

**CITY OF WEST POINT, MS  
PARKS NON-EXCLUSIVE USE AGREEMENT**

Group events outside of normally scheduled City run recreational events must be scheduled **IN ADVANCE**. Requests are accepted on a first-come; first-serve basis.

**24 HOUR NOTICE** must be given in order to have the bathrooms (if available) opened and available for non-exclusive use for group events at the following West Point Parks:

\_\_\_ ZUBER PARK-Scheduling done at City Hall (662) 494-2573

\_\_\_ SALLY KATE WINTERS PARK-Scheduling done at City Hall (662) 494.2573

\_\_\_ MARSHALL PARK-Scheduling done at Parks & Rec. Dept., 119 Wood Street (662) 494.3214

\_\_\_ JESSIE HARMON SPORTSPLEX-Scheduling done at Parks & Rec Dept., 119 Wood Street (662) 494.3214

\_\_\_ HALF MILE FOOTBALL PARK-Scheduling done at Parks & Rec Dept., 119 Wood Street (662) 494.3214

\_\_\_ SPORTSMAN PARK (5<sup>TH</sup> Street)-Scheduling done at Parks & Rec Dept., 119 Wood Street (662) 494.3214

**CLEAN UP FEE DEPOSIT \$100.00 IF APPLICABLE (REFUNDABLE AFTER YOUR TRASH IS CLEANED UP AND PROPERLY DISPOSED).**

I, the **Event Sponsor**, agree that I have been given a copy of the City of West Point, MS Parks Policy and agree to abide by the rules and regulations set forth in said policy. I further agree that it is my responsibility to contact the City Agent **24 hours in advance** if I choose to use the bathroom facilities (if available).

**Type of Event** \_\_\_\_\_ **Date(s) of Event** \_\_\_\_\_ **Time of Event** \_\_\_\_\_ to \_\_\_\_\_

**Clean Up Fee Deposit \$** \_\_\_\_\_ **Receipt #** \_\_\_\_\_

I will \_\_\_ will not \_\_\_ require water connection at a cost of \$25.00.

If required: Amount Paid: \$ \_\_\_\_\_ Method of Payment: \_\_\_\_\_ Receipt # \_\_\_\_\_

\_\_\_\_\_  
PRINT NAME OF RESPONSIBLE PARTY

\_\_\_\_\_  
SIGNATURE OF RESPONSIBLE PARTY

RESPONSIBLE PARTY'S PHONE NUMBER \_\_\_\_\_ DATE \_\_\_\_\_

**KEEP YOUR COPY OF THIS AGREEMENT WITH YOU AT ALL TIMES DURING THE EVENT.**

**Park Attendant's Phone Number (662) 295.4311**

A copy of this agreement and the City of West Point, MS's Park Policies has been given to the event sponsor.

\_\_\_\_\_  
SIGNATURE OF Authorized Agent of City of West Point

(mm/dd/year)

Effective 08/15/2023

# City of West Point, MS

## Parks Policy

### Non-Exclusive Use of City Parks

1. The City of West Point allows the non-exclusive use of any City Park owned and operated by the City. Requests for non-exclusive use will be accepted only on a First-Come; First-Serve basis. The exclusive use of City Parks is limited to City-sponsored and/or community-wide events only and takes precedence over any and all other non-exclusive activities and uses.
2. **Event Sponsor must be 21 years of age or older to schedule a group event at any of the City Parks.**

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3. No fees are charged for the use of any Park area for non-exclusive use. However, for exclusive use for large scale City, County, or Chamber of Commerce sponsored events such as the Prairie Arts Festival, organized athletic events, etc., additional fees may be applicable and additional rules and regulations may apply.
4. No portion or section of any public facility in any City park may be roped off or access restricted to members of the general public. No **Event Sponsor** shall charge any fee or impose any condition that would restrict free access to all park areas and facilities by the general public.
5. The **Event Sponsor** that is granted non-exclusive use is responsible for the conduct of all minor children and of all adults during the permit period. This includes the responsibility of the supervision of minor children and the responsibility for any damages incurred by all minor children and/or all adults during the permit period.
6. Non-exclusive use for groups composed of minors will only be issued to an adult **Event Sponsor** who is 21 years of age or older and accepts full responsibility for enforcing the rules and regulations of the City that are stated herein this policy. (Note: See Item #5 & See Item #2)
7. All activities conducted in City Parks will be in accordance with the laws and policies of the City of West Point.
8. Gambling in any form is prohibited in any City parks or athletic field premises.
9. **NO** alcoholic beverages shall be served, consumed, nor sold in City Parks or athletic fields under any circumstances. Illegal drugs are strictly prohibited in any of the City Parks or athletic fields.
10. Park equipment shall not be removed from the premises or defaced in any manner.
11. Personal barbecue grills, deep fryers, butane cookers, freezers, and refrigerators are **not allowed** on the grassed areas or the sidewalks of the Zuber Park, Sally Kate Winter Park, Marshal Park, Jessie Harmon SportsPlex, Half Mile Football Park, Sportsman Park, Veterans Park, or the Kitty Dill Walkway.
12. The use of glass containers, bottles, and such glass items in all park areas is prohibited.

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13. The sale of merchandise, food and/or beverages must first be approved by the City. Approval may require additional insurance, privilege license, and/or a Health Department Permit. The sale or consumption of alcoholic beverages on park property is **strictly prohibited and is not allowed** under any circumstances. (Note: See item #9 regarding alcoholic beverages.)
14. Larger groups using City Parks may be required to purchase Special Event Liability insurance with the City of West Point named as an additional insured. The cost of the one-day coverage varies according to the event, number of attendees, and the hazard classification.
15. The **Event Sponsor** is responsible for removing all garbage and debris generated by their activity. All such garbage and debris shall be bagged and removed from the site.
16. **No vehicles are allowed on the grassy areas or the sidewalks of the parks. This includes cars, trucks, trailers, vans, portable grills, amusement rides, and all heavy equipment. Vehicles cannot be driven onto the grass in any park area to load or unload said vehicles.** Vehicles may only be parked in paved designated parking area lots or in on-street parking spaces. **Event Sponsors** may be fin ed and held responsible for any damage caused to underground irrigation systems, sprinkler heads, electrical wiring, turf damage, etc.
17. Parking spaces near the park areas are neither reserved nor guaranteed. Parking is only allowed in designated sites. Fire lanes or private drives must never be blocked. Parking laws are strictly enforced. Violator's property shall be removed at owner's expense.
18. Setting up of tents and other such items within the park is limited to the non-exclusive use of the event and shall only be allowed under the direct supervision of park personnel. Such structures shall not block walkways or interfere with or prevent the simultaneous use of the park areas by other members of the general public not associated with the event. All such items shall be removed immediately followir the event. (Note: See item #16, No Vehicles on Grass)
19. There is limited access to electricity at some park areas. There is no electricity usage fee and users must provide their own extension cords. Park personnel WILL NOT troubleshoot electricity problems during non-working hours. Water connections are available for a fee of \$25.00 paid in advance.
20. The use of sound amplification equipment in the parks is limited to the reasonable use of such equipment at volumes that are in keeping with the general use of the parks by the public and park neighbors in the surrounding residential areas. Unreasonable use include, but are not limited to, loud rock concerts, loud recorded music played through amplification equipment, and other similar activities is strictly prohibited. Except for City-sponsored events and activities, **the use of sound amplification equipment in all City Parks is prohibited between the hours of 10:00 PM and 8:00 AM.**
21. Because of liability issues INFLATABLE JUMPERS are NOT allowed in any of the City Parks. SLIP-N-SLIDES may be used provided the sponsor provides a million dollar liability insurance policy with the city listed as additional insured
22. **All parks are "Tobacco Free Zones."**
23. **No FIREARMS** are allowed at any time in any City Park with the exception of Law Enforcement.
24. All pet owners must comply with the City's Animal Control Ordinance. Clean up after your pet!
25. Use of bicycles, roller skates, roller blades, and skate boards are restricted to roadways and designated skate parks.