

*Town of Milton
115 Federal Street
Milton, DE 19968*



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PARK USE POLICIES

Individuals and organizations are welcome to request use of a Town park for special events. Requests are reviewed for approval on a first-come, first-served basis at the discretion of the Town. Park usage is subject to the following conditions:

1. A completed Park Request Form must be on file with the Town of Milton and shall be submitted at least ten (10) days prior to the event.
2. Normal park hours are dawn to dusk. Those seeking to use the park beyond must attach a written request to the Park Request Form.
3. Only the gazebo is available for exclusive use.
4. The use of Town parks for commercial purposes is prohibited. The organization requesting use of the park agrees not to practice, carry on, conduct, or solicit for any trade, occupation, business or profession.
5. Fundraising or collecting of monies for any reason in Town parks including, but not limited to, admission fees, donation requests, vendors, solicitation or self-promotion in any form requires approval of the Town, as identified on the Park Request Form.
6. The sale of food, beverages or other items requires a vendor's permit. Applications for vendor's permits are available at Town Hall.
7. Event participants will not engage in riotous, boisterous, threatening, indecent, abusive, profane language or behavior.
8. Event participants will not make or kindle fires unless permission to do so is given by the Town prior to the event.
9. If the event is a parade, the organization requesting use of the park shall indicate the end of the Parade Route on a map attached to the Park Request Form, and shall submit a separate application for a Parade or Public Assembly Permit.
10. All applicants should indicate whether use of Town water or electricity is necessary on the Park Request Form.
11. Milton Police Department staff, required by the Town for groups with more than 200 attendees, must be provided by the organization requesting use of the Town parks. The Police Staff hourly rate is listed on the effective Milton Fee Schedule. The fee is to be submitted with the Park Request.
12. Parking is permitted only in designated areas. Violators will be ticketed or towed at the car owner's expense. Applicants shall reasonably notify attendees via signs of the designated areas for parking and the risk of being ticketed or towed elsewhere.
13. The organization identified on the Park Request Form is responsible and accountable for any damage to Town property or facilities related to the event.

14. A Security Deposit is required to offset Trash removal costs and other Clean Up and/or damage to Park Facilities. At the end of an event, all portions of the Park used by the participants must be left free of Trash and the Park Facilities undamaged. The Security Deposit shall be refunded if the Park is free of Trash at the end of the event and there is no damage to the Park. If Trash remains at the end of the event or there is damage to the Park, the Security Deposit will not be refunded and the Requestor shall be responsible for reimbursing the Town of Milton for any additional costs for Trash removal and/or repairs to damaged Park facilities
15. The usage fee is waived for all non-profit organizations providing documentation with their current Internal Revenue Service 501 exemption status.
16. Amplified sounds must be inaudible in nearby buildings with the windows closed. If the amplified sound is determined to be excessive, a warning will be given. Failure to comply with the amplified sound requirement following the warning may result in the termination of the event.
17. The requesting party shall indemnify and hold the Town harmless for any damages, injury or accident related to the use of the park during the event.
18. Cancellation of a reservation for a reason other than a natural cause or at the discretion of the Town will result in the deposit not being refunded, if notification is provided less than seven (7) days in advance of the event.

The Town of Milton does not discriminate based on race, ethnicity, creed, color, national origin, gender, marital status, sexual orientation, age, religion, or the presence of any sensory, mental, or physical disability, or status as a disabled person or veteran of war, in accordance with the Americans with Disabilities Act of 1990, Titles VI and VII of the Civil Rights Act of 1964, Title IX of the Educational Amendments of 1972 and Section 504 of the Rehabilitation Act of 1973.