

TOWN SQUARE

(Approved 6/26/14)

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Town Square has been designated as a Specific Event Venue by the Roswell Recreation Commission. See Commission Policy # 6010 for more details.

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Town Square is to be used for the following purposes and priorities:

- A. To allow individual citizens an opportunity to enjoy the beauty of the park by ensuring that the vast majority of hours are used for passive activities.
- B. To be used for City of Roswell sponsored activities.
- C. To be rented to groups and individuals for approved events and activities.

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No fees shall be assessed for purposes and priorities A and B as outlined above. See Commission Policy # 6010 for fees related to priority C.

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With the exception of filming for movies or television, commercial firms or groups shall not be allowed to reserve Town Square, if the money to be made from such usage is to be used for their own financial gain.

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Reservation hours for Town Square are 9 am – 11 pm.

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Requests for reservations in which the initial contact with the Department is not made at least 21 days in advance may not be honored.

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The Commission is responsible for reservation of Town Square only and cannot give permission to block off any street in connection with use of the Square.

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The Department reserves the right of approval concerning the name of any event to be conducted at Town Square.

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Alcohol is allowed at Town Square under certain circumstances. See Commission Policy # 6010 for more information.

6550 HEART OF ROSWELL

A. Purposes and Priorities

The Heart of Roswell Park is to be used for the following purposes and priorities:

1. To allow individual citizens an opportunity to enjoy the beauty of the park by ensuring that the vast majority of hours are used for passive activities.
2. To be used for Department sponsored activities
3. To be used by groups for special activities approved by the Department or Commission.
4. To be used for promotion of the City of Roswell.

6554 FEES AND CHARGES

No fees shall be assessed for purposes and priorities A and B as outlined above. Fees may be established for purposes and priorities C and D.

6556 OTHER FEES

- A. At times commercial television firms have expressed an interest in filming commercials in Roswell. The Director of Recreation and Parks is authorized to negotiate a fee with these firms with consideration being given to the length and degree of use, the amount of preparation and cleanup required, etc.
- B. A daily fee of \$50.00 shall be assessed for use of the Park by non-profit organizations that promote and/or conduct activities at the Park in which at least one of the purposes of the event is to raise funds. This would include any use in which money changed hands, before, during or after the event in question.

6558 INDIVIDUAL RESERVATIONS OF THE HEART OF ROSWELL PARK

No reservations by individuals are allowed.

6560 COMMERCIAL FIRMS

With the exception of filming for movies or television, commercial firms or groups shall not be allowed to reserve the Heart of Roswell Park, if the money to be made from such usage is to be used for their own financial gain.

6562 RESERVATION HOURS

Reservations are to be restricted to the following: Monday through Saturday, 9 AM to 8 PM and from 12 noon to 6 PM on Sunday.

6564 COMMISSION AUTHORITY

The Commission is responsible for reservation of the Heart of Roswell Park only. It cannot give permission to block off Elizabeth Way in connection with use of the Park. Permission must be obtained

from the Chief of Police. It is most advisable for the group to contact the Heart of Roswell Merchants' Association prior to making plans that require blocking off the street.

6566 DEPOSIT REQUIREMENTS

A \$100 deposit may be required for all bookings at the Heart of Roswell Park where the purpose of the booking is to raise funds for that organization. The deposit shall be fully refundable provided:

- A. No damage has occurred to the ground or facilities
- B. Litter, debris and trash have been removed
- C. All materials, supplies, equipment, etc. have been removed
- D. All required clean up and removal of all items brought into the Park in connection with the reservation has been removed by 9 AM the day following the reservation.

6568 RETAINING THE DEPOSIT

The Recreation and Parks Department shall retain that portion of the deposit necessary to pay clean up and/or repair expenses and/or a reasonable amount for storage of those items not removed on time.

6570 MERCHANTS' ASSOCIATION

The Heart of Roswell Merchants' Association is considered a non-profit organization and is allowed to reserve the park by:

- A. Making advanced reservation
- B. Paying the proper fee as noted in [6556](#)
- C. Paying the proper deposit as noted in [6566](#)

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The Heart of Roswell Park shall be reserved by Department action for the general public no less than two weekends per month.

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No more than two weekends per month can be used for the purpose of conducting major events such as festivals, shows, political rallies, sales, and barbecues. A major event is further defined as any event

- A. In which the \$50.00 daily fee is assessed or
- B. With duration of more than 3 hours on any day or
- C. In which more than one day is involved including set-up