

**City of Frankfort – Public Property Use Application & Agreement**

APPLICANT: \_\_\_\_\_

ORGANIZATION: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ ZIP CODE: \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_ PHONE: \_\_\_\_\_

Date(s): \_\_\_\_\_ Event Time (please include set up/down): \_\_\_\_\_

Event Description: \_\_\_\_\_ Anticipated Attendance: \_\_\_\_\_

**Will alcohol be served (ONLY available at The Frankfort Neighborhood Center and Prairie Creek Park)?**

Yes \_\_\_ No \_\_\_

**If yes, applicant must read and sign the Alcohol Rules and Regulations for City Property Use form and submit with the Application.**

**This event will utilize the following venues**  
(circle all that apply)

- **The Frankfort Neighborhood Center**
- **Prairie Creek Park**
  - **Park Pavilion**
  - **Encompass Event Center**
  - **Patio**
  - **Splash Pad**
- **City Park:** \_\_\_\_\_
- **City Street/Sidewalk**
- **Old Stoney**
- **Other:** \_\_\_\_\_

**This event will include the following services**  
(circle all that apply)

- **Street/Sidewalk/Right-of-way restriction/closure**
- **Food or Beverage**
- **Restroom Facilities**
- **Tents/Canopies**
- **Stage**
- **Fireworks**
- **Alcohol**
- **Security**
- **Other:** \_\_\_\_\_

A Special Event means any event in which people assemble where the Board of Public Works and Safety determines that such event: (a) makes special use of the City of Frankfort property; (b) significantly impacts the health, safety or welfare of the public; (c) obstructs vehicular or pedestrian traffic or has significant noise or visual impacts; (d) significantly impacts the quiet use and enjoyment of real property; or (e) makes use of City services or resources

\_\_\_\_\_ Applicant acknowledges that applicant has received the City of Frankfort Special Event Permit Rules and Regulations which are attached to and incorporated into their agreement and agrees to be bound by such rules and regulations.

\_\_\_\_\_ If the event will be held on any City Property under the jurisdictions of the City of Frankfort Parks Department, applicant acknowledges that applicant has received the City of Frankfort Parks Property Rules and Regulations which are attached to and incorporated into this agreement and that applicant shall be bound by such rules and regulations.

\_\_\_\_\_ If the event will be held at Prairie Creek Park, applicant acknowledges that applicant has received the Prairie Creek Park Rules and Regulations which are attached to and incorporated into this agreement and agrees to be bound by such rules and regulations.

\_\_\_\_\_ If the event will be held at the Frankfort Neighborhood Center, applicant acknowledges that applicant has received the Frankfort Neighborhood Center Rules and Regulations which are attached to and incorporated into this agreement and agrees to be bound by such rules and regulations.

\_\_\_\_\_ If alcohol will be served at the event, applicant acknowledges that applicant has received the City of Frankfort Alcohol Rules and Regulations for the City Property Use which are attached to and incorporated into this agreement and that applicant shall be bound by such rules and regulations. All paperwork including the Alcohol & Tobacco Commission paperwork, must be turned in and approved by the Board of Works for approval, including the approval by the Alcohol & Tobacco Commission, by the event date listed above. If not turned in, applicant acknowledges that the event forfeits its right to have alcohol at event listed above.

By signing this Public Property Use – Application & Agreement, applicant agrees to abide by these rules and regulations and will be responsible for those attending the designated events. Please read the rules and regulations carefully. ***The violation of any federal or state law, city ordinance or Parks Department Rule or Regulation occurring as a result of the activity which is the subject of this Application or a permit, or any misrepresentation or false statement made by Applicant on this Application, may result in the immediate revocation of the permit and termination of this Application***

By my signature hereon, I attest that I have the authority to sign on behalf of the Applicant seeking to use the above City Property, that I acknowledge that use of the City of Frankfort Property is at Applicant's sole risk and that I have read and understand all of the above provisions along with the City of Frankfort Special Event Rules and Regulations and other applicable Rules and Regulations and agree to abide by them.

**Please email back to [fpark@frankfort-in.gov](mailto:fpark@frankfort-in.gov) or turn in to the Parks Office at TPA Park.  
Application and Payment must be turned in to the Park Office two (2) weeks after the booking confirmation listed.**

\_\_\_\_\_  
SIGNATURE OF APPLICANT OR REPRESENTATIVE

-----  
OFFICE USE ONLY

IN Alcohol Permit \_\_\_\_\_  
IN A&E Permit # \_\_\_\_\_  
Certificate of Insurance \_\_\_\_\_  
Other: \_\_\_\_\_

B.O.W. DATE APPROVED: \_\_\_\_\_

B.O.W. DATE DENIED: \_\_\_\_\_

Booking Date Confirmation: \_\_\_\_\_

Payment due (2 weeks): \_\_\_\_\_

- Distribution: Copy 1 - Applicant  
Copy 2 - City Office  
Copy 3 – BOW Members  
Copy 4 – Park Office  
Copy 5 – Police Department  
Copy 6 – Fire Department  
Copy 7 – Street Department

**SPECIAL EVENT RULES AND REGULATIONS**

- I. Special Event: A Special Event is any event held or conducted in the City of Frankfort in which a group of people assemble that:
  - i. Makes a special use of city streets, alleys, sidewalks, parks, parking lots, grounds, facilities or other city property
  - ii. Significantly impacts the health, safety or welfare of the public
  - iii. Obstructs vehicular or pedestrian traffic or has significant noise or visual impacts
  - iv. Significantly impacts the quiet use and enjoyment of real property
  - v. Makes use of City services or resources

- II. Duties of Applicant/Event Coordinator:
  - i. Applicant is strongly encouraged to attend the Board of Works meeting when the permit request is heard.
  - ii. **Applicant is required to schedule and attend a pre-event meeting including Police, Fire, Parks (if on park property) and Street Department.**
  - iii. Applicant is responsible to provide EMS, Public Safety Plan, Emergency Evacuation Plan, and a site plan which includes the event layout, structures, stages, tents, cooking arrangements and any other procedures as required by Frankfort Police and Fire Departments.
  - iv. Applicant is required to supply its participants with provisions such as water, medical assistance, etc, and must be readily accessible during event at all times.
  - v. If food and beverages are served to the public, it shall be the responsibility of the Applicant and/or food vendors to contact the Clinton County Board of Health to obtain required permits and food handling training.
  - vi. **Applicant is responsible for removal of all trash and clean-up leaving the public property, facility, or right-of-way and street in the same condition as before the event.** When events include food vendors, it is the vendors' and Applicant's responsibility to remove all packaging and food waste.
    - Failure to meet this requirement will result in a charge to the applicant based on current city man hour and equipment expense necessary to clean up after the event.

III. Scheduling: Scheduling of street closures and special events on public property is done on a first come, first serve basis, with priority given to Government sponsored events. Public spaces cannot be reserved or closed for any given function without prior review and/or approval by the City of Frankfort, Frankfort Board of Public Works, Frankfort Parks Department, Frankfort Police Department and Frankfort Fire Department. Contact information for each of the City Departments is as followed:

**Frankfort Parks Department**  
1 Adrian Marks Drive  
Frankfort, IN 46041  
Ph: 765.659.3422  
fpark@frankfort-in.gov

**Frankfort Police Department**  
201 West Washington Street  
Frankfort, IN 46041  
Ph: 765.654.4245

**Frankfort Street Department**  
905 Burlington Avenue  
Frankfort, IN 46041  
Ph: 765.659.2912

**Frankfort Services Department**  
301 East Clinton Street  
Frankfort, IN 46041  
Ph: 765.654.5278

**Frankfort Fire Department**  
201 South Clay Street  
Frankfort, IN 46041  
Ph: 765.654.4326

- IV. **Alcohol Rules and Regulations for City Property Use are required to be submitted with the Application. Without the prior disclosure on this Application and approval by the Board of Works and its duly authorized agents, Applicant shall not permit its employees, volunteers, invitees or guests to furnish, consume, or sell any alcoholic beverages on or in City Property other than as may be set forth in the attached City Property Rules and Regulations.** It is the responsibility of the applicant to hire an alcohol beverage caterer or obtain the proper permits, licenses and training from the Indiana Alcoholic and Tobacco Commission (ATC) to serve or sell alcoholic beverages.
  - i. Alcohol Liability Insurance: In the event that alcohol will be present or will be sold or served at the event, the sale or serving of alcohol must be through a caterer or vendor licensed to sell and serve alcoholic beverages by the State of Indiana. A copy of such license shall be required in all cases where alcohol is to be present or sold and served, to applicants or the licensed vendor must produce a certificate of liquor liability insurance coverage in the accounts recognized in section VII below, naming the City of Frankfort as an additional insured.
  - ii. **If alcohol will be present during the event, applicant will be required to hire uniformed Frankfort police officers to be present on City Property during Applicant's use of the Park Property. Please contact the Frankfort Police Department for more information 765.654.4245**

- V. Security: Determination to require City Police, Firefighters or security is to be made at the discretion of the Frankfort Police Department on a case by case basis.
- VI. Restroom Facilities & Handwashing Station: Events lasting more than four (4) hours must provide portable toilets based on the following circumstances:
- i. (1) Portable toilet for every 250 attendees
  - ii. Any event must have 1 Handicap accessible portable toilet or a minimum of one for every ten standard toilets.
  - iii. Events that include food require vendors to meet the Clinton County Health Department standards and must provide hand washing stations for their workers based on those standards. It is the sole responsibility of the applicant or food vendors to comply. Organizers of events that include food and require portable toilets must provide hand washing stations for the public based on the following circumstances:
    - i. 1 Handwashing station per 6 portable toilets
- VII. Parking: Applicant should work with the City's Street Department and Code Enforcement Officer. Public parking lots and facilities may be used in or adjacent to the area included in the proposed event or street closure.
- VIII. Insurance: Depending on the type of event to be held, the number of persons expected to be in attendance and the degree of risk for liability with the event, the Board of Public Works and Safety or the City of Frankfort Parks Department may require special event liability insurance to be evidenced by a certificate of insurance to be provided no later than ten (10) days prior to the event. Insurance shall be at applicant's sole expense, providing general liability insurance, including but not limited to bodily injury and property damage liability, insuring the City of Frankfort and its departments, employees and contracted vendors agreements – all bodily injury, death, property damages, and other losses arising out of applicant's use and occupancy of the premises, including appurtenances and sidewalks. The insurance required hereunder shall have a single limit liability of not less than one million (1,000,000) and general aggregate liability of not less than two million (2,000,000). The City of Frankfort shall be named as an additional insured of said policy.
- IX. State Permit: Amusement & Entertainment permits are state required and issued for events at a variety of locations and venues. **It is extremely important to apply for the A&E permit well in advance for the planned event so that the necessary life safety inspections of the venue can be performed.** Please visit the Indiana Department of Homeland Security website for more information <http://www.in.gov/dhs/2795.htm>

**PRAIRIE CREEK PARK PROPERTY RULES AND REGULATIONS**

**Rental rates for Prairie Creek Park are as followed:**

Park Pavilion	\$100 each
Encompass Event Center	\$250
Patio	\$100 (must have reservations for Event Center)
Splash Pad	\$100 (ONLY Sat. & Sun. 6:00pm to 8:00pm)

- I. A request to reserve and use any part of Prairie Creek Park must be submitted to the City of Frankfort Parks Department on a completed Special Event Form – Public Property Use Application & Agreement Form.
- II. In the event exclusive use of a Park Property or portion of a Park Property is required by any Applicant, approval will not be granted until Applicant obtains the approval by the Board of Public Works. Should a violation of this Application occur, all activity subject to this Application shall be suspended until such time as Applicant’s use is approved by the Board of Works.
  - i. If the event involves private use of the Prairie Creek Park stage, lawn, event center and beer garden, a fee of seven hundred and fifty dollars (\$750.00) shall be submitted along with this Application.
  - ii. If the event involves private use of Prairie Creek Park stage, lawn, event center, beer garden and splash pad and playground, a fee of one thousand (\$1,000) shall be submitted along with this Application.
- III. **In the event that The Farmer’s Bank Performance Center Stage will be used during an event. The Farmers Bank must have first rights of refusal to sponsor any series or individual events. “The Farmers Bank Performance Center Stage shall be used in all print and electronic advertising, public notices, press releases and other public statements issued by or on behalf of the applicant in regard to any musical, theatrical, civic, educational, or other entertainment events occurring at Prairie Creek Park which utilizes The Farmer’s Bank Performance Center’s stage.**
- IV. In the event alcohol will be present or served, Applicant may be required to hire uniformed Frankfort police officers to be present at the Park Property during Applicant’s use of the Park Property. Please look at the Alcohol Policy attached in the Public Property Use Application & Agreement Form. Please contact the Frankfort Police Department for more information 765.659.4245
- V. **Rental fees for Prairie Creek Park are non-refundable regardless of weather conditions or requests of date change. Any change of an existing reservation to a different day will require a new rental fee with no refund of the existing fee. Prairie Creek Park has designated start and end times based on reservations. Renters may have access to the building at the designated start time and will not be able to add any extra hours.**

*CITY OF FRANKFORT*

**FRANKFORT NEIGHBORHOOD CENTER RULES AND REGULATIONS**

**Rental Rates for the Frankfort Neighborhood Center are as followed:**

Two hundred fifty dollars (\$250)

\*ONLY accept checks or cash – exact amount\*

- I. A request to reserve and use any part of the Frankfort Neighborhood Center must be submitted to the City of Frankfort Parks Department on a completed Special Event Form – Public Property Use Application & Agreement Form.
- II. In the event alcohol will be present or served, Applicant may be required to hire uniformed Frankfort police officers to be present at the Park Property during Applicant's use of the Park Property. Please contact the Frankfort Police Department for more information 765.659.4245
- III. **Rental fees for the Neighborhood Center are non-refundable regardless of weather conditions or requests of date change. Any change of an existing reservation to a different day will require a new rental fee with no refund of the existing fee. The Neighborhood Center has designated start and end times based on reservations. Renters may have access to the building at the designated start time and will not be able to add any extra hours.**

CITY OF FRANKFORT PARKS DEPARTMENT  
**PARK PROPERTY RULES AND REGULATIONS**

*The term "Park Property" includes all land, water, buildings and other improvements under the jurisdiction of the Board of Public Works and the City of Frankfort Parks Department. The Park Properties include public parks, swimming pools, splash pads, athletic and sports facilities and various other facilities. These rules and regulations are intended to enhance the quality of our Park Properties and their use by the general public. The violation of any Park Properties Rule or Regulation occurring as a result of the activity subject to an approved permit may result in the immediate revocation of the permit.*

- USE/HOURS      1.    The use of any Park Property is subject to these "Park Property Rules and Regulations," which may be amended from time to time, as well as all posted rules; in the event a rule posted by the Department upon a Park Property is inconsistent with these Park Properties Rules or Regulations, the posted rule shall control. All Park Properties with the exception of outdoor swimming pools and splash pads and except as otherwise designated shall be open for public use on a year-round basis. Park Properties close at 11:00 p.m. unless otherwise designated, or upon written permission of the Department. The Park Superintendent may temporarily close or curtail activities upon any lands or waters, or any portions thereof, when it has been deemed necessary. Overnight camping is prohibited in the Park Properties.
- SMOKING        2.    Use of tobacco or e-cigarettes is prohibited inside and within 25 feet of all buildings and shelters, within children's playground areas, and within all Park Properties constituting "parks" as designated by the Department, and in their associated grounds. Please note that additional restrictions may apply to the use of tobacco or e-cigarettes or other substances, including local ordinances, state statutes, including (without limitation) rules that are posted upon the Park Property.
- SOLICITING & SALES      3.    No person shall canvass or solicit any contributions within Park Properties. No person shall sell, peddle, offer or display for sale any goods, wares or merchandise without the written permission of the Board of Public Works.
- GAMBLING       4.    Indiana state law prohibits any game of chance within any Park Property except pursuant to a Charity Gaming License issued by the Indiana Gaming Commission. (IC 35-45-5-1 et seq. and IC 4-32.2-1-1 et seq.)
- VANDALISM      5.    No person shall injure or damage any tree, plant, flower, or pull, cut, dig up or in any manner, mutilate any of the trees, shrubs, flowers, vines or plants of any kind or character in any Park Property. No person shall injure or otherwise cause damage to any Park Property building, structure or fence. Anyone causing damage will be prosecuted. **Nails, wall adhesives, tape, glitter and confetti are prohibited on the Neighborhood Center and Prairie Creek Park grounds.**
- BEVERAGES      6.    No glass bottles or containers are allowed within Park Properties.
- ALCOHOL        7.    Alcohol is not permitted for individuals under 21 years of age, and is only permitted in the event center and beer garden areas of Prairie Creek Park and The Frankfort Neighborhood Center unless otherwise permitted by a valid written authorization approved by the Board of Public Works. **See Alcohol Rules and Regulations for Park Property Use.**
- DRUGS          8.    Narcotic drugs or controlled substances are strictly prohibited within Park Properties.
- DOGS            9.    All pets (dogs, cats, etc.) shall be under the direct control of the owner by means of a leash, and are not allowed in any buildings within Park Properties with the exception of service animals permitted by the Americans with Disabilities Act and regulations thereunder. Pet owners must clean up after their pets. Pet owners that bring animals into the Park Property shall have a plastic bag or other container to dispose of any feces of the animal.
- HUNTING        10.   No person shall kill, trap or pursue with intent to kill or trap any birds, waterfowl, squirrel, rabbit or other animals within any Park Property.
- FISHING         11.   No person shall catch or attempt to catch fish or aquatic life except where so designated.
- FIREWORKS      12.   No person shall bring into or have in one's possession, or set off any fireworks in or upon any Park Property.
- WEAPONS        13.   No person shall bring into or have in one's possession, or fire any firearms, knives, or weapons in or upon any Park Property.
- LITTERING      14.   No person shall drop, throw, or place any refuse (which includes trash, garbage, or rubbish, regardless of composition) in any Park Property except in designated receptacles. Refuse shall not be brought into a Park Property for disposal.

- ADVERTISING 15. No person shall, without written permission of the Parks Department post or fix any bill, to any building, fence or other structure within any Park Property, or otherwise distribute any advertisements or circulars on Park Property.
- VEHICLES 16. No bicycle, motorcycle, scooter, automobile, truck or other vehicle or horse shall be permitted in Prairie Creek Park.
- SWIMMING 17. Swimming, wading, and bathing (including personal bathing) is prohibited in Prairie Creek Park except in designated swimming or splash pad facilities.
- FIRES 18. No person shall make any fire except in fireplaces provided for this purpose. No ground fires are permitted. Candles are not permitted within the Park Properties with the exception of birthday cakes.
- CONDUCT 19. All persons are forbidden to use threatening, abusive, or indecent language or commit any obscene or indecent act or fight within any Park Property.
- JOGGING 20. Jogging is prohibited in Prairie Creek Park
- PERMITS 21. Special use of Park Properties for entertainment, demonstrations or exhibitions requires written approval by the Board of Public Works. Insurance requirement must be met. No admission may be charged for any function unless approved by the Board of Public Works.
- 22. Park Properties, unless reserved or permitted by the Parks Department shall be available on a first come, first served basis. A fee will be collected for use of certain facilities or for use reservations.
- 23. ALL OF THE AFOREMENTIONED RULES REQUIRING WRITTEN PERMISSION REQUIRE THAT SUCH PERMITS BE CARRIED AND PRODUCED UPON DEMAND.

ALL USE OF PARK PROPERTY IS FURTHER SUBJECT TO ALL LOCAL ORDINANCES INCLUDING WITHOUT LIMITATION THE FRANKFORT MUNICIPAL CODE, AS WELL AS STATE AND FEDERAL STATUTES AND REGULATIONS, AND ALL RULES POSTED UPON PARK PROPERTIES BY THE DEPARTMENT.



**ALCOHOL RULES AND REGULATIONS FOR CITY PROPERTY USE**

**Alcohol Rules and Regulations for City Property Use are required to be submitted with the Application. Without the prior disclosure on this Application and approval by the Board of Works and its duly authorized agents, Applicant shall not permit its employees, volunteers, invitees or guests to furnish, consume, or sell any alcoholic beverages on or in City Property other than as may be set forth in the attached City Property Rules and Regulations.**

WILL APPLICANT BE SERVING OR PROVIDING BEER OR WINE? Check here (\_\_\_)

WILL APPLICANT BE SERVING OR PROVIDING BEER, WINE AND/OR LIQUOR? Check here (\_\_\_)

*You must hire a caterer with a supplemental caterer's permit for any event that involves alcohol. Permit applications required above may be obtained by calling the Indiana Alcohol and Tobacco Commission at (317) 232-2432. You should also call the Indiana Alcohol and Tobacco Commission or the Indiana State Excise Police at (812) 882-1292 if you have any questions regarding their laws, rules and regulations.*

*Proof that the required Permits have been obtained from the Indiana Alcohol and Tobacco Commission must be submitted to the DPR at least forty-eight (48) hours in advance of the scheduled event.*

*The following rules and regulations apply to City Property use when Applicant's use may or will involve the selling, furnishing, giving away or consumption of beer, wine or liquor on Park Property.*

- i. All Indiana Liquor Laws are applicable and enforced.
- ii. If Applicant knows or believes that alcohol will be present during Applicant's use of the City Property, Applicant is required to obtain the necessary permit(s) from the Indiana Alcohol and Tobacco Commission as set forth above, and as otherwise may be required by the Indiana Alcohol and Tobacco Commission. Please see contact listed above for information on how to obtain the required permits.
- iii. Applicant may be required to hire and provide professional, uniformed Frankfort police officers for the duration of Applicant's use of the Park Property. Please contact The Frankfort Police Department for more information 765.654.4245
- iv. Glass bottles are NOT permitted in or on City Property.
- v. Applicant shall be liable for any damages to the City Property caused by Applicant, its employees, representatives, volunteers, guests, invitees or other persons in connection with Applicant's use of the City Property and shall hold the Parks Department and the City of Frankfort harmless for any injury or damages to persons or property as a result of Applicant's use of the Park Property.
- vi. Failure to abide by these and any other City Property Rules and Regulations, may constitute a violation of State or Federal law and such failure by Applicant is at Applicant's own risk.

Any misrepresentation or failure to abide by these or any Special Event Rules and Regulations may result in the immediate revocation of the permit and termination of the Special Event Use Application.

*By my signature hereon, I attest that I have read and understand the above Alcohol Rules and Regulations for Park Use and agree to abide by them, that I have the authority to sign on behalf of the Applicant seeking to use a Park Property and that use of the Park Property is at Applicant's sole risk.*

APPLICANT

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name