



Town of Foam Lake

Parks and Open Space Policy - #2021-009

Council Resolution & Date: #094-21, April 13, 2021

1. PURPOSE

- a. The purpose of this Policy is to enact guidelines surrounding Foam Lake's parks, playgrounds and open green space
- b. A unified set of guidelines for Town of Foam Lake Management to use when communicating with user groups and general public

2. AUTHORITY

- a. The authority for this Policy is by resolution of the Council of the Town of Foam Lake.
- b. The Leisure Services Board is responsible for the development of this policy and the Leisure Services Director for the implementation of this policy
- c. The Leisure Services Director shall exercise appropriate managerial judgment to take such actions as may be necessary to implement the purpose of this Policy.

3. DEFINITIONS

- a. "Council" shall mean the body of elected officials who govern the Town.
- b. "Parks" shall mean municipally owned parks, playgrounds and open spaces
- c. "Town" shall mean the Town of Foam Lake.
- d. "Recreational use" shall mean general leisurely use i.e.: walking, jogging, free play, dog walking, biking etc.
- e. "General public" shall mean citizens and visitors of the Town of Foam Lake and the RM of Foam Lake
- f. "Regular user groups" shall mean recognized organizations who regularly use facility in game play and practice
- g. "Green space" (Public Reserves)

4. INCLUSIONS

- a. Ball Diamonds 1, 2 and 3 as well as surrounding open spaces
- b. Ralls Park, Northside Playground, Firemen's Outdoor Rink and Centennial Park
- c. Lions Grounds
- d. Former Driving Range Area (Campground overflow)

- e. Other open greenspace owned by the Town of Foam Lake including open spaces in campgrounds, and public reserves
- f. War Memorial & area
- g. Milligan Creek Trail

5. POLICY

- a. Public Works and Leisure Services shall continue to maintain and service all parks, playgrounds, and green space.
- b. The Town of Foam Lake has the right to close parks for reasons of maintenance, public health, Town-related special events, or other circumstance as deemed necessary
- c. **Ball Diamonds 1, 2, 3 – Regular User Groups**
 - i. Regular User Groups: Foam Lake Minor Ball, Foam Lake Merchants
 - ii. Regular User Groups shall:
 - Submit a schedule of both practices and scheduled games to the Leisure Services Department as soon as they are set – including dates, times and location
 - Communicate all changes in schedule to Leisure Services in a timely manner
 - iii. Leisure Services shall maintain and prepare diamonds for use as per submitted schedules
 - iv. Failure to submit updated schedules may result in diamonds unprepared for play
- d. **Ball Diamonds 1, 2, 3 – General Use**
 - i. Ball Diamonds shall be available seasonally to public for recreational use
 - ii. General users shall contact Leisure Services Department for approval, and to ensure diamonds are available for use
 - iii. “Pick up” unplanned activities are allowed as long as there is no disruption to scheduled regular user group or Town events that take priority
- e. **Ralls Park, North Side Playground, Centennial Park**
 - i. The above parks and playgrounds shall be available year round for recreational use by the general public
 - ii. Users may request special usage of park or greenspace, by submitting Park usage Request Form (see schedule 1)
 - iii. Users utilizing parks shall abide by Rules and Regulations (see schedule 2)
- f. **Lions Grounds, Former Driving Range, Other Municipally Owned Greenspace**
 - i. All greenspace above is available for recreational use by the general public
 - ii. Request for event or party usage must be via Park Rental Request Form

Schedule 1 Parks Usage Request Form

PARKS USAGE REQUEST FORM		
Return Completed Request form to foamlakerec@sasktel.net, fax to 306-272-3738, or drop off at 326 Main St		
At least 7 days before event date		
Organization Contact Information		
Organization - if applicable: _____		
Contact Name: _____		
Contact Number: _____		
Contact Email: _____		
Event Information		
Park Space Requested: _____		
Date(s): _____	LOCAL	NON-LOCAL
Event Type: <input type="checkbox"/> Event/Fundraiser	No cost	\$ 25.00
<input type="checkbox"/> Party/Get Together	No cost	\$ 25.00
<input type="checkbox"/> Sport, Recreation or Fitness Event	No cost	\$ 25.00
<input type="checkbox"/> Other: (please explain)		
NOTE: Usage is no cost to Foam Lake general public/ratepayers. All non-local user events shall pay a non-refundable rate of 25.00 to cover service cost.		
Brief description of event: _____		
Set Up Time: _____		
Event Start Time: _____		
Event End Time: _____		
Tear Down Time: _____		
Total Hours: _____		
How many people attending? _____		
Will you include food (such a BBQ)?	If yes, Special Occasion Application must be completed	
Will your event include alcohol?	If yes, Temporary Food Vendor Permit is required from Public Health	
Other information, requirements or requests: _____		
Important Information		
By signing below, the Applicant agrees they have read the attached Rules and Regulations for Park Use and further agrees to abide by the terms and conditions outlined therein.		
_____ Applicant Signature	_____ Date	
Office Use Only		
Date usage created: _____	Staff Signature: _____	

Schedule 2

Rules and Regulations for Parks Use

- The Applicant agrees to the terms indicated in the Usage Request and the Rules & Regulations for Park Use as listed in this document.
- The Applicant is at least 18 years of age and will assume all responsibility for adhering to these Rules & Regulations during the rental.
- Usage requests are to be made no later than seven (7) days in advance of the event.
- The Town of Foam Lake reserves the right to refuse any application, to relocate or cancel any usage on short notice due to special events or circumstances beyond its control.
- The Applicant agrees that all supplies, furniture, and equipment brought onto the premises during the usage term shall be done at the Applicant's own risk. The Town of Foam Lake is not responsible for lost, stolen, or broken items or other damages caused by any items brought into the facility. The Town may ask for a list of equipment and proof of insurance.
- The Applicant shall be liable for any supplies, furniture, fixtures, or equipment damaged or destroyed during the usage, beyond acceptable wear and tear as determined by the Town of Foam Lake. Any damage is to be reported to the Town of Foam Lake Leisure Services Department immediately and at the latest the first business day following use.
- The Applicant agrees to indemnify and save harmless the Town of Foam Lake from any and against all liability resulting from injury or damage to any person(s) or property, directly or indirectly as a result of their participants, servants, employees, patrons, or guests.
- The Town of Foam Lake advises the Applicant that the Town of Foam Lake's liability insurance coverage does not extend to include negligence on the part of its users. The Town of Foam Lake recommends that the Applicant seek out and carry sufficient liability insurance coverage for losses or damage for which the Applicant may be responsible.
- The Applicant agrees that any security requirements for the usage are the sole responsibility of the Applicant.
- The Applicant agrees to leave the facility in a clean and tidy state. Garbage receptacles and bags are provided in all parks, and extra garbage cans may be provided upon request. The availability of extra garbage cans is not guaranteed.
- The park is to be left in the condition in which it was found. The Town of Foam Lake reserves the right to limit future usage for those who leave the facility in an untidy state.
- The Town of Foam Lake reserves the right to remove any person(s) from the park with just cause.
- The Applicant agrees that Medical and First Aid provisions and personnel are the sole responsibility of the Applicant.
- The Applicant agrees that alcoholic beverages will not be permitted on the premises except when approved by the Town of Foam Lake and the appropriate permits are obtained and issued by the provincial licensing authority.
- The Applicant agrees that if food is to be provided to the public at the event that a Temporary Food Vendor Permit as authorized by the local Public Health authority must be acquired.
- Food provided to private party/get together does not require Temporary Food Vendor Permit
- The Applicant must abide by the stated start and end times listed in the request form