 4	4 th of July (8,400)
July 10	Car Cruise-In
July 24	Music on Main
August 14	Car Cruise-In
August 28	Music on Main
September 11	Car Cruise-In
September 25	Music on Main
October 3	Holiday Craft Shown (2,400)
October 9	Car Cruise-In
October 17	Halloween Happenings (6,800)
December 5	Tree Lighting (8,200)
Car Cruise-In	2 nd Friday April through October
Music on Main	4 th Friday April through September except May (3 rd Friday)
Holiday Craft Show	1 st Saturday in October



STAFF REPORT

TO: Parks and Recreation Commission
VIA: Mark Watson, City Manager
DATE: Dec. 16, 2025
FROM: Pete Hovanec, Parks and Recreation Director
PREPARED BY: Pete Hovanec, Parks and Recreation Director
SUBJECT: City-Owned Lakes

SUMMARY STATEMENT

Currently the City of Monroe owns and operates three public lake facilities: Lake Twitty, Lake Monroe, and Lake Lee.

The lakes operate on a seasonal schedule, open annually from March through November, with the spring 2026 reopening scheduled for March 1, 2026. Press releases are issued announcing the actual open and close dates. As required by State law, no recreational activities are allowed on the lakes during closed season. During open season, the lakes are open five (5) days per week from approximately sunrise to sunset. Hours are posted on the individual lake entry signs.

REVIEW

All three lakes are used for City drinking water and are regulated and overseen by the City of Monroe Utilities and the NC Department of Natural Resources drinking water supply regulations.

Regulations regarding Boats:

Boats or vessels not in excess of 20 feet in length are allowed; Boats or vessels with motors not in excess of 20 horsepower are allowed (variance for 25 horsepower is allowed); Sailing craft may be used on Lake Twitty during hours designated by the Superintendent of Water Treatment. No sailing craft are permitted on Lake Lee or Lake Monroe.

Fees for Lake Usage:

Boat Entry \$4; Fishing from the banks \$3 per person; Fishing from the boat \$3 per person.

Parks, Recreation and Tourism staff have been in discussions with Utilities staff regarding ways to better leverage lake access and use for more recreation and tourism activities. The possibilities of developing recreation programs around the lakes, including kayaking, canoeing and paddle boats, is something that is being considered as well as expanding the seasonal use of the lakes.

RECOMMENDATION

No action is needed; item is being presented for informational purposes only.



STAFF REPORT

TO: Parks and Recreation Commission
VIA: Mark Watson, City Manager
DATE: Dec. 16, 2025
FROM: Pete Hovanec, Parks and Recreation Director
PREPARED BY: Pete Hovanec, Parks and Recreation Director
SUBJECT: Dog Park at Sunset Park

SUMMARY STATEMENT

The City’s only dedicated dog park operates at Sunset Park. The dog park is located on .7 of an acre and features two separate areas, one for small dogs and one for larger dogs. The dog park opened in late 2022 and currently has a small following of users.

REVIEW

The dog park has minimal amenities but does include running water to both areas, trash cans, benches, and toy baskets.

Staff has communicated with property management with regards to maintaining the park including ensuring the fence is secured to not allow dogs to get out or go between the two areas. Staff has discussed adding some amenities as well as evaluating the possibilities of expanding the area to better accommodate the needs of the users.

RECOMMENDATION

No action is needed; item is being presented for information and discussion purposes only.



STAFF REPORT

TO: Parks and Recreation Commission
VIA: Mark Watson, City Manager
DATE: Dec. 16, 2025
FROM: Pete Hovanec, Parks and Recreation Director
PREPARED BY: Pete Hovanec, Parks and Recreation Director
SUBJECT: Facility Rental Regulations (Tabled from Oct. Parks and Rec)

SUMMARY STATEMENT

The Parks and Recreation Committee requested modifications to the Community Center Use Application/Park Shelter Use Application and subsequent Facility Rental Regulations. The committee asked for consideration of deleting language specific to the promotion and use of city owned facilities and parks.

REVIEW

Parks and Recreation staff oversee the City’s community centers and park shelters that are available for public rentals. The Parks and Recreation Committee recently reviewed the regulations specifically with regards to the differentiation of public and private events.

The Parks and Recreation Committee specifically requests the following language be taken out of the Applications and the Facility Rental Regulations:

On the Community Center Use Application:

**** Community Centers are not available for events that are open to the public.*

On the Park Shelter Use Application:

**Entire Park Rentals are not available to the public. All rentals must be considered private and are not available as events open to the public.*

On the Park Shelter Use Application and Community Center Application:

4. Parks and Recreation Facilities are available for private rentals only. Rentals or events that are advertised or open to the public are not allowed.

The Parks and Recreation Committee specifically requests the following language be reviewed or clarified in the Applications and the Facility Rental Regulations:

5. No admission fees may be charged at the door or entry; no concessions may be sold; no admission fees shall be used for personal financial gain. Fundraising events permitted only for approved non-profit (501c3) organizations. Any fundraising event must be a private event and invitation only.

These two changes were presented to the General Services Committee on July 3. The General Services Committee discussed the changes and unanimously recommended to remove “approved and (501)c3)” from section 5.

The committee did not recommend any additional changes.

RECOMMENDATION

Continued discussion.

The Parks and Recreation Committee unanimously approved the following language be taken out of the Applications and the Facility Rental Regulations:

**** Community Centers are not available for events that are open to the public.*

**Entire Park Rentals are not available to the public. All rentals must be considered private and are not available as events open to the public.*

4. Parks and Recreation Facilities are available for private rentals only. Rentals or events that are advertised or open to the public are not allowed.

The General Services Committee did not approve the above language being removed.

City Council sent this back to the Parks and Recreation Commission without a recommendation.

Attachment: Community Center Use Application and Park Shelter Use Application.



Phil Bazemore
Active Adult Center

COMMUNITY CENTER USE APPLICATION

Date of Event _____ Time of Event _____ am pm until _____ am pm

Type of Event _____ # Attending _____

Facility Requested (Circle one): J. RAY SHUTE WINCHESTER DICKERSON
 OLD ARMORY (OACC) SUTTON PARK BAZEMORE ACTIVE ADULT (PBAAC)

Contact Person _____ City Resident ___ Non-City Resident ___

Address _____ City/State _____ Zip _____

Email Address _____ Driver's License # _____

Home Phone _____ Cell Phone/Business Phone _____

Name of Group/Event/Company _____

Internal Organization Organization with valid Non-Profit status (Proof of Non-Profit required) (Check if applicable only)

Charges: 50% of rental fee due at time of reservation. Balance is due 30 days prior to rental.

Meeting Room	\$ _____
Multi-Purpose Room (OACC and PBAAC)	\$ _____
Hourly Fee	\$ _____
Community Center Shelter	\$ _____
Total Amount Due	\$ _____

Cancellations are subject to a 10% administration fee. Full refunds, minus administration fee, if cancelled 30 days prior to use. After that date, 50% (minus administration fee) will be issued.

I hereby certify that I am the authorized and responsible representative of the petitioning group, that the above statements are true to be the best of my knowledge, that I have received and read a copy of the rules and regulations governing the use of the facilities; and that our group will comply with the regulations, policies and fee schedule governing the use of the facility.

The undersigned applicant hereby agrees to indemnify and save harmless the City of Monroe from and against any and all loss, costs, damages, expense and liability causes by any accident, illness (communicable diseases such as MRSA, influenza and COVID-19) or other occurrence causing bodily injury or property damage or damage for libel or slander to any person or property arising from or out of the use or occupancy of the premises by the undersigned applicant, its agents, employees, or invitees.

The person to whom this facility use permit is issued is the contact person and must be on the premises during the entire event and have the approved permit in his/her possession during the time of approved use. I understand that any special arrangements must be made in advance. Failure to disclose all information and failure to comply with regulations will mean forfeiture of my deposit and/or other charges. Cancellations are subject to a 10% administration fee. Full refunds, minus administration fee, if cancelled 30 days prior to use. After that date, 50% (minus administration fee) will be issued. I certify that the undersigned is at least 21 years of age.

Today's Date _____ Signature _____

ADMINISTRATIVE USE ONLY: Permit#: _____ Certificate of Insurance (If applicable): _____ Temporary Use City Permit (If applicable): _____ Receipt#: _____ Payee: _____ Cash/Credit Card/Ck# _____ Amount _____ Date _____
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FACILITY FEES AND REGULATIONS***

Type of Space	Occupancy	Time Frame	City Resident Fee	Non-City Resident Fee
Meeting Room	50	Daily (4 hours)	\$50.00	\$75.00
Meeting Room	50	Hourly (After 4 hours)	\$10.00	\$20.00
Multi-Purpose*	135	Daily (6 hours)	\$400.00	\$500.00
Multi-Purpose*	135	½ Day (4 hours)	\$300.00	\$400.00
Community Center Shelter**	75	Daily (8 hours)	\$120.00	\$150.00
Community Center Shelter**	75	½ Day (4 hours)	\$70.00	\$95.00

* Multi-Purpose Rooms are located at the Old Armory Community Center and the Phil Bazemore Active Adult Center

** Community Center Shelters include shelters located at Sutton Park, Dickerson and Old Armory Community Centers. Meeting room within the community center is included for restroom access.

*** Community Centers are not available for events that are open to the public.

Facility Rental Regulations

1. Any outside vendor (DJ, caterer etc) associated with your rental must be approved by the appropriate department and included in the rental. Additional permits and a certificate of insurance may apply.
2. Any flyers advertised for any private event cannot contain the City of Monroe Logo.
3. Large rental items or large items used during the rental (smokers, large grills etc) must be approved by the appropriate department. Most park facilities have grills on site. Inflatables are only allowed at facilities that offer outdoor rentable spaces (outdoor picnic shelters). Please check with specific facility to ensure inflatables are allowed at that particular facility. Inflatables, including bounce houses, require additional permits, including a certificate of insurance listing the City of Monroe as additionally insured, if permitted. Additional equipment, including generators, may be required at the expense of the renter.
4. Parks and Recreation facilities are available for private rentals only. Rentals or events that are advertised or open to the public are not allowed.
5. No admission fees may be charged at the door or entry; no concessions may be sold; no admission fees shall be used for personal financial gain. Fundraising events permitted only for approved non-profit (501c3) organizations. Any fundraising event must be a private event and invitation only.
6. Individuals listed on rental forms are responsible for the facility during the rental period. Please provide adequate supervision of guests.
7. Renter must leave the facility as it was found. Trash should be placed in receptacles. Tables and chairs must be cleaned and left as the renter found them.
8. Confetti, streamers and water balloons are not allowed at any rental event. No tape, staples or glue is to be used on the walls.
9. Failure to leave any park facility or amenity as you found it could result in suspending the responsible parties ability to reserve for future functions.
10. All functions must begin at the designated time listed on the facility use application. SET UP AND BREAK DOWN TIME MUST BE INCLUDED IN THE RENTAL TIME. INDIVIDUALS WILL NOT BE ALLOWED TO ACCESS THE BUILDING BEFORE THE TIME STIPULATED ON THE FACILITY USE

APPLICATION. ADDITIONAL FEES WILL BE CHARGED TO INDIVIDUALS WHO STAY PASSED THE TIME STIPULATED ON THE FACILITY APPLICATION FEE.

- 11. Renter must have a copy of the approved permit at the time of their event.
- 12. Person listed on Usage Application must be present at the facility for the duration of their rental.
- 13. Outdoor space, including parking lots, at City Community Centers are not available for rental for special events.
- 14. Use of alcohol and tobacco products are strictly prohibited.
- 15. No stages of any kind are permitted unless prior authorization is given and noted on your rental form.
- 16. Reservations cannot be made outside of a year in advance.

Specific regulations require certain permits in addition to the parks and recreation facility permit. Checking yes to all or some of these items may require more action before the application can be approved.

Do any of the following items pertain to your request?

The use of amusement attractions including inflatables:	YES	NO
Will concessions be made available:	YES	NO
Large items of equipment, including rental equipment:	YES	NO
Fee associated with reservation?:*	YES	NO

*(Permitted for Non-Profit Use Only; i.e. Tickets sold, sponsors, donations)

ADMINISTRATIVE USE ONLY:			
Permit required:	Health Department	City Permit	Parks and Rec Permit ONLY
Appropriate Permit Received	YES _____	NO _____	N/A _____
Certificate of Insurance	YES _____	NO _____	N/A _____
Staff Signature _____	Date _____		

PARK SHELTER FEES AND REGULATIONS*

Type of Space	Occupancy	Time Frame	City Resident Fee	Non-City Resident Fee
Park Shelter	75	Daily (8 hours)	\$75.00	\$95.00
Community Center Shelter**	75	Daily (8 hours)	\$120.00	\$150.00
Community Center Shelter**	75	½ Day (4 hours)	\$70.00	\$95.00

* Entire Park rentals are not available to the public. All rentals must be considered private events and are not available as events open to the public.

** Community Center Shelters include shelters located at Sutton Park, Dickerson and Old Armory Community Centers. Meeting room within the community center is included for restroom access.

1. Any outside vendor (DJ, caterer etc) associated with your rental must be approved by the appropriate department and included in the rental. Additional permits and a certificate of insurance may apply.
2. Any flyers advertised for any private event cannot contain the City of Monroe logo.
3. Large rental items or large items used during the rental (smokers, large grills etc) must be approved by the appropriate department. Most park facilities have grills on site. Inflatables are only allowed at facilities that offer outdoor rentable spaces (outdoor picnic shelters). Please check with specific facility to ensure inflatables are allowed at that particular facility. Inflatables, including bounce houses, require additional permits, including a certificate of insurance listing the City of Monroe as additionally insured, if permitted. Additional equipment, including generators, may be required at the expense of the renter.
4. Parks and Recreation facilities are available for private rentals only. Rentals or events that are advertised or open to the public are not allowed.
5. No admission fees may be charged at the door or entry; no concessions may be sold; no admission fees shall be used for personal financial gain. Fundraising events permitted only for approved non-profit (501c3) organizations. Any fundraising event must be a private event and invitation only.
6. Individuals listed on rental forms are responsible for the facility during the rental period. Please provide adequate supervision of guests.
7. Renter must leave the facility as it was found. Trash should be placed in receptacles. Tables and chairs must be cleaned and left as the renter found them.
8. Confetti, streamers and water balloons are not allowed at any rental event. No tape, staples or glue is to be used on the walls.
9. Failure to leave any park facility or amenity as you found it could result in suspending the responsible parties ability to reserve for future functions.
10. All functions must begin at the designated time listed on the facility use application. SET UP AND BREAK DOWN TIME MUST BE INCLUDED IN THE RENTAL TIME. INDIVIDUALS WILL NOT BE ALLOWED TO ACCESS THE BUILDING BEFORE THE TIME STIPULATED ON THE FACILITY USE APPLICATION. ADDITIONAL FEES WILL BE CHARGED TO INDIVIDUALS WHO STAY PAST THE TIME STIPULATED ON THE FACILITY APPLICATION FEE.
11. Renter must have a copy of the approved permit at the time of their event.
12. Person listed on Usage Application must be present at the facility for the duration of their rental.

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- 13. Outdoor space, including parking lots, at City Community Centers are not available for rental for special events.
- 14. Use of alcohol and tobacco products are strictly prohibited.
- 15. No stages of any kind are permitted unless prior authorization is given and noted on your rental form.
- 16. Reservations cannot be made outside of a year in advance.

Specific regulations require certain permits in addition to the parks and recreation facility permit. Checking yes to all or some of these items may require more action before the application can be approved.

Do any of the following items pertain to your request?

The use of amusement attractions including inflatables: YES NO

Large items of equipment, including rental equipment: YES NO

Fee associated with reservation?:* YES NO
 *(Permitted for Non-Profit Use Only; i.e. Tickets sold, sponsors, donations)

ADMINISTRATIVE USE ONLY:			
Permit required:	Health Department	City Permit	Parks and Rec Permit ONLY
Appropriate Permit Received	YES _____	NO _____	N/A _____
Certificate of Insurance	YES _____	NO _____	N/A _____
Staff Signature	_____		Date _____