



CITY OF BELFAST

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Erin Herbig
City Manager

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MANAGER'S REPORT
Belfast City Council Meeting
Tuesday, April 1, 2025

6:00 p.m. Request to go into an Executive Session on a Legal Matter with the City Attorney pursuant to 1 M.R.S.A. 405 (6) E.

7:00 p.m. Regular Council Meeting

TO: Mayor Eric Sanders and Honorable Members of Belfast City Council

FROM: Erin Herbig, City Manager

DATE: Thursday, March 27, 2025

Agenda Items:

10-A Request from the Library Director to appoint Randi Box of Belmont as the new Library Assistant for the Belfast Free Library.

The City of Belfast advertised the position of Library Assistant for the Belfast Free Library beginning on February 12, 2025. Applications were accepted until March 5, 2025. The City received fifty-one applications.

On March 11, 2025, the Library Assistant Hiring Committee held interviews with seven well-qualified candidates. The Library Assistant Hiring Committee was composed of Belfast Free

Library Director Steve Norman, Assistant Director Brenda Harrington, and HR Administrator Nancy Driscoll.

The hiring committee unanimously selected the final candidate and recommends the City Council appoint Randi Box of Belmont as Full-time Library Assistant for the Belfast Free Library.

Ms. Box has been employed as a part-time Library Assistant at the Belfast Free Library since September 2021, bringing with her to this new role four years of experience at the Library, as well as her established relationship with the staff and community.

This position requires a strong public service commitment and provides library service and programming for and with young adults and those who work with young adults. I am confident Ms. Box, if appointed, will serve our community and the department well.

If approved by the City Council, City staff request that a motion is made to appoint Randi Box of Belmont as Full-time Library Assistant for the Belfast Free Library.

Please see the attached memo employment ad, job description and application (10-A) from Library Director Steve Norman explaining the request. Director Norman will be at the meeting to present and reintroduce Ms. Box to the community and answer any questions.

10-B Request from the Belfast Garden Club to partner with the City of Belfast to make improvements to the Post Office Square Garden.

The Belfast Garden Club (BGC) would like to partner with the City to make changes to the Post Office Square Garden to improve safety for pedestrians, bicyclists, and motorists. The trees and shrubs that were planted here many years ago have overgrown their space and have impacted visibility.

The BGC proposed that, if approved, they would replace these trees and shrubs with new slower growing, shorter shrubs and large stones. The BGC recommends two granite posts with railings on each side of the step from the sidewalk to the Post Office parking area to improve accessibility in this location.

Post Office Square has witnessed many changes over the years. The Belfast Garden Club has provided several historical photos of the first Post Office Square Garden over the years and a photo rendering showing the proposed change.

If approved by the City Council, City staff recommend that a motion is made to enter into an agreement with the Belfast Garden Club to partner with the City of Belfast to make improvements to the Post Office Square Garden.

Please see attached memo, draft agreement and photos (10-B) from Belfast Garden Club. Garden Club member Marsha Siviski will present, and additional members of the Garden Club will be available at the meeting to answer Council questions.

10-C Presentation from the Tree Working Group on their Tree Inventory.

In early 2023, spurred by neighborhood concerns about the health and maintenance of the shade trees along local streets, a small group of Belfast residents started meeting informally and sharing ideas about how to protect and care for our urban trees. The group called itself the Tree Working Group (TWiG) and has now become a standing committee of the Belfast Garden Club.

With the help of local tree management professionals, TWiG began Phase 1 of inventorying Belfast's urban forest beginning in September 2023, with plans to finish the inventory in October 2024. The process TWiG developed during this period merges digital records on City trees obtained by ~20 volunteer surveyors into GIS, LIDAR, street layout, and municipal parcel data available on state websites, adding certain local data obtained from the City Planning and Codes Department in hard-copy form. Entirely new maps of Belfast that include its urban forest were

created and tested for accuracy through this process, which will be used to complete the inventory for the whole City, going forward.

In May 2024, the Belfast Garden Club applied to the USDA Forest Service for a Project Canopy Planning and Education Grant valued at \$5,000 to fund the complete inventory. The application was approved in late June 2024. Specifically, the grant provided funding to inventory and produce a map of all trees located within the City-owned land adjoining City streets. With funds supplied by the grant, TWiG anticipates being able to finish the complete tree inventory City-wide by November 1, 2025, the term specified in the grant

At this time members of TWiG will present on the inventory work completed thus far as they believe it serves as a starting point for systematic, modern management in caring for Belfast's urban forest to include best practices in terms of which trees to plant where, a careful plan to replace aging and dying trees, and a structure that will allow citizen participation together with professional guidance in protecting and enhancing the value of Belfast's urban forest.

Please see the attached executive summary as well as the Tree Inventory and Assessment Report (10-C) from Belfast Garden Club. Carol Herwig will present on behalf of TWiG and additional members of the Garden Club will be available at the meeting to answer Council questions.

10-D Freedom of Access Act (FOAA) Training with the City Attorney.

Each year all elected officials in Maine are required by State law to take a Freedom of Access Act (FOAA) Training. In order to complete this compliance, I have asked City Attorney Kristin Collins to take time during our Regular Council Meeting to complete this year's FOAA training with the Mayor and City Council. Attorney Collins expects this training course to take no more than twenty minutes. This is also a good opportunity to ask any additional questions concerning the roles and responsibilities of the Mayor and Councilor or any procedural related matters.

10-E Request from the Public Works Director for authorization for an expenditure to purchase a tractor, ditch mower and bushhog.

The Public Works Director seeks authorization to purchase a 2024 TYM T654PSC tractor for \$47,000.00, a 63" ditch mower for \$8,250.00, and a 6' bushhog for \$3,590.00 for a total of \$59,290.00 from SR1 Equipment. These pieces of equipment are vital to the Department's operations and will allow the Department to upgrade its current 1984 John Deere 950 and mowing equipment.

Funding was allocated for this purchase in the FY 2024-25 Municipal Budget in the budget Purchase of Equipment Account #410-535. This account has a current balance of \$172,675.00.

If approved by the City Council, the Public Works Director requests a motion be made to expend up to \$59,290.00 from SR1 Equipment for a tractor, ditch mower and bushhog, from the Public Works Department's Purchase of Equipment Account #410-535.

Please see the attached memo (10-E) from Public Works Director Kip Faulkner providing further detail. Director Faulkner will be at the meeting to present and answer any questions.

10-F Request from the Public Works Director to accept and award the City Street Paving Bids for FY2024-25.

In the FY2024-25 Municipal Budget the City Council appropriated \$600,000.00 for this year's road construction. On March 26th, 2025, the City of Belfast held a bid opening at City Hall for FY2024-25 City Street Paving. The City of Belfast received eleven bids.

The Public Works Director recommends awarding the bid to Hopkins Milling & Paving with a bid of \$89.90 per ton for paving and \$2.25 per square yard for milling.

Cost for paving is an increase of \$0.67 per ton from FY23-24. Street's Landscape & Lawn Care presented a lower bid of \$89.75 per ton, however, their cost for milling was higher at \$3.00 per square yard, compared to \$2.25 per square yard as presented by Hopkins Milling & Paving. The City of Belfast has had a successful working relationship with Hopkins Milling & Paving on previous paving and milling projects.

If approved by the City Council, City staff recommends a motion is made to accept all eleven bids and to award the bid to Hopkins Milling & Paving with a bid of \$89.90 per ton for paving and \$2.25 per square yard for milling from account # 450-577 Road Construction and Paving. This account has a current balance of \$600,000.00.

Please see the attached memo (10-F) from Public Works Director Kip Faulkner explaining the request in more detail. Director Faulkner will be at the meeting to present and answer any questions.

10-G Request to approve the updated 2025 Parks and Recreation Fee Policy.

The 2025 Parks and Recreation Fee Policy was approved on January 7, 2025, by the City Council. At the March 4, 2025, Regular Meeting, the Council approved a policy change regarding tennis court reservations at Belfast City Park. At the March 13, 2025, Parks, Trails, and Recreation Committee meeting, the group discussed the Tennis Courts change, and it was suggested that the City also rename the policy to be more reflective that this is a fee schedule and reservation policy document.

These changes and the addition of some textual changes to clarify language have been reviewed by the City Attorney and all changes have been marked in the enclosed copy. Light blue text edits with a strikethrough are suggested for removal with red text edits recommended as additions.

In addition, the Belfast Boathouse rental season is very busy at this time as many rental requests are coming in for events this summer. As the Belfast Parks and Recreation Director has been working with non-profits, and other rental inquiries, she has found that there is still some demand for single weekend dates throughout the year, however, at this time the Parks and Recreation Director has turned those rentals away as we're taking only three-day weekend rentals (Friday, Saturday and Sunday) per the new fee schedule.

To mitigate that situation and to try to balance availability when a weekend is not being utilized, the Parks and Recreation Director proposes a fee policy change, in which the City could lift the three-day rental requirement at a cut-off date of 10-days prior to a three-day weekend period, where the Belfast Boathouse could become available for single rental dates; this would allow the City some flexibility when three-day weekends are not being utilized by weddings or large events.

Most large events will have already secured their weekend dates well in advance; by the 10-day cut-off date, the City could entertain smaller rentals that require less time to prepare such as Celebrations of Life, Memorial Services, small training opportunities, Parks and Recreation classes or staff training, meetings, etc.

If approved by the City Council, a motion is recommended to approve the updated 2025 Parks and Recreation Fee Policy as presented.

Please see the attached revised fee policy (10-G) from Parks and Recreation Director Pam Salokangas explaining the request in further detail. Director Salokangas will be at the meeting to present and answer any questions.

10-H Request for approval of a new Facility Use Request by the Belfast Free Library for use of Steamboat Landing Park for a Resiliency Fair on Saturday, June 7, 2025, from 10:00 a.m. to 3:00 p.m.

The Belfast Free Library has requested use of Steamboat Landing Park for its first Resiliency Fair, scheduled for Saturday, June 7, 2025, from 10:00 a.m. - 3:00 p.m. This is a brand-new event; the Library has completed a Facility Use Application and has provided a map of their event layout.

This event is a community gathering of organizations and the public to showcase actions and tools for climate resiliency. This event will be a community fair with vendors, demonstrations, educational displays, speakers, family activities, music, and refreshments. Vendors are providing their own tents, tables, and displays; music will be provided from the gazebo, and food vendors/food trucks will be invited to set up in the park, utilizing City-owned electrical hook-ups. The Library is expecting 250 people at this first-time event.

The Parks and Recreation Department will work with the Library on new parking guidelines, provide barricades, and signage. Additionally, the Library also requests a single-day rental of the Belfast Boathouse for June 7, 2025. As a City Department, this rental would be a 100% waiver. The Department recommends approval by the Belfast City Council for this outdoor event in addition to the fee waiver.

If approved by the City Council, a motion is recommended to approve the new by the Belfast Free Library for use of Steamboat Landing Park for a Resiliency Fair on Saturday, June 7, 2025, from 10:00 a.m. to 3:00 p.m. and authorization of the fee waiver.

Please see the attached memo (10-H) from Parks and Recreation Director Pam Salokangas explaining the request in further detail. Director Salokangas will be at the meeting to present and answer any questions.

10-I Request by the Belfast Bay Watershed Coalition for consideration of a Boathouse Rental fee waiver for Saturday, May 31, 2025, for the “Walk and Roll for Sustainability”.

The Belfast Bay Watershed Coalition was approved on March 18, 2025, for use of Steamboat Landing Park for their “Walk and Roll for Sustainability” set for Saturday, May 31. They initially requested the Belfast Boathouse, but they were not willing to pay the non-profit weekend rate for use of the Belfast Boathouse, per the 2025 Fee Policy.

They returned to Parks and Recreation with a Belfast Boathouse Rental Application and are requesting a 100% waiver for the \$1,500 non-profit rental fee. Based on weather during the 2024 event, they are still interested in hosting their event with indoor space in case of inclement weather; therefore, they are requesting a 100% waiver of the current weekend non-profit rate as noted above. If the Council chooses to adopt the updated 2025 Parks and Recreation Fee Policy as presented (10-H) a 100% waiver for the weekend day rate would be a \$500 non-profit rental fee.

Only the City Council can approve rate changes or waivers for the City of Belfast. If approved by the City Council, a recommended motion would be to approve the Facility Use Request and Boathouse Rental fee waiver of a non-profit rental rate for this event, for Saturday, May 31, 2025, 2025, for The Belfast Bay Watershed’s “Walk and Roll for Sustainability”.

Please see the attached memo (10-I) from Parks and Recreation Director Pam Salokangas explaining the request in further detail. Director Salokangas will be at the meeting to present and answer any questions.

10-J Request for approval of a new Facility Use Request by Hospice Volunteers of Waldo County for use of the Belfast Rail Trail for a 5K on Saturday, October 4, 2025, from 7:00 a.m. to 10:00 a.m.

The Hospice Volunteers of Waldo County proposes to hold a new 5K as an annual fundraiser. This new 5K race is requested for Saturday, October 4, 2025, and it will mirror the out-and-back route of the PAWS 5K and 1 Mile Fun Run to include the start and finish to be at the City Point Rail Trail terminus. A map is attached showing the route. Race start time is set for 8:30 AM.

The Hospice Volunteers will need to provide their Certificate of Insurance, listing the City as an additional insured, by September 22, 2025. Otherwise, the Belfast Parks and Recreation Department recommends approval by the Belfast City Council.

If approved by the City Council, a motion is recommended to approve the new Facility Use Request Hospice Volunteers of Waldo County for use of the Belfast Rail Trail for a 5K on Saturday, October 4, 2025, from 7:00 a.m. to 10:00 a.m. subject to the group providing a Certificate of Insurance.

Please see the attached memo (10-J) from Parks and Recreation Director Pam Salokangas explaining the request in further detail. Director Salokangas will be at the meeting to present and answer any questions.

10-K Presentation from the Deputy Economic Development Director regarding a Maine Community Development Block Grant Program, Community Enterprise Grant (CE).

On March 11, 2025, the Belfast City Council authorized City staff to submit a Letter of Intent to the Maine Community Enterprise Grant (CE) under the Community Development Block Grant Program, Office of Community Development. The CE Program provides grant funds to municipalities to assist in business façade programs and to make streetscape improvements in downtown and village areas.

The program selection process consists of three phases: a letter of intent, an application phase including a public hearing, and a project development phase. The letter of intent illustrates community need, estimated budget and verification of CDBG National Objective. Applications under this program are due by the grant deadline on April 11, 2025.

The City has successfully implemented façade improvement programs in the past with funding in 2013, 2020, and 2021 from the CDBG Community Enterprise Program fund. Funds from this program resulted in one-time grants to building owners to make exterior improvements for ten buildings downtown. The City will solicit new participants in this grant round and contact those business not funded in the past due to lack of funds.

The City of Belfast intends to request a \$100,000 CE grant. Like prior program years, the City intends to use 90% of the total grant amount requested, or \$90,000.00, to provide 5 business façade grants of \$18,000.00 each. Each of these facade grants will be matched with \$5,000.00 in cash from each participating business or property owner, for total matching funds of \$25,000.00, which is equal to 25% of the grant award. The remaining 10% of the total grant amount requested, or \$10,000.00, will be used to hire qualified administrative services to implement this grant effectively and efficiently.

The required public hearing regarding the intent to apply to the Community Enterprise program will immediately follow. No City Council actions need to be taken on this agenda item as this is strictly a presentation.

Please see the attached memo (10-K) from Deputy Economic Development Director Joellyn Warren providing further information. Deputy Director Warren will be available to presentation.

10-L Public Hearing regarding the City of Belfast's application being submitted to the Maine Community Development Block Grant Program, Community Enterprise Grant (CE) grant program.

PUBLIC HEARING NOTICE

THE CITY OF BELFAST

The City of Belfast will hold a Public Hearing on Tuesday, April 1st, 2025, as part of its regularly scheduled City Council meeting, which begins at 7:00 pm on that date, at Belfast City Hall, 131 Church Street, Belfast, Maine, to discuss an application being submitted to the State of Maine CDBG program for a Community Enterprise Grant. The purpose of the grant application is to capitalize a business façade grant program.

All persons wishing to make comments or ask questions about the grant application are invited to attend this Public Hearing. Comments may be submitted in writing to: Joellyn Warren, Deputy Economic Development Director for the City of Belfast, Belfast City Hall, 131 Church Street, Belfast Maine, 04915; or via email to: deputyecondev@cityofbelfast.org at any time prior to the Public Hearing. TDD/TTY users may call 711. If you are physically unable to access any of the City of Belfast's programs or services, please contact Joellyn Warren at (207) 338-3370, extension 124, so that accommodations can be made.

If any written or emailed comments have been submitted prior to the public hearing as referenced in the notice, the Deputy Economic Development Director will present them at this time.

No City Council actions need to be taken for this agenda item.

Please see the attached memo (10-L) from Deputy Economic Development Director Joellyn Warren providing further information.

10-M Request by the Deputy Economic Development Director to approve the submission of the Community Development Block Grant Program, Community Enterprise Grant (CE).

Following the presentation and public hearing on this matter, the Deputy Economic Development Director requests approval for submission to the Community Development Community Enterprise Grant (CE) Program.

If approved by the City Council, City staff recommend a motion is made to approve the submission of Letter of Intent to the Office of Community Development Community Enterprise Grant (CE) Program, and to Authorize the City Manager to sign all paperwork related to and necessary for the submission of this request.

Please see the attached memo (10-M) from Deputy Economic Development Director Joellyn Warren providing further information. Deputy Director Warren will be available to answer any questions.

10-N Request from Randall Collins VFW for a contribution to their flag fundraising efforts.

The Randall Collins VFW is seeking a contribution to their flag fundraising efforts. Each year US Veterans place American Flags on telephone poles throughout our community with the assistance from Belfast Area High School Students and community volunteers. Each flag unit, which includes a spin pole, bracket, grommets, and flag is approximately \$53.00. The VFW must purchase fifty-six flags this year to cover the City of Belfast for a total of \$2,968.00.

In the fiscal year 2023-2024 the City Council donated \$350.00 towards their efforts. This year they are seeking a \$350.00 donation from the City of Belfast. The group is confident that if the Council is willing to support at least \$350.00, they can secure donations from other businesses and organizations to reach their total goal by May 1st in order to have flags up by Memorial Day.

If approved by the City Council, I recommend that the Council make a motion to authorize up to \$350.00 as a contribution to the VFW flag fundraising efforts with funding from Account #650-726 Miscellaneous City Promotionals. This account has a current balance of \$467.00. City Administration will include a request for next year as part of FY25-26 Miscellaneous Promotionals ahead of Memorial Day 2026.

Please see the attached memo (10-N) from Operations Manager of Randall Collins VFW Jim Roberts explaining the request in further detail. I will be at the meeting to present and answer any questions.

10-O Signing of Council Orders

A recent fire at an apartment building left Belfast residents displaced while crews inspected electrical conditions and repaired water damage.

In times like these - fire, flood, or coastal storms - citizens of Belfast are always there to support their neighbors. Belfast's 'Keep the Faith Fund' allows the City to move quickly to address the needs of residents or businesses who are impacted by sudden hardship, how, and when, they need it most.

The Keep the Faith Fund was launched by the Mayor and City Council in April of 2020 to provide relief to Belfast residents facing financial hardships due to the unforeseen COVID-19 pandemic. Its initial use was providing grocery vouchers and small business grants, but it has become much more than that over the past five years, as residents and local businesses continue to look out for one another.

As was said by Mayor Sanders in 2020, "I am in awe of the Citizens of Belfast, and we all now fully realize why we live here. The amount of awareness from our Council, our commitment to

our City, and to the people and small businesses that make up Belfast; the Keep the Faith Fund is simply a by-product of love for our Community.”

Since its inception, the Keep the Faith Fund has been used to support residents and small businesses that have been victims of fire, economic turmoil, and natural disasters; ensuring the integral structure of Belfast – our community – remains intact.

Community members and local organizations alike are encouraged to donate.

You can help make a difference when it matters most by donating online on Go Fund Me, hosted by Our Town Belfast, at <https://gofund.me/5c1e871b>, or by check to City of Belfast and note ‘Keep the Faith’ in the memo. All donations are tax deductible, just ask the City Clerk’s Office for a receipt if you pay by check.

Please consider donating today and thank you for supporting members of our community here in Belfast during challenging times.

**City of Belfast
Consent Agenda
Tuesday, April 1, 2025
Meeting #19**

The following items are proposed as our Consent Agenda. As in the past the items are voted on in one blanket motion to the affirmative. One Councilor makes a motion to approve the items as stated, and then another Councilor will second that motion and the whole Council votes. If a Councilor requests an item be removed from the consent agenda, they do so during the adoption of the agenda. If a member of the public requests that an item be removed from the consent agenda, they can do so in the open to the public section. Suggested motions are listed and supporting material is enclosed.

9) Permits, Petitions and Licenses - Consent Agenda

A. Request to approve a corrective Order of Condemnation for Map 37, Lot 151.

Motion to approve a corrective Order of Condemnation for Map 37, Lot 151.

B. Request to approve an application by Lisa Mosher d/b/a Dockside Family Restaurant located at 30 Main Street, Belfast, Maine for a renewal Malt, Spirituous and Vinous Class A Restaurant liquor license.

Motion to approve an application by Lisa Mosher d/b/a Dockside Family Restaurant located at 30 Main Street, Belfast, Maine for a renewal Malt, Spirituous and Vinous Class A Restaurant liquor license.

C. Request to approve an application by Chuck Quappe d/b/a Belfast Maskers located at 17 Court Street, Belfast, Maine for a renewal Malt and Vinous Class Performing Arts Center liquor license.

Motion to approve an application by Chuck Quappe d/b/a Belfast Maskers located at 17 Court Street, Belfast, Maine for a renewal Malt and Vinous Class Performing Arts Center liquor license.

- D. Request to approve a Special Amusement Permit for Bowen's Pizzeria & Deli LLC d/b/a Bowen's Pizzeria & Deli for live music, DJ, Karaoke, dancing, and all live entertainment located at 181 Waterville Road, Belfast, Maine, indoor and outdoor.**

Motion to approve a Special Amusement Permit for Bowen's Pizzeria & Deli LLC d/b/a Bowen's Pizzeria & Deli for live music, DJ, Karaoke, dancing, and all live entertainment located at 181 Waterville Road, Belfast, Maine, indoor and outdoor.

- E. Request to approve a Facility Use Application by Meg Shorette for use of the City Hall parking lot on High Street for the annual All Roads Music Festival on Friday, May 16, 2025, starting at 4:00 p.m. through Saturday, May 17th, 2025, until 1:00 p.m.**

Motion to approve a Facility Use Application by Meg Shorette for use of the City Hall parking lot on High Street for the annual All Roads Music Festival on Friday, May 16, 2025, starting at 4:00 p.m. through Saturday, May 17th, 2025, until 1:00 p.m.

- F. Request to approve a Facility Use Application by the Belfast Rotary Club for use of City streets, starting at Belfast Commons, for the annual Bug Run 5K walk/run race, as part of the Belfast Harbor Fest, on Saturday, August 16th, 2025, from 7:30 a.m. to 10:00 a.m.**

Motion to approve a Facility Use Application by the Belfast Rotary Club for use of City streets, starting at Belfast Commons, for the annual Bug Run 5K walk/run race, as part of the Belfast Harbor Fest, on Saturday, August 16th, 2025, from 7:30 a.m. to 10:00 a.m.

- G. Request to approve a Facility Use Application by the Belfast Lions Club for use of City streets, starting at the Route 1 Overpass near Belfast Area High School for the annual Ghostly Gallop 5K walk/run race on Saturday, October 25th, 2025, from 8:30 a.m. to 10:00 a.m.**

Motion to approve a Facility Use Application by the Belfast Lions Club for use of City streets, starting at the Route 1 Overpass near Belfast Area High School for the annual Ghostly Gallop 5K walk/run race on Saturday, October 25th, 2025, from 8:30 a.m. to 10:00 a.m.

9.A

CLERK'S CERTIFICATE OF CONDEMNATION

BELFAST CITY COUNCIL

CITY OF BELFAST, MAINE

I, Angie Crosby, duly appointed City Clerk for the **City of Belfast**, Waldo County, Maine, hereby Certify pursuant to 23 M.R.S. § 3024 that attached hereto is a Corrective Condemnation Order dated April 1, 2025. Said Corrective Condemnation Order was approved by the City of Belfast by unanimous vote (5-0) of the Belfast City Council, Belfast, Maine at a duly noticed meeting on April 1, 2025. The attached Corrective Condemnation Order and Exhibits, which are incorporated herein, describe the action taken by said Municipal Officers as well as the property interests thereby condemned and taken from **74 High Street LLC**.

This Certificate is made pursuant to the requirements of 23 M.R.S. § 3023 and 3024.

WITNESS

ANGIE CROSBY, BELFAST CITY CLERK

STATE OF MAINE
COUNTY OF WALDO, ss

April ____, 2025

Then personally appeared the above-named Angie Crosby, in her capacity as the duly appointed City Clerk for the City of Belfast, Maine, and acknowledged the foregoing instrument to be her free act in deed, in her said capacity.

Before me,

Notary Public

Printed Name

My commission expires:

CORRECTIVE ORDER OF CONDEMNATION

CITY OF BELFAST, MAINE
(23 M.R.S. § 3021 et. seq., 30-A M.R.S. § 3101)

This document corrects an error in the Order of Condemnation recorded in the Waldo County Registry of Deeds at Book 5043, Page 292. The property subject to the Order of Condemnation was stated in the original Order as Map 37, Lot 15. This was a scrivener's order and should read throughout as Map 37, Lot 151.

KNOW ALL PERSONS BY THESE PRESENTS: The Notice of Intent to Condemn Real Property Interests and to adopt this Condemnation Order has been seasonably and publicly posted by the City of Belfast, Maine, a duly chartered municipal corporation, with a principal place of business at Belfast City Hall, 131 Church Street, Belfast, ME 04915, as described herein, and additional notice via FEDEX mailing was provided to the following named entity:

74 HIGH STREET, LLC
Attn: James Constable, Principal
23 Barnard Road
Belmont, MA 02478

Pursuant to and consistent with 1 M.R.S. § 816, 30-A M.R.S. § 3101, and 23 M.R.S. § 3021 et seq., the members of the Belfast City Council, in their capacity as the Municipal Officers of the City of Belfast, Maine, gave seasonable notice of their intentions to Condemn and take by the process of Eminent Domain the fee interest in and to that certain property located in said City at **74 High Street** and shown on the City's Tax Maps at **Map 37, Lot 151** (the "Property"), by posting notices at (1) the City of Belfast City Hall Building located at 131 Church Street, Belfast, Maine 04915, (2) the Official Website of the City of Belfast, and (3) on the premises of the Property. The postings were completed on September 11, 2024.

A public hearing was conducted on September 17, 2024 by the Belfast City Council sitting at 131 Church Street, Belfast, Maine and continued on October 1, 2024. Thereafter the Belfast City Council voted to approve this Condemnation and taking by Eminent Domain of the Property as described in Exhibit A attached hereto, and to pay \$0 in Damages in consideration of the adjudged dangerous building located on the Property which must be removed at substantial expense, as detailed within the attached Exhibit B.

At the public hearing, the Belfast City Council adopted legislative findings as described in Exhibit C, attached hereto, consistent with Eminent Domain authority granted to municipalities as set forth in 1 M.R.S. § 816, 23 M.R.S. § 3021 et. seq., and 30-A M.R.S. § 3101.

THEREFORE, the Municipal Officers, sitting as the Belfast City Council, and waiving the second reading as provided by the Belfast City Charter, hereby Resolve, Order and Appropriate this Condemnation Order to take by Eminent Domain the real property interests described and depicted in Schedules A and B, from the property owner therein named, by unanimous vote on October 1, 2024.

RESOLVED, ORDERED AND APPROPRIATED, this 1st day of April, 2025.

By the City Council of the City of Belfast, Maine:

Mary Mortier, Ward 1 Councilor

Neal Harkness, Ward II Councilor

Brenda Bonneville, Ward III Councilor

Christopher Bitely, Ward IV Councilor

Paul Dean, Ward V Councilor

EXHIBIT A

A certain real property, together with buildings and improvements thereon, located at 74 High Street, Belfast, Waldo County, Maine, depicted on the City of Belfast's Tax Maps at Map 37, Lot 151, and being further described in a deed to 74 High Street, LLC recorded in the Waldo County Registry of Deeds at Book 3659, Page 117 as follows:

A CERTAIN lot or parcel of land, with any buildings thereon, situated in Belfast, County of Waldo and State of Maine, more particularly bounded and described as follows:

BOUNDED on the North by the land formerly of Charles N. Black, on the East by High Street; on the South by land now or formerly of Hester Brown et als; and on the West by land formerly of Thomas B. Dinsmore and land formerly of Mrs. A.C. Burgess. Together with the right to enter the land now or formerly of Elena B. Shute solely to (1) maintain the rear of the building of the Grantee herein located on the premises described in a deed of Mae Murray Nursing Homes, Inc. to Bradbury Manor dated August 3, 1962 and recorded in the Waldo County Registry of Deeds in Book 604, Page 335, and (2) use and maintain the existing fire escape located on the premises of Elena B. Shute and attached to the said building of the Grantee herein. Being the same easement described in a deed from Elena B. Shute to Bradbury Manor, dated June 30, 1996 and recorded in the Waldo County Registry of Deeds at Book 1622, Page 114.

MEANING and intending to convey Parcel One in a deed of Bradbury Manor and Robert J. Dore to Robert J. Dore, dated November 24, 2009, and recorded in the Waldo County Registry of Deeds.

FOR REFERENCE, see deed of Robert J. Dore to James W. Green, dated December 8, 2009 and recorded in the Waldo County Registry of Deeds at Book 3040, Page 55.

EXHIBIT B

ACCOUNTING OF DAMAGES

74 HIGH STREET, BELFAST

Total Assessed Property Value 2023-2024	\$179,800.00
Cost to Properly Remove Structure And Remediate Property, as set forth in a proposal By EnviroVantage dated May 11, 2023 (Attached to this Exhibit as Exhibit B-1)	\$455,275.00
Cost to Properly Remove Structure as adjusted for inflation between May 2024 and August 2024	\$471,246.00

Resulting Value of Property Considering Cost of Required Remediation:

$\$179,000 - \$471,246 = -\$292,246$

Damages assessed to be paid in connection with Condemnation Order: \$ 0.00

EXHIBIT C

STATEMENT OF LEGISLATIVE FINDINGS CONDEMNATION OF 74 HIGH STREET, MAP 37, LOT 151

1. The Structure (“Structure”) located at 74 High Street and depicted on the City’s Tax Maps as Map 37, Lot 151 and further described in Exhibit A of the Order of Condemnation to which this Exhibit C is attached (the “Property”) was adjudged by order of the City Council dated April 20, 2021 and approved by Council resolution dated June 1, 2021 to be a dangerous building pursuant to 17 M.R.S. § 2851. Said Order, which is incorporated into these findings by reference, ordered the Structure to be removed by the owner, 74 High Street, LLC.
2. The City subsequently brought an action in Belfast District Court under Docket Number WALDC-CV-2021-014 pursuant to 17 M.R.S. § 2851 et. seq. seeking an order from the Court that the Structure be removed. The facts and conclusions set forth in the Complaint in said action dated February 5, 2021, as well as the Court’s Judgment and Order dated June 26, 2024, are incorporated herein by reference.
3. The Belfast District Court, by its Judgment and Order dated June 26, 2024, found “that the structure at 74 High Street in the City of Belfast, Maine, is a dangerous building in violation of the City of Belfast’s Property Maintenance Code” and ordered that the Defendant remove and properly dispose of the Structure within 30 days of the entry of that Order.
4. Despite having had more than three years since the dangerous building order was issued and approximately three months since the Court’s Order was issued, owner 74 High Street, LLC has taken no actions to have the Structure removed in accordance with those respective orders, and has expressed no intention or ability to remove the Structure.
5. The City, with the assistance of the Maine Department of Environmental Protection, has used an awarded Brownfields Assessment Grant to obtain detailed environmental and structural reviews of the condition of the Structure and of the work needed to properly remove and dispose of the Structure, which includes materials containing asbestos and other hazardous materials.
6. The City has obtained a professional quote from EnviroVantage for the removal, cleanup, disposal and remediation work associated with properly removing and disposing of all Structure materials. The quote, dated May 11, 2023, reflects an estimated cost of work of \$455,270. Adjusted for inflation through August of 2024 (the last date for which data is available) the cost of work is estimated to be \$ 471,246.

7. While the City has authority to dispose of the Structure pursuant to the dangerous building and Court orders, it has no source of funding to provide for the appropriate and necessary costs of removal and disposal of the Structure.
8. While significant grant funds are available for cleanup of hazardous structures, the grantee is generally required to own the structure in order to access those grant funds. The City's Economic Development Director has identified such grant sources for which this Property would be immediately eligible, if owned by the City.
9. The Property is located on a main thoroughfare of the City, and its derelict condition has created slum and blight in an area that is critical to the economic vitality of the City of Belfast.
10. The Property also falls within the Downtown Waterfront Master Plan as adopted by the City Council June 1, 2011 and Updated February 21, 2012, which made recommendations regarding the revitalization and improvement of the City's critical downtown waterfront area. The Master Plan specifically "encourage[s] the demolition of the former Bradbury Nursing Home building on High Street [the Property]."
11. The Property's vacant and accessible condition makes it an attractive nuisance for local residents and visitors, and a location for potential trespass and occupancy by the public, contributing to risk of fire or injury.
12. The Structure has been adjudged by properly qualified structural engineers, as well as by the City's Code Enforcement Officer, City Planner, City Council and the Belfast District Court to be a dangerous and hazardous structure that poses a risk to the public due to its structural instability, presence of dangerous mold, hazardous building materials and fire risk.
13. The Structure must be immediately removed to protect the health, safety and wellbeing of Belfast residents and visitors, and the security and safety of the properties surrounding the Property.
14. Because the City does not have appropriated funds to remove the Structure and has no reasonable expectation or ability to assess the substantial costs of removal upon the City's taxpayers, the only reasonably likely way to access necessary funds is through obtaining ownership of the Property and obtaining grant funds to remove the Structure.
15. The City Council believes that the condition of the Property will continue to deteriorate at an accelerated rate if action is not taken to remove the Structure.
16. Once cleanup is complete, the Property will be usable for other beneficial purposes, to include commercial and/or residential redevelopment, or as open space for recreational use, all of which uses are deemed to have substantial public benefit in the Downtown Waterfront Area.

17. Based upon the foregoing, there exists public exigency sufficient to support this condemnation. The City has engaged the Property's owner with a request to take ownership of the Property, which request has been refused. The exercise of eminent domain is necessary in order to most quickly remove the Structure and stop the risk of harms that it poses to City residents, visitors and property owners, and to remove the slum and blight on a critical downtown neighborhood.

18. In accordance with the findings set forth in Exhibit B attached to the Order of Condemnation, the City Council assesses no damages to 74 High Street, LLC in connection with the Order because the cost of removal of the Structure far exceeds the value of the Property.

9.E, F+G



CITY OF BELFAST

131 Church Street
Belfast, Maine 04915

Pamela J. Salokangas, CPRP, CPSI
Parks & Recreation Director

Email: parksandrec@cityofbelfast.org
Phone: (207) 338-3370, ext. 127

MEMORANDUM

TO: Erin Herbig, City Manager
FROM: Pam Salokangas, Parks and Recreation Director
DATE: March 24, 2025
RE: Facility Use Requests

The City of Belfast Parks and Recreation Department is presenting the following Facility Use Requests for the Consent Agenda.

9.E **All Roads Music Festival**

This annual event is returning in 2025, scheduled for Friday and Saturday, May 16 and May 17. The event will run 4 PM-12 AM on Friday, and 12 PM-1 AM on Saturday, and all events are being held on private property except the All Roads Music Festival's request for use of the City Hall High Street parking lot for food vendors. Typically, Parks and Recreation staff will close the lot early on Friday with barricades, and we provide electrical access as well. All concerts are held on private property throughout the City.

Festival organizers will provide a Certificate of Insurance with the City listed as an additional insured no later than May 5, 2025.

Belfast Parks and Recreation recommends approval by Belfast City Council for this event.

9.F **Bug Run 5K (as part of the Belfast Harbor Fest)**

This annual event is set for Saturday, August 16, with an 8 AM race start as part of the Saturday events at Belfast Harbor Fest. This 5K utilizes the city's surface streets, starting at Belfast Common, and running south on an out-and-back route, and then transitioning to Front Street, the Harbor Walk, and the Armistice Footbridge, and returning to the finish line along Front Street (map attached). The race is starting slightly earlier this year to accommodate traffic for the Farmer's Market and boat/trailer traffic at the waterfront.

The organizers are requesting three Belfast Police Officers, one as race lead on motorcycle, one at the start (Union & Miller Streets), and one at Main and Front Streets for the duration of the race for any traffic needs. Street closures are requested for Federal Street (Main to Front) and Front Street (Federal





CITY OF BELFAST

131 Church Street
Belfast, Maine 04915

Memo to City Manager

March 24, 2025

Page 2

to Spring) from 7:30-9:30 AM. All runners and walkers should be finished by 9:30 AM with clean-up complete by 10 AM. Certificate of Insurance is due to the City by August 4, 2025.

Belfast Parks and Recreation recommends approval by Belfast City Council for this event.

9.  **Ghostly Gallup 5K**

This annual fundraising race is scheduled for Saturday, October 25, 2025, by the Belfast Lions Club with an 8:30 AM start time. The 5K race uses the City's surface streets, starting at the Route 1 Overpass near the BAHS, and utilizing an out-and-back route (map attached).

The organizers are requesting a Belfast Policy Officer for the Route 1 Overpass intersection to close the bridge between 8:25-8:35 AM for the start of the race; they are also requesting trash cans from the Parks and Recreation Department. All runners and walkers should be finished by 9:30 AM with clean-up complete by 10 AM. Certificate of Insurance is due to the City by October 14, 2025.

Belfast Parks and Recreation recommends approval by Belfast City Council for this event.





Facilities Use Request City of Belfast, Maine



The City of Belfast owns streets, sidewalks, parks, land, and buildings. It is the policy of the City that property belonging to the citizens of Belfast be available to the public. Unless specifically approved to the contrary, no public property will be set aside for the exclusive use of any individual or group and the general public will at all reasonable times have access to City property.

This application is specifically for City property such as waterfront parks, pavilions, streets, sidewalks, etc. This application is NOT for the Belfast Boathouse, but it may be required in addition to the Belfast Boathouse Rental Application if you are planning an event that includes both the Belfast Boathouse and Steamboat Landing Park.

This application must be submitted 60 days or more before the proposed event date. This allows for the application to be reviewed by all departments and to be reviewed and approved by the Belfast City Council.

EVENT NAME: All Roads Music Festival

BRIEF EVENT DESCRIPTION: 2 day Maine music event

DATES and TIMES: May 16, 2025: 4pm - 12am
May 17, 2025: 12pm-1am

PROPOSED LOCATIONS/AREAS TO BE USED:

City Hall lot on High Street only (same set up past years)

ORGANIZING GROUP (if applicable): All Roads Music Festival

GROUP REPRESENTATIVE/INDIVIDUAL NAME: Meg Shorette

MAILING ADDRESS:

PHONE NUMBER: 2074620524 **CELL PHONE:**

All applications and related documents must be returned to the Belfast Parks and Recreation Office at City Hall, 131 Church Street, Ground Level (drop off at City Clerk's office). Questions? Please call 207- 338-3370 Ext. 127 or parksandrec@cityofbelfast.org.

This is a planning checklist for your benefit as well as the City's. **All activities must be included in the event description; anything not included cannot be approved and cannot be added later unless a second or revised application is submitted. Approvals will not be provided to individuals or groups who are uncertain of their plans.**

When you are ready to submit your application, please attach maps, additional sheets, event outlines etc. which will help to explain your request. If any of the following questions do NOT apply to your event, simply write N/A (not applicable) in the space provided. Thank you.

Describe in detail the activities within your event and the schedule you are proposing.

Schedule is viewable online at www.allroadsmusicfest.com! We run a half day of music on Friday and a full day on Saturday.

Based on the facilities noted above, how do you intend to use the spaces requested?

We intend to only use that city lot. Our other venues are private.

Are you asking to close off any City Streets? If so, please list by street name (include from where-to-where the street will be blocked, days, times, etc.).

No

If yes, who will be managing the street closures?

n/a

How many people do you expect at your event?

1200

How many volunteers do you expect at your event?

30

Will you be selling things at this event? If yes, what will you be selling, and please provide descriptions.

bands may sell merch

If you will not be selling anything, will others at this event be selling items? If yes, please provide details.

bands may sell merch

Will you be renting spaces to vendors on City property? If yes, please provide for the type of vendors and your fees.

no

Please provide an explanation of vendor space sizes, locations, load-in/load-out details, etc.

In past years the city hall lot has been blocked off early either Friday night or early Saturday to prevent parking in that space.

Does this event call for any type of open fire, including for cooking purposes? If so, please describe what fire safety measures you plan on employing associated with this potential hazard? NOTE: a fire permit may be required.

No

How do you propose to handle garbage removal?

Parks and Rec has put out extra bins to assist.

How do you propose to handle parking and how will parking instructions be communicated to vendors, volunteers, service providers, and your customers?

We communicate internally during training and onboarding. Fest attendees park in city lots and on streets.

How do you propose to handle security, if needed.

Each venue has a venue manager with a radio to communicate with the team.

This year we would like to explore the process for golf cart approval to assist in moving quickly between venues. If you can advise on the best way to approach this, we'd be grateful.

How do you propose to handle the need for regular and accessible restrooms?

All of our venues have accessible restrooms

What are your electrical needs, and how will you provide electricity?

Norm would leave the power access open on each side of city hall for our food vendors. We typically have no more than 3.

What kind of noise do you expect to generate at this event and during which specific period of time?

Our venues are indoors with the exception of Marshall Wharf. The sound there would be similar to when they have live music performances.

What are your event safety protocols (i.e., weather, injury), and will you have a First Aid tent?

We do have a first aid tent area at the box office.

Have you spoken to the neighbors in the area of this event regarding traffic, noise, parking etc.? NOTE: You may need to provide parking lot monitors and signage for your event.

Our partners help us so much with this! Chamber of Commerce, Marshall Wharf and Our Town Belfast are great at helping us get our communications and announcements out.

Will any alcohol be served or consumed at this event? If yes, please provide details on who will be providing that service, including their contact information (phone and email). NOTE: Additional permits may be required for your event based on your service provider, their liability insurance coverages, and any existing permits they may have.

We secure off-site permits for The Bazz and the Legion Hall each year.

Please attach a map that shows your event's boundaries, how you will set-up your event (vendors, beer/wine garden, restrooms, where activities will be located, your access points, and any other pertinent details).

Are you able to provide a Certificate of Insurance in the amount of \$1,000,000 that also lists the City of Belfast as an additional insured to hold the City of Belfast harmless from any and all injuries that may occur as the result of any negligence on your part in conducting this event?

Yes.

Who is your insurance agent that will provide the Certificate of Insurance as proof of this policy?

Quirk Insurance

Who will be in charge of the event and on-site for the majority of the event's duration? Please include cell phone numbers and an email address.

Meg Shorette 207-462-0524
Joshua Gass 818-749-8600

Are you asking the City for any additional services over and above the request to use the facilities you have described above? If so, please be specific. (Examples: barricades, security/street closures, electrical access, etc.)

No

Are there any other details you haven't addressed and that you would like to include?

No! No major changes this year. It's our 10th year so we're very excited.

Have you reviewed the specific policies for use of City-owned property, located in Appendix A?



Yes



No

Department and Services Requested

City Manager:	
Police:	
Fire/ Ambulance:	
Parks and Rec.:	Barricades and Power Box.
Public Works:	
Harbor Master:	
Other:	No! No major changes this year. It's our 10th year so we're very excited.

Remember, if any aspect of the activity you wish to conduct is not specifically listed on this checklist, then there will be no permission to conduct that activity unless an amended form or an addendum is filed for approval by City Council. Any amendments or addenda must be filed more than 60 days prior to the event date.

I certify that I am at least twenty-one (21) years of age. I have read and fully understand the Facilities Request Application and also the rules and regulations utilizing Belfast Parks and Recreation's facilities and property. I am an authorized representative of above listed business, organization, or event and will abide by all rules and regulations set forth by this agreement. I understand and fully agree to forfeiture of any or all deposits if I am not in compliance with the terms set forth by this agreement. In signing this form as an individual or as a representative of the above listed business or organization, release the City of Belfast from any and all liability in case of death or injury during the use of any City-owned facility or property.

SIGNATURE: Meg Shorette

DATE: 3/12/2025

REVIEW #1: Pamela J. Salokangas

DATE: March 20, 2025

REVIEW #2: _____

DATE: _____

APPROVAL: _____

DATE: _____

APPENDIX A:
SPECIFIC POLICIES RELATED TO
USE OF CITY PARKS AND PROPERTY FOR SPECIAL EVENTS AND FUNDRAISERS

The purpose of this policy is to specify and clarify procedures regarding the use of City parks for special events or fundraising events and to ensure these activities meet the requirements of the City ordinances. **A Special Event or Fundraiser can be defined as any event that exceeds 75 people, and which is open to the general public, and/or where fundraising may occur through an event pre- registration, and/or where donations will be accepted in advance or on-site.**

This policy applies to:

- all City parks and park areas;
- the City pool;
- and for other City-owned property utilized for special events or fundraisers (i.e., sidewalks, streets, city parking lots).

Reservations must be secured for special events/fundraisers AT LEAST 60 days in advance. Some events may require additional lead time and should be discussed in advance. This time frame allows the Department to review requirements with organizers, secure paperwork and deposits, and then forward to City Council for approval for any atypical details or waiver requests.

NOTE: Several waterfront parks are also designated as special event spaces since they provide the most space for the larger events held in the City of Belfast. Special requirements are necessary to balance the use at the various City parks and to ensure that the parks are still open to the general public and that parking is available for all events and for general users.

The following types of large group events are subject to the provisions of this policy:

- Community events sponsored by Belfast-based civic or social organizations,
- Fundraising events sponsored by a Belfast-based non-profit organization to benefit a Belfast-based program,
- Special athletic or sporting events by a Belfast-based group,
- Concerts or public performance events at any park,
- Special events at the Belfast Dog Park,
- Other events as determined by the Parks and Recreation Director or the Parks, Trails, and Recreation Committee.

The following rules apply:

- Since each event is somewhat unique, the Director of Parks & Recreation will determine if the planned event shall be covered by this policy.
- Belfast-based groups organizing a large special event/fundraiser will have priority over non-Belfast-based groups.
- Special events/fundraisers are booked on a first-come, first-served basis EXCEPT three annual events with a long event history and schedule—Arts In The Park, Maine Celtic Celebration, and the Belfast Harbor Fest.
- All special events/fundraisers must be reviewed in advance to ensure that they meet this

policy and the City ordinances regarding public safety, alcohol, permitting, etc.

Scheduling

Special Events/Fundraisers can be scheduled up to one (1) year in advance. The appropriate rental form (either Special Event/Facility Request or a Belfast Boathouse Rental Application, or in some cases both forms) must be completed to secure a date. The Parks and Recreation Director will determine when rental deposit, security deposit, final payment, and insurance certificate will be due. The rental date(s) will not be secure until rental deposit and/or full payment (depending on lead time) is paid.

Reservations must be secured for special events/fundraisers AT LEAST 60 days in advance. In addition, the Director and/or City Manager/City Council may:

- deny or revoke reservations to any event which is not compatible with the facility or other scheduled events;
- restrict the total number of Special Events/Fundraisers which may be held per year at each park;
- deny or revoke reservations to any event with the potential of overloading park visitor capacity with respect to public safety or facility capacity or parking accommodations;
- suggest alternate locations in order to better accommodate Special Events/Fundraisers with respect to public safety, parking, visitor capacity;
- move activity locations or cancel specific activities if inclement weather has created hazardous conditions or the potential for excessive facility damage;
- all cases of reservation denial or revocation may be appealed to the Belfast City Council at their next regularly-scheduled meeting.

Event Planning

Special event/fundraiser organizers shall meet with the Director at least 60 days prior to the event to review preliminary event plans, determine activity locations in the park, and confirm all operational details. A second meeting 7-10 days prior to the event may also be scheduled. Provisions for inclement weather/heavy rain should be made by the sponsoring group with regard to all event operations (parking areas, activities, food service, etc., to include moving activity locations or canceling specific activities if inclement weather has created hazardous conditions or the potential for excessive facility damage.). The Department Director must approve event details in advance.

Tent Policy

If you intend to erect tents of your own or rented tents from a third-party, you will need to adhere to the following recommendations:

- All tents, no matter the size, should be staked properly to avoid any accidental fly-aways during windy days. Tent stakes should be marked clearly to avoid any tripping hazards.
- Large tents (larger than 20' x 20'/400 sq. ft.) installed without sides do not need any additional inspections or permits; these tents must be staked properly.
- Large tents (larger than 20' x 20'/400 sq. ft.) installed with sides, sides that will be on 100% of the time, fall into the Assembly Use category for the Maine State Fire Marshall's office. These tents would need to have a plan review for egress paths and fire retardation

certification. This would be coordinated well in advance of the event. These tents must also be staked properly.

- Large tents (larger than 20' x 20'/400 sq. ft.) with or without sides should have one (1) fire extinguisher on-hand; large tents (larger than 40' x 40'/1,600 sq. ft) with or without sides should have two (2) fire extinguishers on-hand.
- Tent stakes/support guy wires must be 12' or more from any structures, parking lots, trees, vehicles, signage, etc. Any stakes/support guy wires must be marked well for pedestrians' needs.
- Installation areas must be marked for utilities in advance of any tent installation if there is even the slightest chance that underground utilities are in the area. Utility marking is the sole responsibility of the reservation holder and should only be scheduled once reservation holder has an approved tent location from the Department.
- Additional rental fees may be required if a tent must be installed several days in advance of a special event/fundraiser, and only if the space is available.

Park Operations

Belfast Parks and Recreation is not able to financially assist special event or fundraising events. The Department may assign staff for park maintenance before, during, and after the event (for assistance with trash collection, restroom maintenance, special setups/take downs, facility maintenance, electrical needs), based on the potential number of visitors the event may generate.

The Department will invoice the event sponsors for all expenses incurred that were in excess of the normal level of park operations or that generated overtime. Only Department employees are permitted to operate Department vehicles and equipment. The large event organizers may also be required to provide volunteers to direct event parking and pedestrian access or to provide overflow parking at a non-municipal owned area, and to assist with trash collection duties. Therefore, the organizing group can expect to pay for these functions:

- Permits for alcohol/catering services; these may need to be paid by renter and/or by individual vendors participating in the fundraising or special event being sponsored by renter.
- Extra Department staff: expense depends on event details; an estimate can be provided in advance,
- Repairs to park facilities, as required, and if resulting from the group's use,
- Portable toilet rentals (supplemental) from a private supplier, pending event details,
- Trash dumpsters (supplemental) from a private supplier, pending event details, and
- Additional insurance premiums for coverage of the event with indemnification to the City of Belfast, and, if needed, for any private parking areas near the facility (see below) and/or for a liquor liability endorsement.

Insurance

All rentals that are open to the public except family rentals (non-public) shall provide to the Department, in advance of the event, a Certificate of Insurance which:

- Provides evidence of coverage in both commercial general liability insurance and automobile liability insurance (if applicable) for a minimum coverage amount of \$1,000,000 per occurrence, combined single limit:

- A Certificate of Insurance must include adding the City of Belfast as an additional insured;
- For events that are hosting alcohol-related activities such as a beer garden or wine tasting, the Certificate of Insurance will also need to demonstrate a liquor liability endorsement which may increase the insurance premium.

The minimum coverage amount that is required by the Department may be increased pending the type of event and level of risk or an additional rider may be requested. Food service and liquor operations may require additional permits, and these are typically processed by the Belfast City Clerk's office and approved by the Belfast City Council. Additional insurance coverage for food service (as well as meeting the requirements of the City and state health codes) may be required. In addition, other groups or businesses which use park facilities during special events (i.e., third-party concessionaires like food vendors) must also present in advance to the event organizer a similar Certificate of Insurance for their operations. Please contact the Department regarding specific insurance requirements for the planned event.

Parking and Vehicle Access

Very few of the Special Event areas have their own parking, especially those in the waterfront area. To host an event at Steamboat Landing Park, an event organizer will be required to rent the Belfast Boathouse to secure handicap parking and to have load-in and load-out access.

Event organizers will be required to follow the soon-to-be-created parking plan during large and multi-day events (as of 2025). Once that parking plan is in place, the Belfast Parks and Recreation Department will update this policy with those details. Parking is permitted only in designated spaces or areas. No parking on the grass or in driveways is permitted during a large group event, except with the express written permission of the Department. Tasks may also include providing appropriate signage during events, hosting volunteers for parking tasks (see below), and communicating the parking information to patrons.

The organizers should also make arrangements to furnish Parking Guides (volunteer or paid) to safely direct vehicles to the proper spaces, as well as providing safe pedestrian crossings on various roadways around the event site.

- Considerations should be given to making directional and information signs for your event.
- Vehicles parked illegally on City or private property will be ticketed by police and are subject to towing at the owner's expense.
- It is especially important that emergency access remain available at all times during your event, and that the event organizers follow the new event parking plan (2025).
- Vehicular access to any areas off the paved roadways must be approved by the Department in advance, including by event contractors, caterers, concessionaires, event leaders, etc.

If you plan to submit a request that is outside the boundaries of this policy, please submit it at least 60 days in advance.



Facilities Use Request City of Belfast, Maine



The City of Belfast owns streets, sidewalks, parks, land, and buildings. It is the policy of the City that property belonging to the citizens of Belfast be available to the public. Unless specifically approved to the contrary, no public property will be set aside for the exclusive use of any individual or group and the general public will at all reasonable times have access to City property.

This application is specifically for City property such as waterfront parks, pavilions, streets, sidewalks, etc. This application is NOT for the Belfast Boathouse, but it may be required in addition to the Belfast Boathouse Rental Application if you are planning an event that includes both the Belfast Boathouse and Steamboat Landing Park.

This application must be submitted 60 days or more before the proposed event date. This allows for the application to be reviewed by all departments and to be reviewed and approved by the Belfast City Council.

EVENT NAME: Bug Run

BRIEF EVENT DESCRIPTION: 5K Road Race/Run

DATES and TIMES: August 16, 2025; 8:00 AM Start

PROPOSED LOCATIONS/AREAS TO BE USED: See attached map

ORGANIZING GROUP (if applicable): Belfast Rotary Club

GROUP REPRESENTATIVE/INDIVIDUAL NAME: Ed Varney

MAILING ADDRESS: P.O. Box 74, Belfast, ME 04915

PHONE NUMBER: 207.462.1367 **CELL PHONE:** Same

All applications and related documents must be returned to the Belfast Parks and Recreation Office at City Hall, 131 Church Street, Ground Level (drop off at City Clerk's office). Questions? Please call 207- 338-3370 Ext. 127 or parksandrec@cityofbelfast.org.

This is a planning checklist for your benefit as well as the City's. **All activities must be included in the event description; anything not included cannot be approved and cannot be added later unless a second or revised application is submitted. Approvals will not be provided to individuals or groups who are uncertain of their plans.**

When you are ready to submit your application, please attach maps, additional sheets, event outlines etc. which will help to explain your request. If any of the following questions do NOT apply to your event, simply write N/A (not applicable) in the space provided. Thank you.

Describe in detail the activities within your event and the schedule you are proposing.

5K Road race in conjunction with Harborfest weekend. Race start is 8:00 AM. Requesting the to have Front Street blocked off between Spring & Federal from 8:00 AM to 10:00 AM.

Based on the facilities noted above, how do you intend to use the spaces requested?

Preparation for finish line of 5K road race.

Are you asking to close off any City Streets? If so, please list by street name (include from where-to-where the street will be blocked, days, times, etc.).

Yes, the section of Front Street between Federal & Spring Street; Federal Street @ Main Street from 7:30 AM to 9:30 AM, on the morning of August 16th.

If yes, who will be managing the street closures?

Myself (Ed Varney) & Leonard Kalinowski.

How many people do you expect at your event?

100

How many volunteers do you expect at your event?

28

Will you be selling things at this event? If yes, what will you be selling, and please provide descriptions.

No

If you will not be selling anything, will others at this event be selling items? If yes, please provide details.

No

Will you be renting spaces to vendors on City property? If yes, please provide for the type of vendors and your fees.

No

Please provide an explanation of vendor space sizes, locations, load-in/load-out details, etc.

N/A

Does this event call for any type of open fire, including for cooking purposes? If so, please describe what fire safety measures you plan on employing associated with this potential hazard? NOTE: a fire permit may be required.

No

How do you propose to handle garbage removal?

We complete our own garbage removal.

How do you propose to handle parking and how will parking instructions be communicated to vendors, volunteers, service providers, and your customers?

Parking is available through authorized/designated street parking

How do you propose to handle security, if needed.

'Security per se is not needed. Cheif Cormeier has committed to providing three (3) officers:
1) Motorcycle as leader; 2) Officer at race start (Union & Miller); 3) Officer posted at Main & Front Streets for race duration.

How do you propose to handle the need for regular and accessible restrooms?

Porta potties are provided within parking lot on Union Street @ Miller.

What are your electrical needs, and how will you provide electricity?

None needed.

What kind of noise do you expect to generate at this event and during which specific period of time?

Occasional cheers as runners cross the finish line.

What are your event safety protocols (i.e., weather, injury), and will you have a First Aid tent?

First aid kits and water are available at finish line; Volunteers (traffic marshals) are posted at ALL intersections that are not protected by police officers.

Have you spoken to the neighbors in the area of this event regarding traffic, noise, parking etc.? NOTE: You may need to provide parking lot monitors and signage for your event.

No

Will any alcohol be served or consumed at this event? If yes, please provide details on who will be providing that service, including their contact information (phone and email). NOTE: Additional permits may be required for your event based on your service provider, their liability insurance coverages, and any existing permits they may have.

No

Please attach a map that shows your event's boundaries, how you will set-up your event (vendors, beer/wine garden, restrooms, where activities will be located, your access points, and any other pertinent details).

Are you able to provide a Certificate of Insurance in the amount of \$1,000,000 that also lists the City of Belfast as an additional insured to hold the City of Belfast harmless from any and all injuries that may occur as the result of any negligence on your part in conducting this event?

Yes

Who is your insurance agent that will provide the Certificate of Insurance as proof of this policy?

Reyn Ritchie representing Rotary International

Who will be in charge of the event and on-site for the majority of the event's duration? Please include cell phone numbers and an email address.

Ed Varney - 207-462-1367

Are you asking the City for any additional services over and above the request to use the facilities you have described above? If so, please be specific. (Examples: barricades, security/street closures, electrical access, etc.)

Yes: Six (6) barricades baricades and six (6) traffic cones @ Spring & Front Streets; Two (2) baricades and thirty (30) cones @ 'Upper P/L' of Belfast Common.

Are there any other details you haven't addressed and that you would like to include?

No

Have you reviewed the specific policies for use of City-owned property, located in Appendix A?



Yes



No

Department and Services Requested

City Manager:	
Police:	
Fire/ Ambulance:	
Parks and Rec.:	
Public Works:	
Harbor Master:	
Other:	No

Remember, if any aspect of the activity you wish to conduct is not specifically listed on this checklist, then there will be no permission to conduct that activity unless an amended form or an addendum is filed for approval by City Council. Any amendments or addenda must be filed more than 60 days prior to the event date.

I certify that I am at least twenty-one (21) years of age. I have read and fully understand the Belfast Boathouse Rental Agreement and also the rules and regulations for renting the Belfast Boathouse located at 34 Commercial Street in Belfast, Maine. I am an authorized representative of above listed business, organization, or event and will abide by all rules and regulations set forth by this agreement. I understand and fully agree to forfeiture of any or all deposits if I am not in compliance with the terms set forth by this agreement. In signing this form as an individual or as a representative of the above listed business or organization, release the City of Belfast from any and all liability in case of death or injury during the use of the Belfast Boathouse facilities.

SIGNATURE: _____	DATE: _____
REVIEW #1: _____	DATE: _____
REVIEW #2: _____	DATE: _____
APPROVAL: _____	DATE: _____

APPENDIX A:
SPECIFIC POLICIES RELATED TO
USE OF CITY PARKS AND PROPERTY FOR SPECIAL EVENTS AND FUNDRAISERS

The purpose of this policy is to specify and clarify procedures regarding the use of City parks for special events or fundraising events and to ensure these activities meet the requirements of the City ordinances. **A Special Event or Fundraiser can be defined as any event that exceeds 75 people, and which is open to the general public, and/or where fundraising may occur through an event pre- registration, and/or where donations will be accepted in advance or on-site.**

This policy applies to:

- all City parks and park areas;
- the City pool;
- and for other City-owned property utilized for special events or fundraisers (i.e., sidewalks, streets, city parking lots).

Reservations must be secured for special events/fundraisers AT LEAST 60 days in advance. Some events may require additional lead time and should be discussed in advance. This time frame allows the Department to review requirements with organizers, secure paperwork and deposits, and then forward to City Council for approval for any atypical details or waiver requests.

NOTE: Several waterfront parks are also designated as special event spaces since they provide the most space for the larger events held in the City of Belfast. Special requirements are necessary to balance the use at the various City parks and to ensure that the parks are still open to the general public and that parking is available for all events and for general users.

The following types of large group events are subject to the provisions of this policy:

- Community events sponsored by Belfast-based civic or social organizations,
- Fundraising events sponsored by a Belfast-based non-profit organization to benefit a Belfast-based program,
- Special athletic or sporting events by a Belfast-based group,
- Concerts or public performance events at any park,
- Special events at the Belfast Dog Park,
- Other events as determined by the Parks and Recreation Director or the Parks, Trails, and Recreation Committee.

The following rules apply:

- Since each event is somewhat unique, the Director of Parks & Recreation will determine if the planned event shall be covered by this policy.
- Belfast-based groups organizing a large special event/fundraiser will have priority over non-Belfast-based groups.
- Special events/fundraisers are booked on a first-come, first-served basis EXCEPT three annual events with a long event history and schedule—Arts In The Park, Maine Celtic Celebration, and the Belfast Harbor Fest.
- All special events/fundraisers must be reviewed in advance to ensure that they meet this

policy and the City ordinances regarding public safety, alcohol, permitting, etc.

Scheduling

Special Events/Fundraisers can be scheduled up to one (1) year in advance. The appropriate rental form (either Special Event/Facility Request or a Belfast Boathouse Rental Application, or in some cases both forms) must be completed to secure a date. The Parks and Recreation Director will determine when rental deposit, security deposit, final payment, and insurance certificate will be due. The rental date(s) will not be secure until rental deposit and/or full payment (depending on lead time) is paid.

Reservations must be secured for special events/fundraisers AT LEAST 60 days in advance. In addition, the Director and/or City Manager/City Council may:

- deny or revoke reservations to any event which is not compatible with the facility or other scheduled events;
- restrict the total number of Special Events/Fundraisers which may be held per year at each park;
- deny or revoke reservations to any event with the potential of overloading park visitor capacity with respect to public safety or facility capacity or parking accommodations;
- suggest alternate locations in order to better accommodate Special Events/Fundraisers with respect to public safety, parking, visitor capacity;
- move activity locations or cancel specific activities if inclement weather has created hazardous conditions or the potential for excessive facility damage;
- all cases of reservation denial or revocation may be appealed to the Belfast City Council at their next regularly-scheduled meeting.

Event Planning

Special event/fundraiser organizers shall meet with the Director **at least 60 days** prior to the event to review preliminary event plans, determine activity locations in the park, and confirm all operational details. A second meeting 7-10 days prior to the event may also be scheduled. Provisions for inclement weather/heavy rain should be made by the sponsoring group with regard to all event operations (parking areas, activities, food service, etc., to include moving activity locations or canceling specific activities if inclement weather has created hazardous conditions or the potential for excessive facility damage.). The Department Director must approve event details in advance.

Tent Policy

If you intend to erect tents of your own or rented tents from a third-party, you will need to adhere to the following recommendations:

- All tents, no matter the size, should be staked properly to avoid any accidental fly-aways during windy days. Tent stakes should be marked clearly to avoid any tripping hazards.
- Large tents (larger than 20' x 20'/400 sq. ft.) installed without sides do not need any additional inspections or permits; these tents must be staked properly.
- Large tents (larger than 20' x 20'/400 sq. ft.) installed with sides, sides that will be on 100% of the time, fall into the Assembly Use category for the Maine State Fire Marshall's office. These tents would need to have a plan review for egress paths and fire retardation

certification. This would be coordinated well in advance of the event. These tents must also be staked properly.

- Large tents (larger than 20' x 20'/400 sq. ft.) with or without sides should have one (1) fire extinguisher on-hand; large tents (larger than 40' x 40'/1,600 sq. ft) with or without sides should have two (2) fire extinguishers on-hand.
- Tent stakes/support guy wires must be 12' or more from any structures, parking lots, trees, vehicles, signage, etc. Any stakes/support guy wires must be marked well for pedestrians' needs.
- Installation areas must be marked for utilities in advance of any tent installation if there is even the slightest chance that underground utilities are in the area. Utility marking is the sole responsibility of the reservation holder and should only be scheduled once reservation holder has an approved tent location from the Department.
- Additional rental fees may be required if a tent must be installed several days in advance of a special event/fundraiser, and only if the space is available.

Park Operations

Belfast Parks and Recreation is not able to financially assist special event or fundraising events. The Department may assign staff for park maintenance before, during, and after the event (for assistance with trash collection, restroom maintenance, special setups/take downs, facility maintenance, electrical needs), based on the potential number of visitors the event may generate.

The Department will invoice the event sponsors for all expenses incurred that were in excess of the normal level of park operations or that generated overtime. Only Department employees are permitted to operate Department vehicles and equipment. The large event organizers may also be required to provide volunteers to direct event parking and pedestrian access or to provide overflow parking at a non-municipal owned area, and to assist with trash collection duties. Therefore, the organizing group can expect to pay for these functions:

- Permits for alcohol/catering services; these may need to be paid by renter and/or by individual vendors participating in the fundraising or special event being sponsored by renter.
- Extra Department staff: expense depends on event details; an estimate can be provided in advance,
- Repairs to park facilities, as required, and if resulting from the group's use,
- Portable toilet rentals (supplemental) from a private supplier, pending event details,
- Trash dumpsters (supplemental) from a private supplier, pending event details, and
- Additional insurance premiums for coverage of the event with indemnification to the City of Belfast, and, if needed, for any private parking areas near the facility (see below) and/or for a liquor liability endorsement.

Insurance

All rentals that are open to the public except family rentals (non-public) shall provide to the Department, in advance of the event, a Certificate of Insurance which:

- Provides evidence of coverage in both commercial general liability insurance and automobile liability insurance (if applicable) for a minimum coverage amount of \$1,000,000 per occurrence, combined single limit;

- A Certificate of Insurance must include adding the City of Belfast as an additional insured;
- For events that are hosting alcohol-related activities such as a beer garden or wine tasting, the Certificate of Insurance will also need to demonstrate a liquor liability endorsement which may increase the insurance premium.

The minimum coverage amount that is required by the Department may be increased pending the type of event and level of risk or an additional rider may be requested. Food service and liquor operations may require additional permits, and these are typically processed by the Belfast City Clerk's office and approved by the Belfast City Council. Additional insurance coverage for food service (as well as meeting the requirements of the City and state health codes) may be required. In addition, other groups or businesses which use park facilities during special events (i.e., third-party concessionaires like food vendors) must also present in advance to the event organizer a similar Certificate of Insurance for their operations. Please contact the Department regarding specific insurance requirements for the planned event.

Parking and Vehicle Access

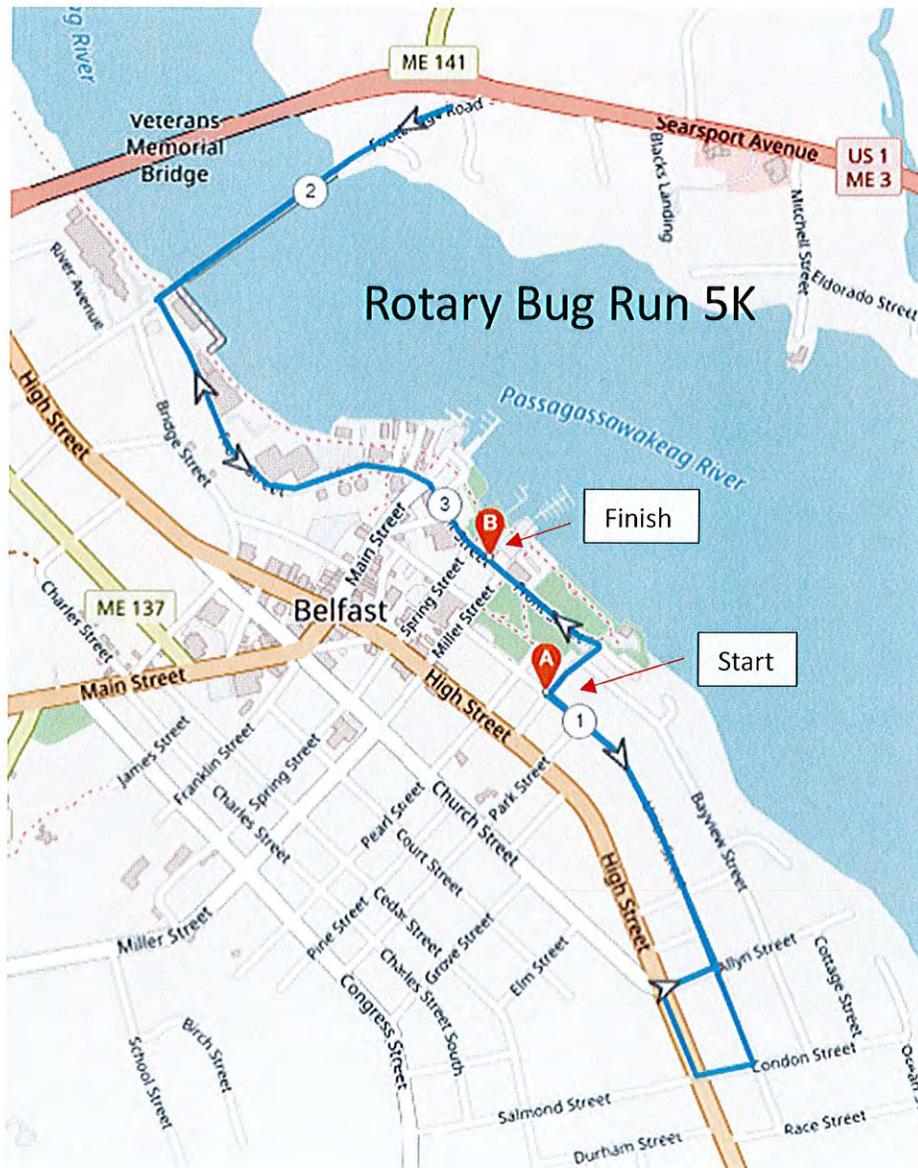
Very few of the Special Event areas have their own parking, especially those in the waterfront area. To host an event at Steamboat Landing Park, an event organizer will be required to rent the Belfast Boathouse to secure handicap parking and to have load-in and load-out access.

Event organizers will be required to follow the soon-to-be-created parking plan during large and multi-day events (as of 2025). Once that parking plan is in place, the Belfast Parks and Recreation Department will update this policy with those details. Parking is permitted only in designated spaces or areas. No parking on the grass or in driveways is permitted during a large group event, except with the express written permission of the Department. Tasks may also include providing appropriate signage during events, hosting volunteers for parking tasks (see below), and communicating the parking information to patrons.

The organizers should also make arrangements to furnish Parking Guides (volunteer or paid) to safely direct vehicles to the proper spaces, as well as providing safe pedestrian crossings on various roadways around the event site.

- Considerations should be given to making directional and information signs for your event.
- Vehicles parked illegally on City or private property will be ticketed by police and are subject to towing at the owner's expense.
- It is especially important that emergency access remain available at all times during your event, and that the event organizers follow the new event parking plan (2025).
- Vehicular access to any areas off the paved roadways must be approved by the Department in advance, including by event contractors, caterers, concessionaires, event leaders, etc.

If you plan to submit a request that is outside the boundaries of this policy, please submit it at least 60 days in advance.



Rotary Bug Run 5K

Finish

Start



Facilities Use Request City of Belfast, Maine



The City of Belfast owns streets, sidewalks, parks, land, and buildings. It is the policy of the City that property belonging to the citizens of Belfast be available to the public. Unless specifically approved to the contrary, no public property will be set aside for the exclusive use of any individual or group and the general public will at all reasonable times have access to City property.

This application is specifically for City property such as waterfront parks, pavilions, streets, sidewalks, etc. This application is NOT for the Belfast Boathouse, but it may be required in addition to the Belfast Boathouse Rental Application if you are planning an event that includes both the Belfast Boathouse and Steamboat Landing Park.

This application must be submitted 60 days or more before the proposed event date. This allows for the application to be reviewed by all departments and to be reviewed and approved by the Belfast City Council.

EVENT NAME: Ghostly Gallop

BRIEF EVENT DESCRIPTION: 5K road race

DATES and TIMES: October 25, 2025; 08:30am start

PROPOSED LOCATIONS/AREAS TO BE USED: Start/Finish at BAHS.

course to be run on City streets.

ORGANIZING GROUP (if applicable): Belfast Lions Club

GROUP REPRESENTATIVE/INDIVIDUAL NAME: Karen Varney; Laura Lougheed

MAILING ADDRESS: 42 Prospect St, Searsport, ME 04974

PHONE NUMBER: **CELL PHONE:** 207-462-2698 (Karen)

All applications and related documents must be returned to the Belfast Parks and Recreation Office at City Hall, 131 Church Street, Ground Level (drop off at City Clerk's office). Questions? Please call 207- 338-3370 Ext. 127 or parksandrec@cityofbelfast.org.

This is a planning checklist for your benefit as well as the City's. **All activities must be included in the event description; anything not included cannot be approved and cannot be added later unless a second or revised application is submitted. Approvals will not be provided to individuals or groups who are uncertain of their plans.**

When you are ready to submit your application, please attach maps, additional sheets, event outlines etc. which will help to explain your request. If any of the following questions do NOT apply to your event, simply write N/A (not applicable) in the space provided. Thank you.

Describe in detail the activities within your event and the schedule you are proposing.

Set up 07:00-08:30am; start time 08:30am from Hwy 1 overpass on Waldo Avenue; all runners and walkers should finish by 09:30am; clean up 09:30-10:00am.

Based on the facilities noted above, how do you intend to use the spaces requested?

Volunteers along race route.

Are you asking to close off any City Streets? If so, please list by street name (include from where-to-where the street will be blocked, days, times, etc.).

Restricted access of Hwy 1 overpass on Waldo Avenue between 08:25-08:35am

If yes, who will be managing the street closures?

N/A

How many people do you expect at your event?

50-70

How many volunteers do you expect at your event?

20-25

Will you be selling things at this event? If yes, what will you be selling, and please provide descriptions.

N/A

If you will not be selling anything, will others at this event be selling items? If yes, please provide details.

N/A

Will you be renting spaces to vendors on City property? If yes, please provide for the type of vendors and your fees.

N/A

Please provide an explanation of vendor space sizes, locations, load-in/load-out details, etc.

N/A

Does this event call for any type of open fire, including for cooking purposes? If so, please describe what fire safety measures you plan on employing associated with this potential hazard? NOTE: a fire permit may be required.

N/A

How do you propose to handle garbage removal?

City provided trash receptacle.

How do you propose to handle parking and how will parking instructions be communicated to vendors, volunteers, service providers, and your customers?

BAHS parking lots.

How do you propose to handle security, if needed.

N/A

How do you propose to handle the need for regular and accessible restrooms?

BAHS field house restrooms.

What are your electrical needs, and how will you provide electricity?

N/A

What kind of noise do you expect to generate at this event and during which specific period of time?

Fans; mostly at the start and finish area.

What are your event safety protocols (i.e., weather, injury), and will you have a First Aid tent?

Event will be held rain or shine.
On-site first-aid kit.
Extreme medical emergencies will be handled by 911.

Have you spoken to the neighbors in the area of this event regarding traffic, noise, parking etc.? NOTE: You may need to provide parking lot monitors and signage for your event.

N/A

Will any alcohol be served or consumed at this event? If yes, please provide details on who will be providing that service, including their contact information (phone and email). NOTE: Additional permits may be required for your event based on your service provider, their liability insurance coverages, and any existing permits they may have.

N/A

Please attach a map that shows your event's boundaries, how you will set-up your event (vendors, beer/wine garden, restrooms, where activities will be located, your access points, and any other pertinent details).

Are you able to provide a Certificate of Insurance in the amount of \$1,000,000 that also lists the City of Belfast as an additional insured to hold the City of Belfast harmless from any and all injuries that may occur as the result of any negligence on your part in conducting this event?

Yes; policy to be forwarded, separately.

Who is your insurance agent that will provide the Certificate of Insurance as proof of this policy?

See above.

Who will be in charge of the event and on-site for the majority of the event's duration? Please include cell phone numbers and an email address.

Karen Varney varneykaren22@gmail.com 207-462-2698	Laura Loughheed laura.loughheed@yahoo.com 207-808-9788	Chip Lagerbom clagerbom@gmail.com 207-930-5425
---------------------------------------------------------	--------------------------------------------------------------	------------------------------------------------------

Are you asking the City for any additional services over and above the request to use the facilities you have described above? If so, please be specific. (Examples: barricades, security/street closures, electrical access, etc.)

N/A

Are there any other details you haven't addressed and that you would like to include?

Map attached.
Insurance Certificate of Liability to be provided separately.

Have you reviewed the specific policies for use of City-owned property, located in Appendix A?

Yes No

Department and Services Requested

City Manager:	
Police:	Continue "gentleman's agreement" to have an available officer at start on Hwy 1 overpass on Waldo Avenue and at Waldo Avenue and Main Street intersection.
Fire/ Ambulance:	
Parks and Rec.:	One garbage can with liner (corner of Waldo Avenue and Lions Way).
Public Works:	
Harbor Master:	
Other:	Map attached. Insurance Certificate of Liability to be provided separately.

Remember, if any aspect of the activity you wish to conduct is not specifically listed on this checklist, then there will be no permission to conduct that activity unless an amended form or an addendum is filed for approval by City Council. Any amendments or addenda must be filed more than 60 days prior to the event date.

I certify that I am at least twenty-one (21) years of age. I have read and fully understand the Belfast Boathouse Rental Agreement and also the rules and regulations for renting the Belfast Boathouse located at 34 Commercial Street in Belfast, Maine. I am an authorized representative of above listed business, organization, or event and will abide by all rules and regulations set forth by this agreement. I understand and fully agree to forfeiture of any or all deposits if I am not in compliance with the terms set forth by this agreement. In signing this form as an individual or as a representative of the above listed business or organization, release the City of Belfast from any and all liability in case of death or injury during the use of the Belfast Boathouse facilities.

SIGNATURE: Karen M. Varney

DATE: February 25, 2025

REVIEW #1: Pamela J. Salokangas

DATE: March 19, 2025

REVIEW #2: _____

DATE: _____

APPROVAL: _____

DATE: _____

APPENDIX A:
SPECIFIC POLICIES RELATED TO
USE OF CITY PARKS AND PROPERTY FOR SPECIAL EVENTS AND FUNDRAISERS

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If you intend to erect tents of your own or rented tents from a third-party, you will need to adhere to the following recommendations:

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- Extra Department staff: expense depends on event details; an estimate can be provided in advance,
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- Portable toilet rentals (supplemental) from a private supplier, pending event details,
- Trash dumpsters (supplemental) from a private supplier, pending event details, and
- Additional insurance premiums for coverage of the event with indemnification to the City of Belfast, and, if needed, for any private parking areas near the facility (see below) and/or for a liquor liability endorsement.

Insurance

All rentals that are open to the public except family rentals (non-public) shall provide to the Department, in advance of the event, a Certificate of Insurance which:

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Parking and Vehicle Access

Very few of the Special Event areas have their own parking, especially those in the waterfront area. To host an event at Steamboat Landing Park, an event organizer will be required to rent the Belfast Boathouse to secure handicap parking and to have load-in and load-out access.

Event organizers will be required to follow the soon-to-be-created parking plan during large and multi-day events (as of 2025). Once that parking plan is in place, the Belfast Parks and Recreation Department will update this policy with those details. Parking is permitted only in designated spaces or areas. No parking on the grass or in driveways is permitted during a large group event, except with the express written permission of the Department. Tasks may also include providing appropriate signage during events, hosting volunteers for parking tasks (see below), and communicating the parking information to patrons.

The organizers should also make arrangements to furnish Parking Guides (volunteer or paid) to safely direct vehicles to the proper spaces, as well as providing safe pedestrian crossings on various roadways around the event site.

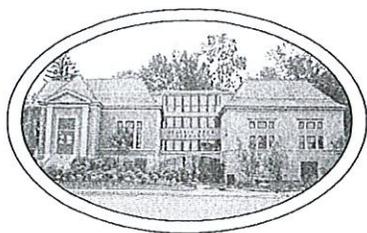
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- Vehicles parked illegally on City or private property will be ticketed by police and are subject to towing at the owner's expense.
- It is especially important that emergency access remain available at all times during your event, and that the event organizers follow the new event parking plan (2025).
- Vehicular access to any areas off the paved roadways must be approved by the Department in advance, including by event contractors, caterers, concessionaires, event leaders, etc.

If you plan to submit a request that is outside the boundaries of this policy, please submit it at least 60 days in advance.

Lions Ghostly Gallop 5K



10.A



BELFAST FREE LIBRARY *www.belfastlibrary.org*
106 HIGH STREET • BELFAST, MAINE 04915 • 207-338-3884 • FAX: 207-338-3895

TO: Erin Herbig, City Manager
FROM: Steve Norman 
DATE: March 27, 2025
SUBJECT: Approve hiring Teen Library Assistant

I request that the City Council approve the hiring of Randi Box for the open Library Assistant position.

Randi Box has accepted the offer to become the full-time Teen Library Assistant at Range 6, Step 2. She has been a part-time Library Assistant at the library since September 2021. She is enrolled in the Library Science program leading to an Associate's degree at the University of Maine at Augusta.

Thank you very much.



**City of Belfast
Employment Opportunity
Library Assistant**

The City of Belfast, a vibrant, development-focused community of 7,000 located in midcoast Maine, is seeking a full-time Library Assistant. This position performs essential duties for the Belfast Free Library (with a special focus on teen services) including assisting the public with the use of library material, checking material in and out, shelving books and other items, processing interlibrary loan requests, sending out overdue notices, registering new patrons, entering catalog data, planning and implementing programs for teens, and answering telephone inquiries.

The successful applicant must have a strong public service orientation, excellent communication and interpersonal skills, knowledge of teen literature, and familiarity with and ability to use current technology. Previous public library experience is preferred.

The salary range for this position is \$18.39 to \$20.80 hourly in addition to a competitive benefits package. The schedule for this position regularly includes some evenings and Saturdays.

All applications are to be submitted in confidence, with a completed Belfast Employment Application form (www.cityofbelfast.org/Jobs) which must be received by the Human Resource Administrator, Nancy Driscoll, at 131 Church Street no later than 6:00 PM on Wednesday, March 5, 2025. Applications can be sent in a sealed envelope and may be delivered by mail or in person to:

City of Belfast
Library Assistant Search
C/O HR Administrator
131 Church Street
Belfast, Maine 04915

Or by email to: hr@cityofbelfast.org

The City of Belfast is an equal opportunity employer.



CITY OF BELFAST LIBRARY ASSISTANT JOB DESCRIPTION

GENERAL STATEMENT OF RESPONSIBILITIES:

The Library Assistant under the supervision of the Library Director or Assistant Director performs general duties associated with work on the Youth Services Floor and elsewhere in the library. This full-time position requires a strong public service commitment and provides library service and programming for and with young adults and those who work with young adults. Constant contact and collaboration with young adults (typically age 11-17), as well as people of all ages, abilities, and diverse backgrounds.

DUTIES:

- Provides prompt, courteous and direct assistance to all patrons with basic information regarding the use of library materials, equipment, and services.
- Ensures the library's collections include relevant print and digital resources aimed at the specific interests and needs of the teens in the community.
- Curates content, including digital resources and special collections, for and with teen patrons, based on teen needs and interests.
- Plans, implements, and helps to evaluate library programs and services which fulfill the diverse educational, recreational and personal needs of local teens.
- Instructs teens and caregivers in information gathering, research skills and digital literacy skills.
- Works with the Youth Services Librarian to develop and maintain effective relationships with schools, community groups, agencies and non-profits that target youth to plan and deliver programs and services that meet local teen needs and interests.
- With guidance from the Youth Services Librarian, develops, implements and helps to evaluate the overall teen services program.
- When applicable and approved by the Library Director, attends and participates in professional library conferences and training seminars.
- Attends and participates in staff meeting discussions.
- Processes outgoing and received interlibrary loan material.
- Answers general inquiries by telephone or in person.
- Catalogs and processes material as assigned.
- Other duties as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Knowledge of developmental, recreational and educational needs of young adults.
- Knowledge of current trends in library services for and with young adults.
- Knowledge of standard library procedures, current information technology, Internet and database search capabilities.
- Able to learn to use the library's Integrated Library System software to perform required tasks.
- Ability to communicate effectively with others, orally and in writing, including through email.
- Ability to identify and translate young adult needs and interests into effective library services and programs.
- Able to establish and maintain effective working relationships with co-workers, patrons, user groups, community organizations, volunteer groups and to serve the public courteously.
- Able to recognize and set priorities, and to use initiative and independent judgment in a variety of situations.
- Able to learn and stay current with emerging technology, including digital media.
- Able to establish and maintain good working relationships with staff and the Library Director.
- Able to work a flexible schedule, including weekends and evenings as needed.
- Able to work independently without daily supervision.

REQUIREMENTS:

- College graduate and previous library experience preferred.
- Experience in working for and with young adults (ages 11 to 17).

STANDARD LIBRARY REQUIREMENTS:

- All library staff members are expected to understand and agree to the Patron Confidentiality Policy.
- Must be able to lift and carry bags of books or boxes weighing up to 35 pounds.
- Must possess physical mobility involving bending, lifting, reading, hearing.

City of Belfast

Employment Application

In compliance with Federal and State Equal Employment Opportunity laws, qualified applicants are considered for all positions applied for without regard to race, color, religion, sex, national origin, age, marital status or the presence of non-job-related medical condition or handicap. Due to Maine Laws, applications are not confidential.

(Answer all questions—please type or print in ink)

Date of Application: 02-12-2025

Position(s) applied for: FT Library Assistant

Referral Source: _____Advertisement _____Friend _____Relative
_____Job Service Other Work at BFL

Name: Box, Randi J
Last First Middle

Residence Address: Belmont ME 04952
Street City State Zip Code Mailing

Address: _____

Phone Number: _____

Email Address: _____

Are you known to schools/references by some other name? N/A

If so, what name: _____

Have you filed an application or been employed here before? Yes

If yes, date(s): August or September 2021

(2)

Give name, address, and phone number of three references not related to you:

Employment Experience:

List each job held. Start with your present or last job. Include military service assignments and volunteer activities.

1. Employer City of Belfast - BFL 2. Employer _____

From Sep 2021 to Present From _____ to _____

Address 106 High St Belfast ME 04915 Address _____

Type of Work PT - Library Assistant Type of Work _____

Reason for Leaving _____ Reason for Leaving _____

If you need additional space, please continue on a separate sheet of paper and attach.

Summarize special skills and qualifications acquired from employment or other experiences.

Familiar with Sierra (library's ILS software), experience in the part-time version of position, 2022 internship
experience with cataloging basics, took a Teen Services class as a part of my Info+Library Science Assoc.,
proficient with current technology, have established good working relationships with Staff

Education:

Level	Name	Location	Years Completed
Elementary			4 5 6 7 8
High School			9 10 11 12
Undergraduate			1 2 3 (4)
Graduate			1 2 3 4

(3)

Diploma: Academic Vocational

Degree(s) Information and Library Science Associates from University of Maine - Augusta

Describe course of study, specialized training, apprenticeship, skills, and extra-curricular activities: Took classes that covered the basics of librarianship, cataloging, teen services, as well as classes from previous majors including art and business classes.

AGREEMENT:

I certify that the answers provided by me herein are true and complete to the best of my knowledge.

I authorize you to make such investigation and inquiries of my personal employment, and other related materials that may be necessary in arriving at an employment decision. I hereby release employers, schools, and person from all liability in responding to inquiries in connection with my application.

I understand that person(s) soliciting this application may base their selection of applicants to interview or hire on qualifications listed in the Administrative Personnel Code of the City of Belfast, and that I am not entitled to an interview simply by virtue of having applied for the position.

In the event of employment, I understand that false or misleading information provided in application or interview(s) may result in my discharge. I understand also that I am required to abide by all the rules and regulations of the City.

Date: 02-12-2025


Signature of Applicant

Manda Cushman

From: A Clifford <azclifford@me.com>
Sent: Friday, March 21, 2025 4:50 PM
To: Manda Cushman
Cc: Erin Herbig; Marsha Siviski
Subject: Belfast Garden Club Proposal for Renovation of Postal Square
Attachments: 250321 BGC Proposal for PO Square Garden.docx; Swenson Granite Works estimate.pdf; Montage from northwest corner (revised March 6).pdf; Sketch of Granite Posts & Handrail.pdf

Dear Manda,

On behalf of the Belfast Garden Club, I am sending you our proposal (and package of material) to make changes to the garden at Postal Square. I understand we might be included on the April 1st City Council agenda. A presentation by the BGC on the BGC's Tree Working Group report (for the same day) will be sent separately.

I hope everything you need is here, but please let me know if we can provide anything else!
Thank you very much,
Lexa Clifford

President, Belfast Garden Club
P.O. Box 502
Belfast ME 04915
belfastgardenclub.org

207-218-1110 (landline)

Attachments:

Photos of Postal Square in the past

Belfast, Then and Now



Photos of current garden with tree obscuring view up Main and the Post Office



Photomontage of proposed Postal Square garden

Belfast Garden Club Proposal for the Post Office Square Garden

Request Council approval to make changes to the Post Office Square garden to improve safety for pedestrians, bicyclists, and motorists. The trees and shrubs that were planted here have overgrown their space and impacted visibility. The Belfast Garden Club (BGC) would replace these trees and shrubs with new slower growing, shorter shrubs and large stones. The BGC recommends two granite posts with railings on each side of the step from the sidewalk to the Post Office parking area to improve accessibility there.

Post Office Square has witnessed many changes over the years. Attached are several historical photos of the first Post Office Square garden over the years and a photo rendering showing the proposed change.

Key Partnerships and Expectations:

- Public Works removes trees and shrubbery identified by the BGC.
- Public Works removes roots and stumpage necessary for the BGC to replant shrubs and plants.
- Grove Cemetery provides large stones for hardscape and moves them into the garden according to the landscape plan.
- City of Belfast purchases two 4 ft. granite posts to assist at the step from the sidewalk to the parking area of the Post Office. Each post will have a handrail on each side to assist with the step.
- Public Works installs the granite posts at height to code.
- The BGC provides on-site assistance during tree and shrub removal and placement of large stones.
- The BGC provides a landscape plan, pays for the cost of new shrubs and plants, and plants them according to the plan.
- The BGC will appoint a point of contact with whom Public Works will communicate and vice versa, Public Works will provide a point of contact for the garden club.

Scope and Timeline:

- Timing of the removal of trees and shrubbery would be at the discretion of Public Works.
- The Post Office Public Garden committee will clearly communicate and work with Public Works during the removal of plant material and for placement of hardscape.

Attachments:

1. Historical photos of Postal Square
2. Photo rendering of proposed changes
3. Sketch of granite posts with rail-holds
4. Cost Estimate for granite posts

Belfast Garden Club Representative

Date

Belfast City Manager

Date

Quote

Quote expires



SWENSON GRANITE WORKS

582 BRIDGTON ROAD
WESTBROOK, ME 04092
(207) 797-4500 - FAX (207) 797-2244
www.swensongranite.com

Quote #: 4-433646
Quote Date: 01/23/2025

Page 1 of 1

Sold to: BELFAST GARDEN CLUB
04915
WALK IN
207-329-9090

Ship to:

Customer #: 403130
Sales Rep: JWALBRIDGE
Contact: WALK IN

Ship date:
Location: 04

Ship-via code PICK UP-WESTBRK
Terms: C.O.D.

Phone/Fax #: 207-329-9090/

Quantity	Qty Unit	Item #	Description	Price	Ext prc
2	EACH	PO0390	6X6X7' THERMAL 2 SPLIT 2 POST EASTERN GRAY	239.00	478.00
1 EACH 411 0075 FITTING POST FINISH 75.00 75.00					

Charlie at Smith Memorials has offered to pick up on one of his trips to Swenson Granite Works. This is where he buys some of his materials. Add 1.2% to cost

57.36

no tax
(tax exempt) Total 535.36

User: JWALBRIDGE	Total line items: 2	Sale subtotal:	624.00
		Tax:	34.32
		Total:	658.32
		Payments:	0.00
		Amount Due:	658.32

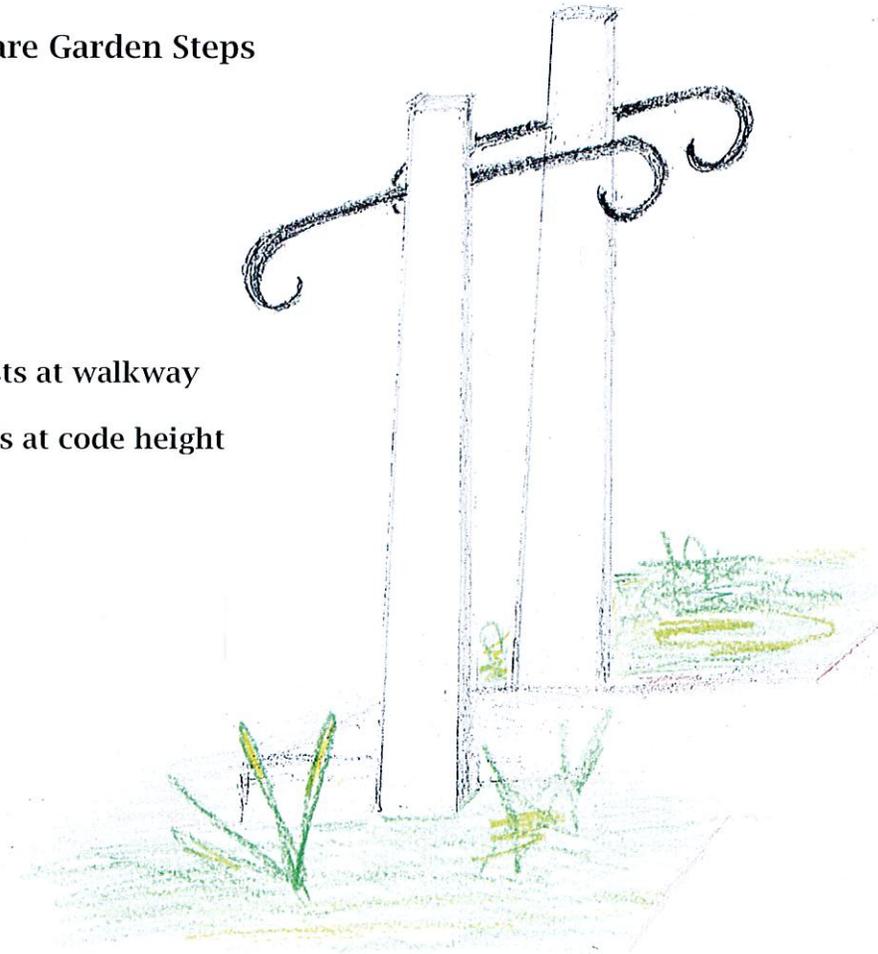
CONCORD, NH 03301 (603) 225-4322	AMHERST, NH 03031 (603) 672-7827	WESTBROOK, ME 04092 (207) 797-4500	NEWTOWN, CT 06470 (203) 270-6644	EAST WAREHAM, MA 02538 (508) 492-1216
ROWLEY, MA 01969 (978) 948-3363	HANOVER, MA 02339 (781) 829-0233	SHREWSBURY, MA 01545 (508) 365-1340	SOUTH HADLEY, MA 01075 (413) 322-8881	MEDWAY, MA 02053 (508) 533-2882

PLEASE REMIT PAYMENT TO: Swenson Granite Co LLC LOCKBOX, P.O. Box 95822, Chicago, IL 60694-5822



Postal Square Garden Steps

4 ft tall granite posts at walkway
2 30" iron handrails at code height



Belfast Garden Club Tree Preliminary Inventory Executive Summary, March 2025

In 2023, responding to an expressed community need, the Belfast Garden Club launched the Tree Working Group (TWiG) to preserve, protect and enhance Belfast's tree canopy.

TWiG's goals are to establish a tree warden and is to work towards creating a Tree Commission and a management plan to oversee this effort.

Belfast's tree canopy and green space are essential to the city's economic and ecological health. Visitors are lured to the city because of the spring flowering trees, summer shade and fall color. Trees are an essential element in the city's efforts to prevent erosion along the waterfront and provide amenities for the surrounding neighborhoods.

TWiG launched a city-wide inventory of trees growing in the street rights of way in 2023, and received a Maine Canopy Grant in June 2024, to assist in that effort. To date, 1617 trees, located on city property within the Route 1 Bypass have been counted and entered into a GIS program accessible to all residents. The application, ITree, used for this purpose, was designed by the US Forest Service and Davey Trees to be accessible to communities and homeowners alike.

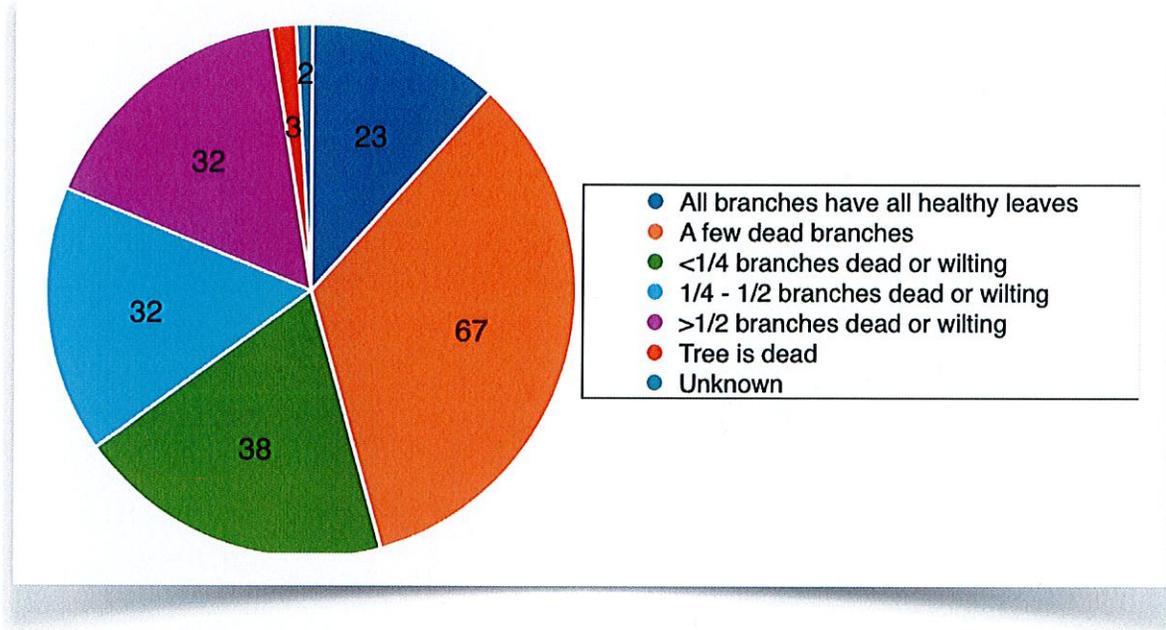
Mapped trees



Among the findings:

* 30% of the trees are either the invasive Norway maple or the endangered ash, with the emerald ash borer moving towards Waldo County.

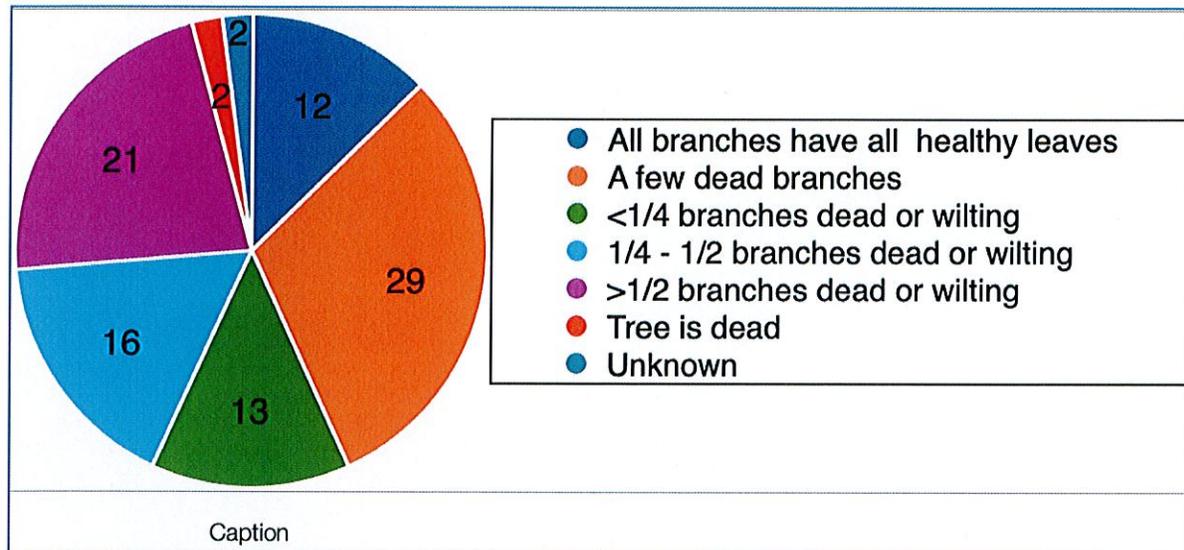
Ash Condition



* Much of the city's prized canopy is on private property.

* The canopy on a significant number of streets, such as Green and Old Route 1, is unmaintained thickets engulfing older hardwoods, such as sugar maple,

Sugar Maple Condition



* Many of the street trees, planted in the wake of devastating Dutch elm disease, did not follow Right Tree Right place guidelines, creating conflicts with street signs and utility wires.

* Most have never been properly pruned for structure, with the potential of becoming hazardous trees.

TWiG's immediate goal is to have a City tree warden, called for in Belfast's existing ordinance, to be appointed who is qualified to oversee the planting, maintenance and removal of City street trees, following best practices, such as ANSI standards.

The long-term goals:

*Council creates a Tree Commission that will oversee all City tree-related issues from planting to removal to a management plan for sustainability.

*Tree Commission updates Belfast's existing tree ordinance.

*Belfast achieves Tree City status by the Arbor Day Foundation: qualifications include requiring a city tree ordinance and a percent of the city's budget dedicated to trees (\$2 per capita, which Belfast already fulfills).

Belfast Tree Working Group

Comprehensive Street Tree Inventory and Analysis 2024

Introduction

In early 2023, spurred by neighborhood concerns about the health and maintenance of the shade trees along local streets, a small group of Belfast residents started meeting informally and sharing ideas about how to protect and care for our urban trees – an important natural resource. The group called itself the Tree Working Group (TWiG). Initially composed of a few people from the Belfast Garden Club led by Alexa Clifford, a few from Mike Hurley’s tree-planting effort called GreenStreets, and a few individuals who simply care about trees, TWiG has grown and now become consolidated officially as a standing committee of the Belfast Garden Club, albeit still with a varied membership. Throughout these stages, TWiG’s premise has stayed the same: Belfast’s public rights-of-way, parks and town lands contain an “urban forest” whose presence here is vital. City trees mitigate climate change naturally, control stormwater runoff, and moderate local microclimates; they form an important aspect of Belfast’s character and beauty; they have documented effects on the health and well-being of everyone in our community.

Over the course of recent decades, however, Belfast’s trees have suffered considerable losses, beginning with the loss of the many majestic American elms that once lined our streets. Since the mid- 20th century, due to losses from disease, storms, and the aging and death of many of our large trees, Belfast has experienced a decline in mature street tree cover. Although some trees have been planted in recent years, more restoration work remains to be done, and new threats are poised to change our canopy radically, including the likely loss of the hundreds of ash trees that now grow along our streets. As climate change affects local temperatures and precipitation, it is also likely that the tree species thriving here will change, while some others will not survive.

Despite threats of disease, climate change, and development--or maybe because of them--the science of urban forest management has advanced significantly in recent times, and recommended best practices have been tested that offer new strategies for careful, professional management of municipally-owned trees. TWiG offers this report

as the basis for a detailed, workable plan to help the Belfast community become good stewards of our urban forest.

The first step in planning for careful renewal and management of a natural resource is to learn exactly what it consists of, and its condition. During September 2023, with the help of local tree management professionals, TWiG began Phase 1 of inventorying of Belfast's urban forest, described in detail below: it finished in October 2024. The process TWiG developed during this period merges digital records on City trees obtained by ~20 volunteer surveyors into GIS, LIDAR, street layout, and municipal parcel data available on state websites, adding certain local data obtained from the City Planner's office in hard-copy form. Entirely new maps of Belfast that include its urban forest were created and tested for accuracy through this process, which will be used to complete the inventory for the whole City, going forward.

Meanwhile, in May 2024, the Belfast Garden Club applied to the USDA Forest Service for a Project Canopy Planning and Education Grant valued at \$5,000 to fund the complete inventory; the application was approved in late June 2024. Specifically, the grant provided funding to inventory and produce a map of all trees located within the City-owned land adjoining City streets.

Belfast's current (outdated) City Ordinance, in its section on "Definitions", refers to such trees as "Public Shade Trees" and "Public Trees", terms that also include trees growing on all City-owned property. Our study was limited to certain defined City trees, those growing along City streets, such that trees growing in City parks or at City Hall or the Library were not inventoried. Nationally and herein, these trees are referred to as "Street Trees." The Street Trees, along with the patches of woods in our City, together constitute the "urban forest."

Our study, as reported here, was also limited to a subset of the City's area. Since we designed it even before seeking the Canopy grant, we designated it "Phase 1." The Phase 1 Study Area is Belfast's "core", lying along the west shore of Penobscot Bay, within the U.S. Route 1 Bypass. TWiG was able to complete Phase 1 of the inventory early in the grant cycle because we began work on it during September 2023, even before the Canopy grant was awarded.

With funds supplied by the grant and the volunteer labor supplied by TWiG, we anticipate being able to finish the complete tree inventory City-wide by November 1, 2025, the term specified in the grant. If our enthusiastic volunteers were able to

inventory all the downtown commercial and residential areas of Belfast--15% of the City's trees--in three months, it should be possible to do the complete inventory over the 18-month grant period, with breaks for winter and inclement weather.

We hope this report on the inventory work so far serves as a starting point for systematic, modern management in caring for Belfast's urban forest-- to include, ideally, best practices in terms of which trees to plant where, a careful plan to replace aging and dying trees, and a governance structure that will allow citizen participation together with professional guidance in protecting and enhancing the value of Belfast's urban forest.

Our Methods

TWiG began the Street Tree survey effort in 2023, in the area depicted in green in Figure 1. It is the area we call "inside the Bypass" (the Study Area). Enclosed by State Highway Route 1, this area is lightly urbanized, densely populated by commercial and residential buildings, except for private parcels, and Street ROWs. About 20+ miles of paved streets maintained by the City were identified in the Study Area.



Figure 1. Belfast iTree Study Area

Data were collected via the USDA Forest Service's iTree app, designed for urban tree inventories done on cellphones or other portable devices.

TWiG decided that trees of less than one-inch diameter at breast height (DBH) would not be inventoried and counted as Street Trees because there were so many small trees within the Study Area that they would consume most of the survey teams' time with little benefit, and because these trees are often "volunteers", i.e. not intentionally planted to be Street Trees. Similarly, shrubs were not inventoried. Furthermore, we learned that the Street ROWs often included thickets of woody plants that are shrubs, hedges, or wild (unmanaged) areas. TWiG determined such thickets could be mapped using GIS software as rectangular-shaped polygons that in some cases overlay iTree's trees, which appear as points on the map. Since iTree does not

include an option to draw polygons, a conversion has to be completed outside iTree with specialized software tools. Over the next months, TWiG will pursue more characterization of the thicket and hedge areas by observing and recording the length of the thickets in the field, then drawing them in. That process will enable TWiG to offer a complete picture of the woody vegetation existing in the Street ROWs, eventually facilitating management of areas that are overgrown.

To define Street Trees within the City ROWs, starting with the street ROWs listed in the Street Index (See Table 1), each street within the Study Area was “scouted” in order to locate any corners of individual parcels that had been marked along streets with pins placed by a licensed land surveyor. Where such pins were found, it was easy to measure across the street to the far side of the Street ROW, as identified in the Street Index. Where such pins were not found, other points could often be used as proxies. For instance, clues to street edges might include stormwater drainage features such as ditches and culverts, sewer manhole covers, electric utility poles and overhanging wires, fire hydrants, and sidewalks.

Once a survey team determined the width of a street ROW they had selected to survey on a given day, they could figure out which trees were City-owned and which were not, and complete the rest of the survey steps. Each team included a volunteer trained to use the iTree app on their smartphone, and a volunteer trained in tree species identification. The team collaborated on tree identification, size, health, and situation, inputting the information per prompts on iTree, as described below. The initial information input to iTree included all the data presented below, and led to the mapping and analysis also discussed.

Data Collection Process

The data recorded by this survey for individual trees included species, stem diameter, condition/dieback, danger to utilities, and GPS location.

a) The iTree app has a drop-down list of tree species to choose from. The TWiG surveyors convened and agreed on the procedure to select tree species – in particular, when to select genera only for ash, apples, elms, and a few others, if the species could not be determined.

b) The iTree app has a selection field to record the stem diameter at a distance above ground. This field is recorded as categories: 1= less than 1 inch in diameter...and so on... up to 5 = more than 24 inches.

c) The health of each tree was assessed by selection of a percentage of branches observed to be dead.

d) Other notes were collected to describe any notable features in a tree's situation to describe features making a tree especially vulnerable (e.g. growing in the understory of invasive species such as multiflora rose or bittersweet, in a utility area, etc.).

e) Within any area/s surveyed, the iTree app displayed a Google Street Map on the surveyor's smartphone that could be tapped with a finger or a special pen to geolocate each tree.

At the end of a survey route, the raw data recorded in iTree was sent to a cloud server. TWiG then downloaded it from the cloud and converted it via specialized GIS software into a set of maps. These maps are not simply illustrations. Since all the data they contain is geo-referenced, they can display GIS coverages. These coverages, in turn, allow for the input of LIDAR and other imaging files, as well as added file types using the newest environmental monitoring technology. The added input enables TWiG to consider large portions of Belfast's urban forest based on samples from the Study Area, generalizing even to dynamic processes such as stormwater runoff and habitat effects – all serving the purposes of prediction and recommendation.

Our Findings

TWiG identified and sampled 1617 trees along a distance of ~20 miles of Street ROW.

The most abundant type of tree in Belfast's tree inventory is the invasive Norway maple. The second Street Tree most frequently found is the ash, which is already under attack by the Emerald Ash Borer in communities nearby and moving our way. Ash and Norway maple together account for about 1/3 of all Street Trees.

This finding shows that many large City-owned ash trees will require removal or treatment prior to or when the trees are attacked and killed by the Emerald Ash Borer. The City will also need to replace those trees with new, more desirable species if the existing tree cover is to be maintained for the long term. This appears to be a time for the City to imagine a more sustainable and useful urban forest.

Composition of Belfast's Urban Forest

One hundred and five (105) different species and cultivars were found in the survey area to date. The most numerous types of trees were ash, Norway maple, red maple, sugar maple, apple trees, and northern red oak. Less common but frequently found were pin oaks, blue spruce, lindens, black locust, white pine and honey locust (Figures 2 and 3).

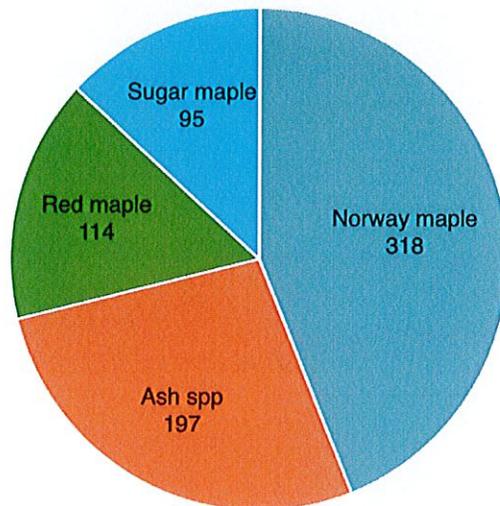


Figure 2. Most abundant tree species found in the Study Area.

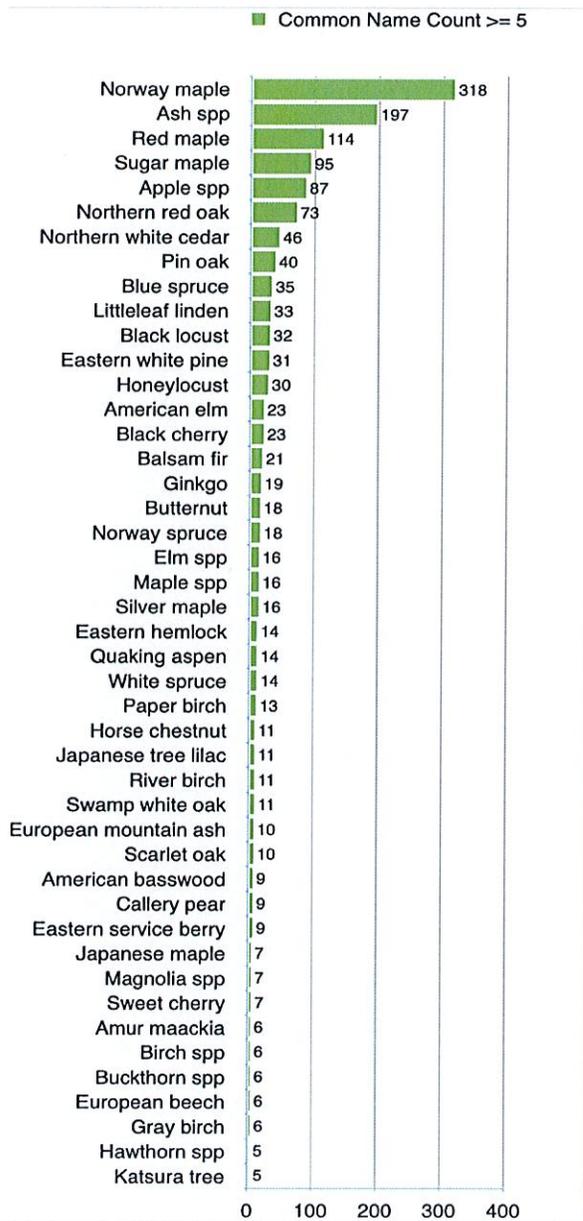


Figure 3. Species found in 2023-24 survey of Street Trees in Belfast.

Tree species found, less than 5 individual of each: Black walnut, Bur oak, Japanese yew, Kousa dogwood, Peach, Red pine, Silver linden, Yellow birch, Catalpa spp, Eastern cottonwood, European white birch, Kentucky Coffee tree, Oak spp, Plumleaf crabapple, Tupelo, White fir, American hornbeam, Amur maple, Autumn olive, Cherry plum, English oak, European hornbeam, Siberian elm, Staghorn sumac, Weeping willow, American chestnut, American cranberrybush, American mountain ash, American sycamore, Amur chokecherry, Amur corktree, Beech spp, Bitternut hickory, Cockspur hawthorn, Cornelian cherry, Cyprus cedar, Dawn redwood, Dogwood spp, False Cypress spp, Fir spp, Flaky juniper, Goldenrain tree, Hinoki cypress, Jack pine, Japanese cedar spp, Japanese zelkova, Juniper spp, Mulberry spp, Nannyberry, Pear spp, Plum spp, Russian olive, Sawara cypress, Spruce spp, Sycamore spp, Tamarack, Tulip tree, White oak, White poplar, Willow spp,

Tree Density Inside the Bypass

Early in the investigation, TWiG recognized that many trees we see and love in

Belfast are not Public Shade Trees. They are private trees. The City does not control private trees by ordinance at this time. The LIDAR image seen in Figure 4 shows the urban forest, including both private trees and City-owned Street Trees. (LIDAR means Light Detection And Ranging, a type of remote sensing.) We can see a significant portion of actual density in the canopy comes from private trees, with City-owned trees being a smaller percentage of the canopy in some areas.



Figure 4. Canopy cover view in Belfast.

General condition of the Belfast Urban Forest

Analysis of the inventory mapping enables a determination of Belfast's tree density and condition, and provides data for future grant opportunities and management planning. Many Street Trees in the Street ROWs need to be managed when they are senescent (aging and beginning to die), vulnerable to disease (ash), or species (Norway maple) that pose a frequent risk to utility lines, transportation and commerce, urban ecology, or sometimes endanger public safety and buildings, especially during storms.

Tree condition varies widely. Of 1617 trees surveyed, 19% were found to be in fair or poor condition, defined as having more than a quarter of branches dead. Twenty-three percent of trees were in very good condition. Eight percent of trees were found to be in poor condition that may warrant removal and replacement (see Figure 5). (See Figures 6 and 8 for condition of ash and sugar maples.)

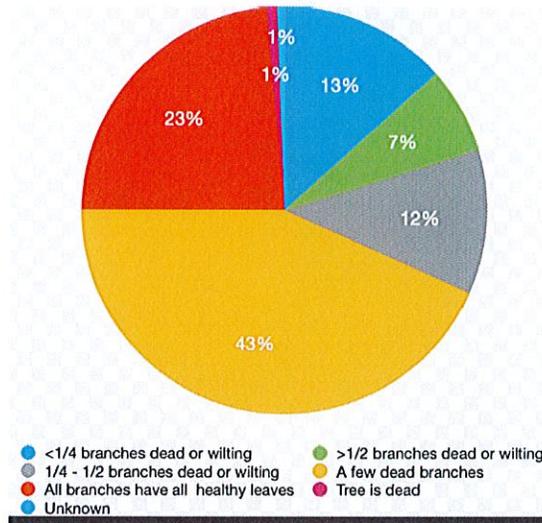


Figure 5. General condition of Belfast trees in the Study Area.

The largest, most splendid Street Trees (e.g. Sugar maple) are disappearing, through natural aging and death or removal, at a rate higher than they are being replaced. In fact, some Street Trees were removed in 2024 by adjacent parcel owners even after TWiG surveyed them as City-owned for this inventory. They were counted but no longer exist, except as stumps.

Street Tree Management and Removal Priorities Identified

One major TWiG objective is to assist the City in planning or caring for trees that need to be removed because they endanger utilities and public safety. Figure 2 identifies several species of trees in Street ROWs for potential budget consideration.

Many of the Sugar maple trees (*Acer saccharum*) are senescent. They were once a foundation tree planted long ago along our streets, but their beauty and shade require a long time to reach their peak; many now are reaching the species age limit. Most aged Sugar maples need to be pruned to protect humans and property and to preserve the trees themselves for as long as possible. Of 95 Sugar maples surveyed, 37 showed evidence of decline. In many locations where Sugar maples were removed, they have not been replaced.

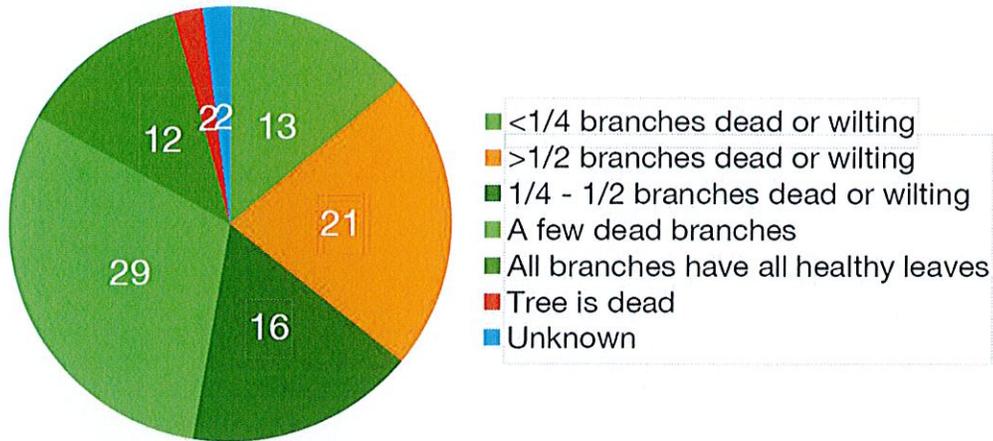


Figure 6. Health of sugar maple trees in the Study Area.

Other Street Trees of immediate management concern are the several species of ash in Belfast. As mentioned, ash trees are very likely to be dead in a few years due to the Emerald Ash Borer insect. This pest is moving toward Belfast at a rapid rate from other areas of Maine and other parts of New England, and may arrive here anytime. Our survey shows that ash trees are ubiquitous here, with 197 found in our survey area to date, more than 12% of our Street Trees. All species of the ash genus (e.g. White, Green or red, Blue and Black), are susceptible to the Emerald Ash Borer. These trees must be

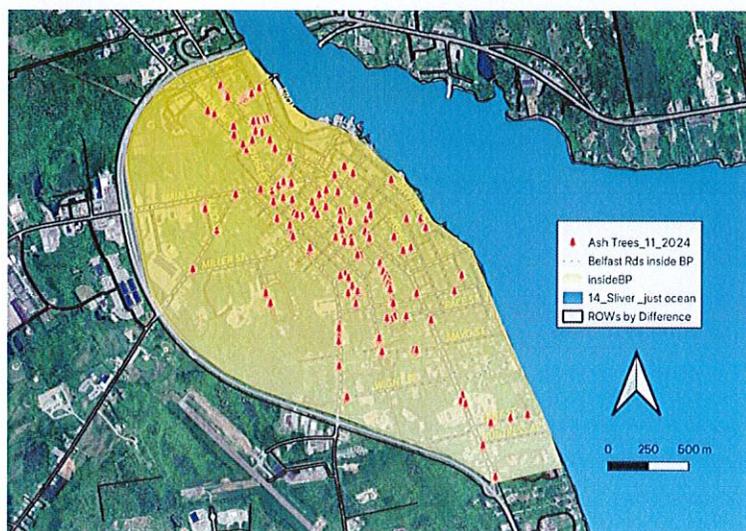


Figure 7. Public ash trees in the Study Area.

prioritized and removed or chemically treated by the City so they do not cause harm to people and property. In the survey area completed so far, 64 of 197 ash trees show evidence of decline (Figure 8). Many large ash trees will need to be removed because of the invasive insect danger, and also because they will eventually die and cause danger to the utilities, public safety, and buildings. There are 196 trees in this group. Ash trees that die decompose quickly and become an almost immediate hazard. A priority for City Council may be to budget for removing large ash trees, and planting replacements. Other cities have faced this problem, and many resources are now available to prepare for it. Our survey provides the location, size and condition of City-owned ash trees, and can assist the City to plan for removal, possibly also to obtain funds.

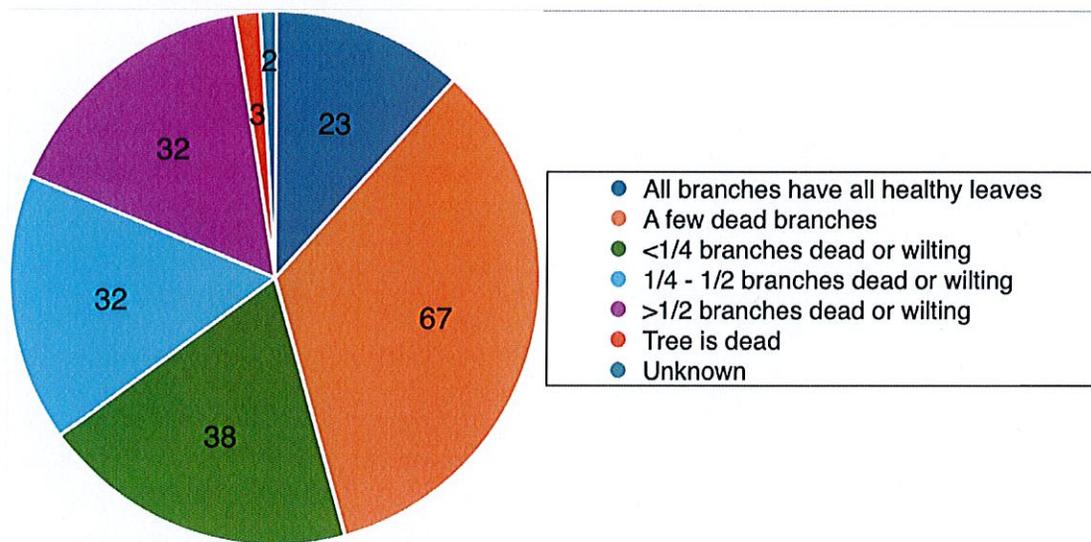


Figure 8. Current health of ash trees in Belfast.

Norway maple trees (*Acer platanoides*) are plentiful around town, providing a substantial percentage of the urban forest. Three hundred and eighteen Norway maples were found in our completed survey area, 20% of the total. Their growth habit often makes them a danger to utilities and buildings. It's well-known that they spread their seeds widely and are considered weed trees by many people, especially gardeners; they tend to degrade the urban patch forests present in Belfast by creating monocultures that crowd out native trees. They do, however, provide shade and habitat for fauna so their removal will dramatically denude the Belfast urban forest and reduce shade and habitat. It is a delicate balance but one that the City must achieve. The solution may be to slowly eliminate them and replace them with desirable species.

The Red maple (*Acer rubrum*) is included in Figure 6 because it is a desirable tree, but is often removed when it is senescent or when it interferes with utility lines. Like its family member the Sugar maple, the Red maple urgently needs help. Right now, in the absence of proper care, stressed trees are simply “disappeared” rather than being properly attended; moreover, no new trees are being planted in their place.

Conclusion and Introduction to a Plan

On its face, this report is a gift from the community to the City of interesting and useful data, digital data of a sort it hasn't had before. TWiG would like to work out a way for this data to be shared more widely in the community – several possible outlets are available, depending on what portion of the data and what format would make sense.

At another level, however, the gift is much more than data: it's a tool designed for the purpose of managing one of the most important local natural resources the City owns-- its urban forest. A tool at this level can only find effective use within a well-devised management structure or governance.

In view of the many needs identified in this report's initial assessment, and of the overarching need for a management structure or governance, it's plainly time now for TWiG to engage with the City Council and the City Manager in moving ahead to

- form a representative Tree Commission
- find a qualified Tree Warden
- draft a Management Plan
- update the relevant City Ordinance
- explore Funding for certain of the items above.

The goals on this list are prioritized, yet we know they are interdependent to a large extent. Management issues can be complicated. We anticipate a set of discussions in

which the participants will all have useful, detailed ideas to bring to the table, and that while they will have different roles their interests will be in common.

During the time TwiG has been working on the inventory and developing the mapping tool, we also have been researching what other Maine cities comparable in size and quality-of-life to Belfast have done to manage their urban forests, what management structures or governance arrangements they have fashioned. Three features they all have in common are a Tree Ordinance providing for the care of municipal trees overseen by a dedicated Tree Board, variously constituted, and a qualified Tree Warden.

The standards required for municipalities to qualify in Tree City programs also provide us with a roadmap for best management practices. The Arbor Day Foundation, for instance, calls for: 1) a tree board or department; 2) an annual community forestry program backed by at least \$2 per capita for trees and tree care; 3) an annual Arbor Day proclamation and observance; and 4) a tree care ordinance.

Finally, TwiG will continue toward the goals we've set for our own organization, which is to nurture a high level of citizen interest in understanding the value of our urban forest, and sustaining that value. Our advocacy, sponsorship of programs on trees, tree tours and other public activities, work on basic information resources such as this inventory and assessment, and updates for the public at City Council meetings have been preparing the ground of support for the City's commitment to its urban forest. In our work with the local schools, we have been cultivating an interest in planting and maintaining the urban forest so that students will see protecting trees as a necessary and natural part of being a good citizen.

Our urban forest is critical to the quality of life we have here, as well as our resilience in the face of climate change. Working together, the Belfast community can create and support effective management that will preserve the overall diversity, health and vitality of this key natural resource.

References

Many sources have been consulted in this report, but, trying to write for the general reader, we have omitted them here. At a later date, we will include a full reference section in a technical report we write for the Canopy Project as a requirement for the grant, and the information will be accessible there.

Selected References

1. QGIS software (QGIS.org) is used to evaluate progress and to produce maps.
2. Street ROWs are determined with reference to the Belfast "Street Index Binder", that can be viewed at the Belfast Planning Office.
3. Parcels coverage is available at
4. <https://maine.hub.arcgis.com/datasets/maine::maine-parcels-organized-towns/explore>
5. Public Roads coverage was downloaded from MaineDOT Public Roads coverage on the Maine GIS Hub.
<https://www.maine.gov/geolib/catalog.html#transportation>
6. LIDAR (Las/Laz files) coverages and classifications were produced by John Steed, Belfast.iTree Survey Area, Phase 1
7. Modified from: CANOPY GRANT, DRAFT #3, 5/8/2024
8. City of Belfast Ordinance Sec. 50-93. Definitions. [Ord. No. 19-2003, § 3.0, 12-16-200]

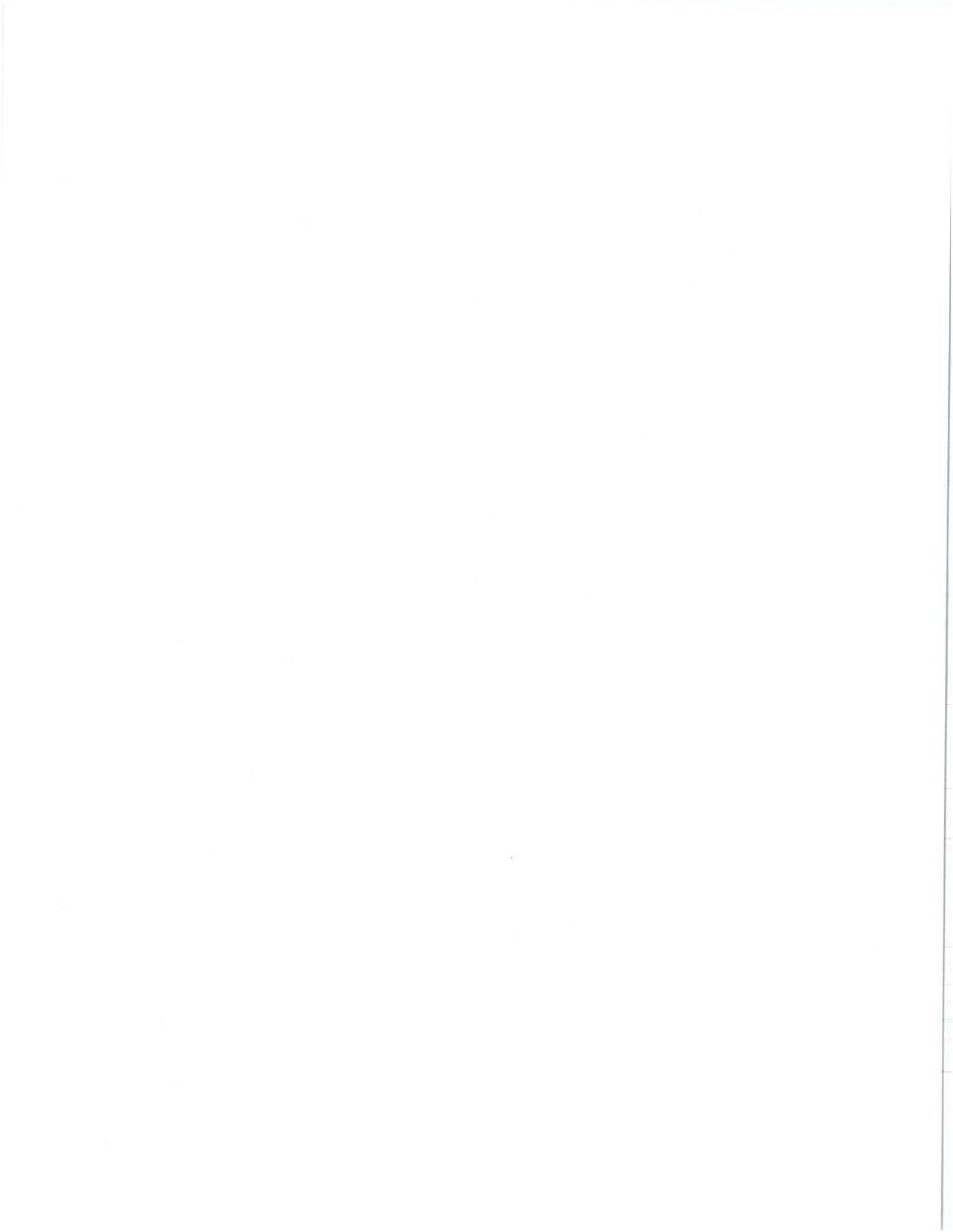
Table 1. List of Street ROWs for all streets within the study area.

Street Name	Street ROW (ft)	Street Name	Street ROW (ft)
ALLYN ST	66	HIGH ST	66
ALTO ST	41.25	Huntress	40
ANDERSON ST	49.5	JACKSON AV	33
BAYVIEW ST	49.5	JAMES ST	49.5
BEAVER ST	33	JOHN ST	49.5
BELL ST	49.5	LINCOLNVILLE AV	66
BRADBURY ST	49.5	MAIN ST	49.5
BRIDGE ST	49.5	MARKET ST	49.5
CEDAR LN	33	MAYO ST	41.25
CEDAR ST	66	MILLER ST	66
CHARLES ST	49.5	NORTHPORT AV	82.5
CHURCH ST	66	OCEAN ST	33
COMMERCIAL ST	49.5	PARK ST	49.5
CONDON ST	66	PEACH ST	33

CONGRESS ST	66	PEARL ST	49.5
COTTAGE ST	49.5	Pendleton St	33
COURT ST	66	PENOBSCOT TERR	49.5
CROSS ST	33	PIERCE ST	66
DURHAM ST	57.75	PINE ST	33
ELM ST	49.5	PRIMROSE ST	33
FAHY ST	33	PRISCILLA LN	16.5
FEDERAL ST	33	RACE ST	57.75
FIELD ST	49.5	RIVER AV	49.5
FRANKLIN ST	49.5	SALMOND ST	66
FRONT ST	41.25	SCHOOL ST	49.5
FRONT ST	49.5	SEAVIEW TERR	37.12 5
FRONT ST	59.4	SPRING ST	49.5
GREEN ST	49.5	STARRETT DR	49.5
GROVE ST	49.5	UNION ST	49.5
HARBOR ST	33	WALDO AV	66

HIGH ST	57.25	WASHINGTON ST	37.12
			5
HIGH ST	66	WIGHT ST	49.5

Note: Refer to the Street Index Binder for situations where the Street ROWs have variable widths coinciding with segments.



Date: 3-24-25

To: Mayor, City Council,
City Manager, Erin Herbig

From: Kip Faulkner
Public Works Director

Re: 2024 TYM T654PSC tractor, 63" Ditch mower, and
a 6' bushhog Purchase

I would like permission to purchase a 2024 TYM T654PSC tractor for \$ 47,000.00 a 63" ditch mower for \$ 8,250.00 and a 6' bushhog for \$3,590.00 for a total of \$ 59,290.00 from SR1 Equipment. The money was allocated in this current budget, Purchase of Equipment # 410-535 to upgrade our 1984 John Deere 950 and mowing equipment this will be used for road side and the landfill. I will be at the council meeting to explain further of this purchase.

Thank you,
Kip Faulkner

10.F

Date: March 26, 2025

To: Erin Herbig, City Manager
Mayor, City Council

From: Kip Faulkner
Public Works Director

Re: Paving Bids

We received (eleven) bids for paving and milling the streets. I would like to recommend Hopkins Milling & Paving with the bid of \$89.90 per ton for paving and \$ 2.25 for milling. We have used them in the past and they do a good job. Street`s Landscape & Lawn Care had a bid of \$89.75 per ton and \$ 3.00 for milling

Thank you,
Kip Faulkner



CITY OF BELFAST

131 Church St.
Belfast, Maine 04915

E-mail: cityclerk@cityofbelfast.org

Tel: (207) 338-3370

Fax: (207) 338-6222

Paving Project BID
Bid Opening
March 26, 2025

Present at the opening Andrew Legacy Deputy City Clerk & Kip Faulkner Public Works Director, Bub Saunders-Thibodeau, Uno J Ilvonen-Performance Paving, Gary Swobode-Hopkins Paving, Jeremial Schaffer-Wellman Paving, Jeff Mulld-Pike Industries, Jamie Ward-Mainely Paving Service, David West- B+B Paving, Dan Saucie-Roundy Paving, Mychael Haste-NEP, Vaughn Steves-Hagar Enterprises, Dylan Street-Streets Landscape

There was a total of eleven (11) bid envelopes submitted as follows:

Pike Industries 95 Western Ave Fairfield, ME 04937	HMA per Ton: \$118.85 Milling S.Y.: \$10.20
B&B Paving Inc 61 Dave's Way Hermon, ME 04401 207-848-7099	HMA per Ton: \$90 Milling S.Y.: \$2.25
Vaughn D. Thibodeau II 924 Odlin Road Bangor, ME 04401	HMA per Ton: \$97 Milling S.Y.: \$3.27
Northeast Paving 953 Odlin Road PO Box 103 Bangor, ME 04401 207-945-0873	HMA per Ton: \$157.50 Milling S.Y.: \$9
Hopkins Milling & Paving 800 Coldbrook Rd Hermon, ME	HMA per Ton: \$89.90 Milling S.Y.: \$2.25
Street's Landscape & Lawn Care 875 Woodland Ave Old Town, ME 04468	HMA per Ton: \$89.75 Milling S.Y.: \$3

Performance Paving
Owls Head, ME
207-594-5901

HMA per Ton: \$95
Milling S.Y.: \$3.70

Wellman Paving INC
89 Goshen Road
Winterport, ME 04496

HMA per Ton: \$93.75
Milling S.Y.: \$2.05

Maine-ly Paving Services LLC
495 Main St, PO Box 245
Canaan, ME 04924

HMA per Ton: \$98.65
Milling S.Y.: \$4.85

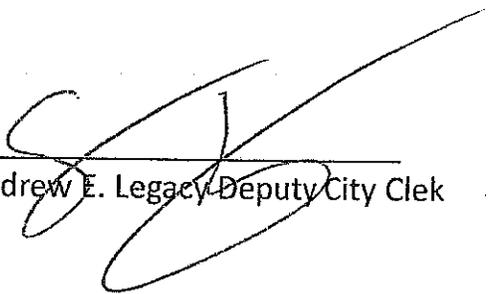
Hagar Enterprises INC
54 Biscay Road
Damariscotta, ME 04543

HMA per Ton: \$110
Milling S.Y.: \$5.25

Roundy's Paving
37 Grogin Ave
Newport, ME 04953
207-368-2050

HMA per Ton: \$108
Milling S.Y.: \$4.35

Attest:


Andrew E. Legacy Deputy City Clerk



CITY OF BELFAST

131 Church Street
Belfast, Maine 04915

Pamela J. Salokangas, CPRP, CPSI
Parks & Recreation Director

Email: parksandrec@cityofbelfast.org
Phone: (207) 338-3370, ext. 127

MEMORANDUM

TO: Erin Herbig, City Manager
FROM: Pam Salokangas, Parks and Recreation Director
DATE: March 24, 2025
RE: Belfast Boathouse Fee Schedule Change and Fee & Reservation Policy Updates

Belfast Boathouse Fee Schedule Change

The Belfast Boathouse rental season is very busy at this time as many rental requests are coming in for events in May and June and further into the future as we just booked a two-day educational seminar for October.

As the Belfast Parks and Recreation Department has been working with non-profits, and other rental inquiries, we have found that there is still some demand for single weekend dates throughout the year. In drafting the current Belfast Boathouse Fee Policy, we determined based on rental patterns from 2023 and 2024, that a three-day weekend rental made more sense for many of our wedding rentals and large special events since those rentals were adding single days on the front or back end of the weekend. Therefore, we made that policy change in the 2025 fee schedule. In the reservation calendar, all weekends are held as three-day rentals with the exception of one 2025 small wedding rental that was booked in 2024, which does break-up a three-day rental weekend.

It has come up recently with two-three rentals where a single date is needed; however, I have turned those rentals away as we're taking only three-day weekend rentals (Fri., Sat. and Sun) per the new fee schedule. To mitigate that situation and to try to balance availability when a weekend is not being utilized, I am proposing the following policy change:

Lift the three-day rental requirement at a cut-off date of 10-days prior to a three-day weekend period, where the Belfast Boathouse could become available for single rental dates; this would allow the City some flexibility when three-day weekends are not being utilized by weddings or large events.

Most large events will have already secured their weekend dates well in advance; by the 10-day cut-off date, the City would be entertaining smaller rentals that require less time to prepare such as Celebrations of Life, Memorial Services, small training opportunities, Parks and Recreation classes or staff training, meetings, etc. This policy would also allow Steamboat Landing Park users, who may desire a combo. reservation of the park and the Boathouse, to be on a waiting list in order to secure the Boathouse as part of their event and per the updated Fee Schedule as proposed below.





CITY OF BELFAST

131 Church Street
Belfast, Maine 04915

Memo to City Manager

March 24, 2025

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2025 Current Fee Schedule for Belfast Boathouse:

Belfast Boathouse Rental Fees			
Off-Season Rental (starting November 2025):			
November 1-April 30			
	Belfast Resident*	Non-Resident	Security Deposit
Weekend Rate (Fri., Sat. and Sun.)	\$1,600	\$2,400	\$500
Weekend Day Rate (Sat. or Sun.)	\$525	\$800	\$100
Weekday Rate	\$140	\$210	\$100
Non-Profit** Weekend Rate (Fri., Sat. and Sun.)	\$800	\$1,200	\$500
Non-Profit Weekend Day Rate (Sat. or Sun.)	\$260	\$400	\$100
Non-Profit Weekday Rate	\$100	\$150	\$100
Belfast City Employee Weekend Rate (Fri., Sat. and Sun.)	\$575	N/A	\$500
Belfast City Employee Weekend Day Rate (Sat. or Sun.)	\$200	N/A	\$100
Belfast City Employee Weekday Rate	\$70	N/A	\$100
Belfast City schools' student activities	\$0	N/A	\$100
High-Season Rental:			
May 1-October 31			
	Belfast Resident*	Non-Resident	Security Deposit
Weekend Rate (Fri., Sat. and Sun.)	\$3600	\$5,800	\$500
Weekend Day Rate (Sat. or Sun.)	N/A	N/A	N/A
Weekday Rate	\$200	\$300	\$100
Non-Profit** Weekend Rate (Fri., Sat. and Sun.)	\$1,500	\$2,900	\$500
Non-Profit Weekend Day Rate (Sat. or Sun.)	N/A	N/A	N/A
Non-Profit Weekday Rate	\$130	\$200	\$100
Belfast City Employee Weekend Rate (Sat. and Sun.)	\$1,000	N/A	\$500
Belfast City Employee Weekend Day Rate (Sat. or Sun.)	N/A	N/A	N/A
Belfast City Employee Weekday Rate	\$100	N/A	\$100
Belfast City schools' student activities	\$0	N/A	\$100

*Belfast residents must have a residential or business address within the City limits. Address will be required. A Waldo County resident does not qualify unless that resident also lives within the Belfast City limits.

**To qualify for this non-profit rate, the organization must be able to provide proof of its IRS Non-Profit Designation and associated Tax ID number.





CITY OF BELFAST

131 Church Street
Belfast, Maine 04915

Memo to City Manager
March 24, 2025
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Proposed Changes for the Belfast Boathouse Fee Schedule (version 2):

Belfast Boathouse Rental Fees			
Off-Season Rental (starting November 2025): November 1-April 30			
	Belfast Resident*	Non-Resident	Security Deposit
Weekend Rate (Fri., Sat. and Sun.)	\$1,600	\$2,400	\$500
Weekend Day Rate (Sat. or Sun.)^	\$525	\$800	\$100
Weekday Rate (Mon.-Fri.)^	\$140	\$210	\$100
Non-Profit** Weekend Rate (Fri., Sat. and Sun.)	\$800	\$1,200	\$500
Non-Profit Weekend Day Rate (Sat. or Sun.)^	\$260	\$400	\$100
Non-Profit Weekday Rate (Mon.-Fri.)^	\$100	\$150	\$100
Belfast City Employee Weekend Rate (Fri., Sat. and Sun.)	\$575	N/A	\$500
Belfast City Employee Weekend Day Rate (Sat. or Sun.)^	\$200	N/A	\$100
Belfast City Employee Weekday Rate (Mon.-Fri.)^	\$70	N/A	\$100
Belfast City schools' student activities	\$0	N/A	\$100
High-Season Rental: May 1-October 31			
	Belfast Resident*	Non-Resident	Security Deposit
Weekend Rate (Fri., Sat. and Sun.)	\$3600	\$5,800	\$500
Weekend Day Rate (Sat. or Sun.)^	\$1,200	\$1,900	\$100
Weekday Rate (Mon.-Fri.)^	\$200	\$300	\$100
Non-Profit** Weekend Rate (Fri., Sat. and Sun.)	\$1,500	\$2,900	\$500
Non-Profit Weekend Day Rate (Sat. or Sun.)^	\$500	\$960	\$100
Non-Profit Weekday Rate (Mon.-Fri.)^	\$130	\$200	\$100
Belfast City Employee Weekend Rate (Fri., Sat. and Sun.)	\$1,000	N/A	\$500
Belfast City Employee Weekend Day Rate (Sat. or Sun.)^	\$330	N/A	\$100
Belfast City Employee Weekday Rate (Mon.-Fri.)^	\$100	N/A	\$100
Belfast City schools' student activities	\$0	N/A	\$100

*Belfast residents must have a residential or business address within the City limits. Address will be required. A Waldo County resident does not qualify unless that resident also lives within the Belfast City limits.

^A Friday or single day weekend rental is only available 10 days in advance, and only if the three-day weekend option (Fri., Sat., and Sun.) has not been booked.

**To qualify for this non-profit rate, the organization must be able to provide proof of its IRS Non-Profit Designation and associated Tax ID number.

This proposal was disseminated via email to the Parks, Trails, and Recreation Committee in advance of bringing this forward to City Council. Since the rental season is in full swing, we did not want to wait to discuss at a Committee





CITY OF BELFAST

131 Church Street
Belfast, Maine 04915

Memo to City Manager
March 24, 2025
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meeting since there was support through email communication; this decision may affect the requests that follow this agenda item; therefore, it was timely to bring this forward to City Council on April 1.

Should this revised Belfast Boathouse Fee Schedule be approved, we would add these changes to the others proposed in your next agenda item.

2025 Fee Policy Updates

The 2025 Fee Policy was approved on January 7, 2025 by City Council. Since then, the City Attorney had a chance to review the document and made some textual changes to clarify language, and those changes have been marked in the enclosed copy; light blue text edits with a strikethrough are being suggested for removal with red text edits being recommended as additions. There are just a couple of edits that are still being reviewed between the Parks and Recreation Director and the City Attorney as we have shared edits and feedback over the last few weeks. If additional changes are being suggested by the City Attorney, the Director will bring those forward at a future meeting.

Additionally, at the March 4, 2025 City Council meeting, there was policy change regarding the use of Tennis Courts at Belfast City Park. That language has been added to the policy to demonstrate the vote taken by City Council. That new text is marked in red.

At the March 13, 2025 Parks, Trails, and Recreation Committee meeting, the group discussed the Tennis Courts change, and it was suggested that we also rename the policy to be more reflective that this is a fee schedule and reservation policy document. Therefore, that text has been updated on page 1.

The Belfast Parks and Recreation Department requests adoption of these changes for this policy document, allowing future facility rental requests for Belfast Boathouse Rental Requests to be reviewed with these new policies in mind.





Belfast Parks and Recreation Department 2025 Fee **Schedule & Reservation** Policy

Parks, Trails, and Recreation Committee Approval: December 12, 2024
Belfast City Council Approval: January 7, 2025;



This Fee **Schedule & Reservation** Policy establishes charges for programming and department-generated special events by the Belfast Parks and Recreation Department.

This Fee **Schedule & Reservation** Policy includes a philosophy statement regarding program fees and direct/indirect costs, revenue projections, minimum and maximums, etc. We will use an updated business model for program fees and this document shows how Department staff will be pricing programming, including the options for instructor pay scales, as well as a definition of direct and indirect costs related to program expenses.

A program fee business model balanced with a combination of grants, donations, and City funding support is vital to the ongoing success of the Department. The annual Fee Policy works in conjunction with the 2025 Department Budget, as approved by Belfast City Council.

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Program Pricing Philosophy

The Belfast Parks and Recreation Department is beginning to build its **diverse** programming options for the community, ranging from free events to fee-based programs like instructional classes, learn to play programs, make-and-take arts and crafts, bus trips, and small special events. The Department seeks to schedule popular **programs as well as provide** and high-quality programming and events. This process involves careful consideration of all program expenses, including rental costs, fair and competitive program fees, wages for instructors, and facility costs.

When creating a program or special event for the Department, staff must calculate an individual budget for each program during the planning phase. This budget shall include all direct costs for the program (i.e., instructor fees, facility rental/custodial fees, supplies, equipment, transportation, staff time invested in the actual, physical operation of the program and program prep, vehicle rentals, tickets, etc.). These direct costs are crucial to determining a program's registration fee and minimum/maximum enrollment and break-even points based on the proposed model.

Programs do not cover indirect costs of the Department (i.e., FT staff costs, electricity, heat, vehicle maintenance, insurance, etc.). These indirect expenses are considered as the cost of doing business and are covered directly through municipal support. The exception to this rule is the cost of providing a credit card payment option; those payment processing fees (2.5%) are paid at the time of registration by the customer as the City's credit card system is part of the State of Maine's processing system and 2.5% is what is charged to all users.

Minimum/Maximum Enrollment

It is important to note that determining the minimum/maximum enrollment, with instructor input, is very important to staying on track with each program's budget. The minimum enrollment should always be the break-even point for each program; this means that all direct costs are covered when the minimum enrollment is met. Once minimum enrollment is exceeded, even by one person, the program then generates a positive variance. There are exceptions to this rule; for example, Department staff create a brand-new program through a partnership with another agency and they are one person short of the minimum enrollment. If Department staff decide to run this program without the minimum, they must determine that the negative variance from doing so can be covered by revenue generated from other programs.

Programs that continue to run with a negative variance should be re-evaluated through a SWOT-analysis and either cancelled or modified to meet the minimum.

Minimum/maximum enrollment is typically based on an instructor's ability to manage the participants, based on age, as well as the facility's overall space availability. If there is demand for a program through a wait list option, a second instructor can be added if the program fees will cover that cost and if a second instructor is available. Opportunities to supplement an instructor's coverage will always be reviewed and volunteers can be considered when appropriate.

Pricing Model for Program Budgets

There is a mix of free and fee-based programs within all genres noted below. These guidelines are simple to use, and they will guide staff toward making the Department's programming more self-sustaining over time. This business model has worked for many parks and recreation agencies; whenever possible, the Department will utilize free space, look for the lowest cost supplies when appropriate, and keep other costs as low as possible. The following margins will be used for programming and special events:

- **Youth Instructional Programs – 5% margin:** these programs will generate a small positive variance, and fees will cover all expenses plus an additional 5% margin over break-even costs of running each program. This covers the hours of work that it takes to schedule, hire staff/find partnered instructors, secure space, purchase supplies, evaluate the program, etc.
- **Youth Sports Leagues – 10% margin:** when and if the Department hosts youth leagues, these programs will generate a small positive variance, and fees will cover all expenses plus an additional 10% margin over break-even costs of running each program.
- **Adult Instructional Programs – 15% margin:** these programs generate an additional 15% margin over the break-even costs of running each program. This covers the hours of work that it takes to schedule, hire staff/find partnered instructors, secure space, purchase supplies, evaluate the program, etc.
- **Senior Instructional Programs (60+ yrs.) – 0% margin:** these programs do not generate a positive variance, and simply cover all expenses based on a minimum enrollment.
- **Adult Sports Leagues/Tournaments – 15% margin:** these programs generate an additional 15% margin over the break-even costs of running each league. Tournaments are typically priced as a flat fee, so staff must calculate tournament expenses to ensure that team fees meet this margin.
- **Bus Trips – 10% margin:** these travel programs generate an additional 10% margin over the break-even costs. Please note that if this is an all-ages bus trip, then discounted rates will be provided for seniors (60+ yrs.) and youth (17 yrs. and under) whenever possible and appropriate.
- **Special Events – 0% margin:** these programs typically are not designed to generate a positive variance as they are typically free community events. However, at least **35% of the expenses should be covered** through sponsorships, donations, or in-kind services, or through positive variance generated from other programs. When possible, donations should be accepted at each special event via the Friends of Belfast Parks (FOBP) to support Department initiatives. It's imperative to know the overall budget in advance to ensure this percentage is being met. A sponsorship program will be in place in the near future to formally recruit new partners and sponsors.

It should be noted that approximately 60%-80% of all programs will run during a programming season and the Department will have three programming seasons throughout the year (Summer, Fall, and Winter/Spring). The reason for this is that not all programs are successfully embraced by the citizenry, instructors may need to cancel, or a facility's availability changes, or a program doesn't meet its minimum enrollment. It is the Department's goal to average an 80% success rate across all programming seasons; of the 20% of programs that do fail, the Department will have the opportunity to evaluate that program to determine the "why" behind the failure. If it simply was an instructor scheduling issue, that program can be offered again. If there was not an obvious determining factor, the staff will need to take a close look at program outcomes, day/time, price, location, etc., and attempt the program again.

The Department may also offset any direct costs by looking for good, meaningful community partnerships that would allow for these costs to be covered through donations, an on-site partnership, or reduced fees in trade for advertising/promotion as examples.

Staff and Contract Instructors

Department staff have two options for program instruction: 1) programs can be taught by the Department staff, whether full- or part-time, seasonal paid staff, or 2) programs can be taught by independent contractors.

A formal Background Check program will be established for Department staff and for contracted instructors, particularly for those who are working with youth programming. Costs *for Department staff* will be reimbursed to the individual, based on their request once the Department completes the hiring process and a successful background check is returned. This program will utilize multiple cross-

reference checks, and they are currently suggested as: Office of Child and Family Services Background Check, a Maine State Police background check, and an FBI fingerprint check. Department staff are still working on these details and plan to update this section as this program is established.

Any time new instructors come on board, the Department staff can use two models to evaluate whether the instructor should be paid staff or an independent contractor: 1) the Manufacturer & Business Association evaluation tool, and 2) the IRS' Form SS-8. Any potential instructor deemed an independent contractor will sign a contract for each programming season (this includes program instructors and sports officials), provide proof of insurance, and provide copies of or complete required background checks at the individual's expense, and then the instructor will be issued a Misc. 1099 form for the previous tax period.

Instructors will be evaluated using a program evaluation available to program participants. Results of those program evaluations will be shared with instructors—both paid staff and independent contractors—for consideration of program improvements, location needs, etc. This is an important task to ensure the instructors are the right fit for the program and for the Department.

Defining Residency Rates

“Resident Rate” applies only to residents within the City of Belfast boundary. The “Non-Resident Rate” applies to non-residents, those living outside of the City boundary. Non-residents are welcome to participate in Belfast Parks and Recreation programming. A Non-Resident rate is proposed to be the base Resident Rate plus \$5.

The exception to this policy is for programs at the Belfast Senior Center; all participants at the Center are ~~entitled to Belfast resident rates per~~ Waldo County **Residents and through** Spectrum Generations, the local Aging and Disability Resource Center, **and qualify for fees at the resident rate.**

Program Refunds and Policies

General Program Refunds: These refunds must be requested a minimum of seven (7) days in advance of the program start date to be considered; if request is made seven (7) days or more in advance of program start date, a refund will be provided minus a \$5 administration fee.

Bus Trip/Travel Program Registration Refunds: These refunds must be requested a minimum of fourteen (14) days in advance of the registration deadline to be considered; if request is made fourteen (14) days or more in advance of the registration deadline, a refund will be provided minus a \$15 administration fee. If a bus trip/travel program registration refund is requested less than fourteen (14) days in advance of the registration deadline, a refund will be provided **ONLY** if the spot can be filled and minus a \$15 administration fee.

For adult sports leagues, staff does not prepare, distribute, or post league schedules until all participating teams are paid-in-full to ensure accurate information is distributed to participants.

Youth Scholarship Program

Recreation services are especially valuable to youth. It is the goal of this Department to create a Youth Scholarship Program. Once that program is established, youth scholarships can be provided to those who qualify for those funds, **according to the terms of the program as adopted by City Council.**

Once this program is available, the Belfast City Council will be asked to authorize the Belfast Parks and Recreation Director to ~~waive any amount of the fee for qualifying resident youth as necessary through the Department's Youth Scholarship Program. This program would be available only to youth residents of the City of Belfast.~~ **manage this program which would be available only to youth residents of the City of Belfast.**

More information on the operation of this program will be provided in this policy document once the fund and operating policy are established. ~~The goal will be to offer two scholarships per fiscal year for City youth, 17 and under. Additionally, if a summer camp program is established in the future, summer camp scholarships would be available as well.~~

To fund this program, Department staff will fundraise for these scholarships and/or compete for grants or request donations to this program.

Credit Card Processing Fees

When the department purchases its first recreation management software to handle program registrations, facility rentals, Point of Sale (POS), and other needs, there will be a need to create the payment processing system to include a payment gateway and merchant account.

This system will charge the City a monthly fee plus either a transaction fee or batch fee. This will be a cost of doing business.

Philosophically and to follow suit in other departments, credit card processing fees will be passed onto the customer to pay for the convenience of using the online payment services. The City will evaluate payment gateway options and processing fees every 1-2 years to determine if current rates can be reduced.

Courts Reservation Policies

The purpose of the Sports Fields/Courts Reservation Policy is to effectively manage the demand for safe, public sports fields and recover costs associated with sports fields maintenance. This process is intended to operate in line with the Pavilion Reservation Policy by posting an informational sign at the reservable sports fields and issuing reservations; it does not include posting weekly schedules at fields. Group requests involving the City's tennis, pickleball, and basketball courts are part of this policy section.

Tennis Court Scheduling

The Department is authorized to schedule the two (2) lighted tennis courts for public programming at the Belfast City Park.

The Department provides tennis court access to the RSU #71 boys and girls tennis teams in the spring, and these practices and matches take ~~precedent~~ **precedence** over public use. ~~This is the only reservation/group activity that precludes public use of the courts;~~ The RSU #71 schedule for practices and matches will be posted online and at the courts for the public's knowledge. Fees are waived for RSU #71 tennis programs.

Tennis For All, a public tennis program for people with intellectual disabilities, also has reserved times for its free public programming, and this use takes precedence over public use. The Tennis For All schedule will be posted online and at the courts for the public's knowledge. Fees are waived for Tennis For All's tennis programs.

Per the March 4, 2025 Belfast City Council meeting, three organized community groups have grandfathered use of the Belfast City Park Tennis Courts at the following times: Dawn Patrol (Mondays and Thursdays, 7 AM-9 AM; Scrappy Losers (Mondays, Wednesdays, and Saturdays, 9 AM-11 AM, and Fuzz (Tuesdays and Sundays, 4-6 PM). These schedules will remain in place as long as these groups remain open to the public and are active; once these groups are defunct, these grandfathered times will be discontinued. All other users will have the opportunity to schedule free court time through the Department's registration software (online as 7/1/25), or drop-in for free play. The Belfast Parks and

Recreation Department has first right of refusal to change these grandfathered reservations if and when it is needed.

~~Other drop-in users, including informal organized group play, may use the courts for FREE at any time, but must adhere to the 30-min. maximum wait time. If other public users show up to play on the courts, who are not part of this informal, organized group, the informal drop-in users or group play must start the clock for a 30 min. maximum waiting period, and then concede a court or both courts to those who are waiting after the waiting period. Signs will be posted at the courts with this information.~~

All other commercial, for-profit, or fundraising activity tennis court requests must be reserved through the Department; this would include any tournaments, lessons, clinics, special events, etc. A Facility Use Request form is required for a pre-scheduled, commercial, for-profit, or fundraising activity to begin the review process, and the process should start at a minimum of 60 days prior to the event. Event organizers are encouraged to partner with the Department for events, classes, or activities, when possible. General liability insurance will be required.

If you plan to submit a request that is outside the boundaries of this policy, please submit it at least 60 days in advance. If your request requires City Council review, the minimum deadline to submit your paperwork is 10 days prior to a City Council meeting. The Belfast City Council meets on the 1st and 3rd Tuesday of every month.

The commercial/for-profit/small special event/fundraiser reservation fees for the Belfast City Park Tennis Courts, during the May 1-October 31 rental season:

Belfast City Residents	Non-Residents*
\$60 for a two-hour block (minimum) for both courts; \$20/hr. for each additional hour	\$65 for a two-hour block (minimum for both courts; \$25/hr. for each additional hour

*Belfast City Residents and organized events take precedence over non-resident requests.

For a fundraiser, the sponsoring group must be recognized as an official non-profit, and they must provide a copy of the current IRS-determination letter and/or a letter/certificate from the State of Maine Professional & Financial Regulation indicating it is a licensed charitable organization.

All special event requests will be considered on a case-by-case basis. Approval is at the discretion of the Department Director.

Pickleball Court Scheduling

The Department is authorized to schedule the four (4) lighted pickleball courts for public programming at the Belfast City Park. Department-based programming is the only reservation/group activity that precludes public use of the courts.

Other drop-in users, including informal organized group play, may use the courts for FREE at any time, but must adhere to the ~~30~~ **45** min. maximum wait time. If other public users show-up to play on the courts, who are not part of this informal, organized group, the informal drop-in users or group play must start the clock for a ~~30~~ **45** min. maximum waiting period, **or place a paddle in the line-up**, and then concede a court or courts to those who are still waiting after the waiting period.

All other commercial, for-profit, or fundraising activity pickleball court requests must be reserved through the Department; this would include any tournaments, lessons, clinics, special events, etc. A Facility Use Request form is required for a pre-scheduled, commercial, for-profit, or fundraising activity to begin the review process, and the process should start at a minimum of 60 days prior to the event. Event organizers are encouraged to partner with the Department for events, when possible. General liability insurance will be required.

If you plan to submit a request that is outside the boundaries of this policy, please submit it at least 60 days in advance. If your request requires City Council review, the minimum deadline to submit your paperwork is 10 days prior to a City Council meeting. The Belfast City Council meets on the 1st and 3rd Tuesday of every month.

The commercial/for-profit/small special event/fundraiser reservation fees for the Belfast City Park Pickleball Courts, during the May 1-October 31 rental season:

Belfast City Residents	Non-Residents*
\$80 for a two-hour block (minimum) for all four courts; \$20/hr. for each additional hour	\$85 for a two-hour block (minimum for both courts; \$25/hr. for each additional hour

*Belfast City Residents and organized events take precedence over non-resident requests.

For a fundraiser, the sponsoring group must be recognized as an official non-profit, and they must provide a copy of the current IRS-determination letter and/or a letter/certificate from the State of Maine Professional & Financial Regulation indicating it is a licensed charitable organization.

All special event requests will be considered on a case-by-case basis. Approval is at the discretion of the Department Director.

Basketball Court Scheduling

The Department is authorized to schedule the single, lighted basketball court for public programming at the Belfast City Park. Department-based programming is the only reservation/group activity that precludes public use of the courts.

Other drop-in users, including informal organized group play, may use the courts at any time for FREE, but must adhere to the 30-min. maximum wait time. If other public users show-up to play on the courts, who are not part of this informal, organized group, the informal drop-in users or group play must start the clock for a 30 min. maximum waiting period, and then concede the court to those who are still waiting after the waiting period.

All other commercial, for-profit, or fundraising activity basketball court requests must be reserved through the Department; this would include any tournaments, lessons, clinics, special events, etc. A Facility Use Request form is required for a pre-scheduled, commercial, for-profit, or fundraising activity to begin the review process, and the process should start at a minimum of 60 days prior to the event. Event organizers are encouraged to partner with the Department for events, when possible. General liability insurance will be required.

If you plan to submit a request that is outside the boundaries of this policy, please submit it at least 60 days in advance. If your request requires City Council review, the minimum deadline to submit your paperwork is 10 days prior to a City Council meeting. The Belfast City Council meets on the 1st and 3rd Tuesday of every month.

The commercial/for-profit/small special event/fundraiser reservation fees for the Belfast City Park Basketball Court, during the May 1-October 31 rental season:

Belfast City Residents	Non-Residents*
\$20 for a two-hour block (minimum) for all four courts; \$10/hr. for each additional hour	\$25 for a two-hour block (minimum for both courts; \$15/hr. for each additional hour

*Belfast City Residents and organized events take precedence over non-resident requests.

For a fundraiser, the sponsoring group must be recognized as an official non-profit, and they must provide a copy of the current IRS-determination letter and/or a letter/certificate from the State of Maine Professional & Financial Regulation indicating it is a licensed charitable organization.

All special event requests will be considered on a case-by-case basis. Approval is at the discretion of the Department Director.

Sports Fields Reservation Policies

Sports Field Reservation Request Schedule

This reservation system only applies to sports fields available during the late spring, summer, and early fall months. All recreation-related requests must be submitted to the Department in writing by a specific date prior to the individual sports season:

WINTER (Jan-Mar):	<i>(Not applicable for sports fields use)</i>
SPRING/SUMMER* (Apr-Aug):	<i>February 15, 2025, application deadline</i>
FALL (Sept-Nov):	<i>July 1, 2025, application deadline</i>
SUMMER TOURNAMENTS:	<i>March 1, 2025, application deadline</i>

**April weather may affect the availability of sports fields for play. The Belfast Parks and Recreation Department will not open fields for use when damage may occur to any of the sports fields. The department will work with each individual group for additional make-up time when necessary.*

Sports Fields Roster

Belfast City Park:

- One (1) small baseball field (Center Field = 181', Left and Right Field = 171'); no lights

Walsh Field Recreation Area:

- One (1) softball field (Center Field = 290', Left and Right Field = 265'); no lights
- One (1) Little League field with mound (Center Field = 200', Left and Right Field = 200'); no lights

Sports Field Reservations Process

The following reservation rules and regulations apply in 2025 for the sites listed above:

- All sports fields use must follow the Department's Safe Sports Fields Weather Policy (see Appendix) especially in regard to weather-related cancellations. The Department strives to accommodate weather-related cancellations and reservations for make-ups.
- Organizations must provide, in advance, the required insurance certificates and waivers.
- Sports fields requests from RSU #71 groups are processed as a priority request and before other youth and/or adult leagues.
- Per City of Belfast Park Ordinances, alcohol, illegal drugs, cigarettes, and vapes cannot be used within any City park or recreational area.
- The Sports Fields Reservation process may be refined or revised by the City of Belfast, as necessary.
- On a per-event basis, the Department Director is authorized to adjust the provisions of this policy to accommodate special situations.

A. Single Day Sports Fields Reservations (non-league)

Groups requesting the reservation of a sports field for general use are subject to a Sport Field Reservation Fee. If needed, additional two-hour time blocks may be reserved in advance. General liability insurance will be required. This fee is typically for practices, single games, or for a game associated with a family outing, reunion, celebration, etc.

If a group is requesting a single day for a commercial, for-profit, or fundraising activity, the event must be reserved through the Department; this would include any tournaments, lessons, clinics, special events, etc. A Facility Use Request form is required for a pre-scheduled, commercial, for-profit, or fundraising activity to begin the review process, and the process should start at a minimum of 60 days prior to the event. Event organizers are encouraged to partner with the Department for events, when possible. General liability insurance will be required.

Belfast City Residents Single Day Fee	Non-Residents* Single Day Fee
\$25/two hours	\$30/two hours
Belfast City Residents Single Day Commercial Fee	Non-Residents* Single Day Commercial Fee
\$100/day	\$105/day

*Belfast City Residents and organized events take precedence over non-resident requests.

B. Seasonal Sports Fields Reservations

Location	Fees
Softball/Little League Fields (Walsh Field Recreation Area)	\$150 per field per sport season for Resident Groups \$300 per field per sport season for Non-Resident Groups*
Small Baseball Field (Belfast City Park)	\$75 per field per sport season for Resident Groups \$150 per field per sport season for Non-Resident Groups*
Soccer/Lacross/Football Fields (Walsh Field Recreation Area)*	\$200 per field per sport season for Resident Groups \$400 per field per sport season for Non-Resident Groups*

*Belfast City Residents and organized events take precedence over non-resident requests.

Resident groups are those with an organizational address within the City of Belfast or with at least 50% of the participants residing in the City of Belfast and verified by a complete roster.

The Seasonal Use Fee includes:

- An initial line painting on soccer, lacrosse, or football fields ensuring that fields are in a safe and approved area, or
- An initial outfield line painting on softball and baseball fields. Lines will be repainted twice per season. Daily dragging is provided.
- Daily chalking of softball and baseball fields is not provided for seasonal reservations, except for league games organized and operated by the Department.
- Regular maintenance and mowing.

C. Tournaments

Tournament Reservation Fee

- A Tournament Reservation Fee of \$200 per Softball/Little League field per day is required for one to three-day tournaments. This fee includes dragging and field-lining services by the Department.
- The Tournament Reservation Fee is due in full at the time of the facility request.
- A refund of Tournament Reservation Fees is provided only if a tournament is cancelled 10 or more business days before the scheduled event or if extreme weather conditions affect overall tournament field use.

Other Tournament Policies

- If weather conditions prohibit or delay tournament play, the Department will schedule facilities for make-up games at no additional charge; those facilities will be provided pending available dates for the requested sports fields.
- Tournament Organizers are responsible for reimbursing the Department for any extra repair and clean-up costs, to include staff time, associated with their tournament (non-weather related); additional fees will be invoiced at cost, net 30 days.

D. Sports Field Goals Policy

The Belfast Parks and Recreation Department will not transport goals to and from the sports fields/parks; all sports groups will be responsible for transporting goals to and from the sports fields if goals need to be replaced, relocated, or removed completely.

At no time is a sports group allowed to drive onto a field for loading/unloading any sports goals. Equipment can be delivered to the closest parking lot, unloaded, and then hand-carried to the sports field for assembly and placement.

During the sports season, any goals that become damaged or broken and are unusable must be removed from the sports field and the park for repairs within one week of being notified of the damage by the Department. If damaged or broken goals are not removed when they become unusable, the Department staff will remove those goals and dispose of them at the owner's expense.

Only goals that will be used for the upcoming season can be stored at each sports field/park. Extra goals that are not going to be used for any sports field rental/tournament during the rental period must be removed from the sports fields/parks. Extra goals cannot be stored at the sports fields/parks.

At the conclusion of each sports season, whether June, August, or November, goals used that season will need to be removed and stored off-site. No vehicles will be allowed to drive on the fields to move goals or goal parts. All sports groups should coordinate their goal moving with the Department to ensure that there is no damage or for access issues.

If you plan to submit a request that is outside the boundaries of this policy, please submit it at least 60 days in advance. If your request requires City Council review, the minimum deadline to submit your paperwork is 10 days prior to a City Council meeting. The Belfast City Council meets on the 1st and 3rd Tuesday of every month.

E. Drop-In Sports Field Use

When seasonal or single-day reservations are not on the schedule, drop-in use is allowed at all sports fields.

The only exception to this rule is when the fields are posted “closed” due to inclement weather conditions. These closures are to protect the field surfaces and will be opened for use once conditions improve. Signs are posted at the fields (typically entrance gates) and on the Department’s social media pages and the City website.

F. Other Sports Field Policies

Portable Outfield Fences (for softball / baseball games requiring shorter outfields)

The Portable Fence Fee provides for the use, set-up, and removal of portable outfield fencing at Walsh Field Recreation Area. The fee is \$100 per field for “one set-up and one removal” (multi-day tournaments are not charged for multiple days). Groups must request and pay for the portable fencing **at least** two weeks in advance of when they first need the fencing.

If an organization owns its own portable fencing, the Department will work with those groups to oversee installation to ensure that our maintenance team will still be able to maintain the outfield without any issues to include mowing and weedeating.

Outfield Fence Banners

The Department will soon be offering businesses and organizations the opportunity to show their support for our parks and recreation program by purchasing a 4’ x 6’ vinyl banner at the Belfast City Park or the Walsh Field Recreation Area.

Promotional banners are displayed on outfield fences for the 2025 season (Apr-Oct). Full details of this program will be available on the Department website. 2025 Banner sponsorship fees are listed below:

One (1) 4’ x 6’ Banner at Belfast City Park OR Walsh Field Recreation Area = \$315	Two (2) Identical 4’ x 6’ Banners at Belfast City Park AND Walsh Field Recreation Area = \$515
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Belfast City Park Picnic Pavilion Reservations

The Reservation Fees for the Belfast City Park Pavilion, during the May 1-October 31 rental season:

Standard Rental	Belfast City Residents	Non-Residents
Two-hour block (minimum)	\$30 rental \$10 for each additional hour	\$35 rental \$15 for each additional hour
	40-person capacity	40-person capacity
Examples: Birthday Parties, Family Reunions, Meetings		
Commercial/Small Special Event/Small Fundraiser Rental	Belfast City Residents	Non-Residents
Two-hour block (minimum)	\$60 \$20 for each additional hour	\$65 \$25 for each additional hour
	75-person max. capacity	75-person max. capacity
	One 10’ x 20’ tent	One 10’ x 20’ tent
	General Liability Insurance required	General Liability Insurance required
Examples: Ticketed Events, Small Fundraisers		

Belfast City Park Pavilion is rented on a first-come, first-serve basis.

For a fundraiser, sponsoring group must be recognized as an official non-profit, and they must provide a copy of the current IRS-determination letter and/or a letter/certificate from the State of Maine Professional & Financial Regulation indicating it is a licensed charitable organization.

For Special Event/Fundraisers requests, these will be considered on a case-by-case basis. Approval is at the discretion of the Department Director. See Special Event/Fundraiser section on page 13.

Additional Pavilion Policies:

- Belfast City Park Picnic Pavilion rentals must be secured via the reservation and payment process at a minimum of eight (8) days in advance.
- Belfast City Park Picnic Pavilion can be reserved up to one (1) year in advance.
- The season for picnic pavilion rentals is May 1 through the end of October, and the daily rental period runs between 8 AM-8 PM.
- All **family standard** rentals such as birthday parties, small family reunions, or picnics DO NOT need to provide proof of General Liability Insurance.
- All Commercial/Small Special Event/Small Fundraiser rentals must provide proof of General Liability Insurance with a minimum general liability policy of \$1,000,000.
- For Special Events/Fundraisers, please refer to additional policy information under the Special Events/Fundraising Policy.
- When the pavilion is not reserved, the pavilion is available for drop-in use on a first-come, first-serve basis. Drop-in users cannot ask another drop-in user to vacate the pavilion; the space should be shared if there is room.
- Reserving groups are entitled to sole occupancy of the rented pavilion.
- Facility reservations must be paid in full at the time of reservation; ***tentative reservations are not accepted.*** A rental is complete once all documentation has been provided and the fees are paid. A Pavilion Rental Sign will be placed at the pavilion noting your reservation time and under the person's name who rented the facility.
- If a group or business requires an invoice for pavilion rental payment, that group or business will have **10 business days** to make payment; if that payment deadline is not made, the reservation will be removed from the schedule. This 10-business day policy for invoicing still needs to be prior to the 8-day minimum advance period for reservations.
- Pavilion reservations must include set-up time, the actual event time, and clean-up.
- Pavilion renters are required to remove their trash from the pavilion and park.
- Per City of Belfast ordinances, the Belfast City Park is non-smoking.
- RSU #71 clubs and groups are exempt from pavilion rental fees; for more information, see page 18.
- Fees will be waived for **sanctioned-City-sanctioned** events (i.e., City committee meetings, City department use, etc.). All other rentals are required to pay the pavilion reservation fee.
- The mowed areas around the pavilion are available for yard games and play areas.
- All vehicles must be parked in the large parking lot to the south of the pavilion. Vehicles are permitted to pull up to the pavilion to load/unload ONLY, and must be removed to the parking lot when unloading/loading is complete.
- New in 2025 will be one signed Handicap Parking Space in front of the City Park Pavilion; vehicles must have either a Handicap Placard or a Handicap Plate to park in this space.
- New in 2025 will be one signed Drop-Off Space in front of the City Park Pavilion; vehicles will have up to 20 min. for drop-off/pick-up of supplies.
- The ONLY time tents are allowed are through the rental process for a Commercial/Small Special Event/Fundraiser per the table above.

- Outside grills are not allowed in the park; this includes propane grills, portable hibachi-style grills, etc. The ONLY grills allowed to be used are the pre-installed charcoal grills at the park pavilion or at the park's picnic areas.
- Per City of Belfast Park Ordinances, alcohol, illegal drugs, cigarettes, and vapes cannot be used within any city park or recreational area.

Rental Reservation Revision

Once a pavilion rental payment is received, a reservation can be changed as long as it is not within the eight (8) day period prior to a rental.

Cancellation Policy

- Any cancellation outside of the **minimum of eight (8) days in advance** of the reserved time is eligible for a refund, credit, or transfer to another date (in the same year).
- Any cancellation **less than eight (8) calendar days** prior to the reserved time is not eligible for a refund, credit, or transfer.

Inclement Weather Policy

If severe weather (very heavy rain/downpours, thunderstorms, flooding, or high-wind conditions) prohibit the scheduled pavilion use, a request to reschedule must be submitted to the Department **on the first business day after the reservation no later than 6 PM (business days are Mondays-Thursdays)**. Otherwise, cancellations or reschedules will not be honored since the pavilion is covered.

If a severe weather reschedule request is made, the Department will attempt to reschedule the group at no additional charge during the current season (May 1- October 31), pending availability. If rescheduling cannot be arranged, a refund will be provided.

Parks and Recreation staff are authorized ~~to establish reservation conditions and applicable fees (as specified in this policy) for non-family group use in the Belfast City Park Pavilion. Generally, this site is not equipped currently to host large non-family groups or special events. Typically, the Department must account for all uses within the park to ensure that there is appropriate parking, restroom availability, etc.~~ **to reject a pavilion reservation request if the event is deemed unsuitable, unsafe, likely to draw more than the 75-person capacity, or likely to require special city services (i.e. police protection), or if the requesting person or organization has previously failed to comply with facility use requirements.**

Mobile Concessions Vendors

Belfast City Park has an annual concession operation within the park; no additional outside, third-party mobile concession vendors are allowed to be on-site for a private or public pavilion rental, sports function, pool party, or general use, unless authorized by the Department.

If you plan to submit a request that is outside the boundaries of this policy, please submit it at least 60 days in advance. If your request requires City Council review, the minimum deadline to submit your paperwork is 10 days prior to a City Council meeting. The Belfast City Council meets on the 1st and 3rd Tuesday of every month.

Special Events/Fundraisers Requirements

The purpose of this policy is to specify and clarify procedures regarding the use of City parks for special events or fundraising events and to ensure these activities meet the requirements of the City ordinances. **A Special Event or Fundraiser can be defined as any event that exceeds 75 people, and which is open to the general public, and/or where fundraising may occur through an event pre-**

registration, and/or where donations will be accepted in advance or on-site.

This policy applies to:

- all City parks and park areas;
- the City pool;
- and for other City-owned property utilized for special events or fundraisers.

Reservations must be secured for special events/fundraisers AT LEAST 60 days in advance. Some events may require additional lead time and should be discussed in advance. This time frame allows the Department to review requirements with organizers, secure paperwork and deposits, and then forward to City Council for approval for any atypical details or waiver requests.

NOTE: Several waterfront parks are also designated as special event spaces since they provide the most space for the larger events held in the City of Belfast. Special requirements are necessary to balance the use at the various City parks and to ensure that the parks are still open to the general public and that parking is available for all events and for general users.

The following types of large group events are subject to the provisions of this policy:

- Community events sponsored by Belfast-based civic or social organizations,
- Fundraising events sponsored by a Belfast-based non-profit organization to benefit a Belfast-based program,
- Special athletic or sporting events by a Belfast-based group,
- Concerts or public performance events at any park,
- Special events at the Belfast Dog Park,
- Other events as determined by the Parks and Recreation Director or the Parks, Trails, and Recreation Committee.

The following rules apply:

- Since each event is somewhat unique, the Director of Parks & Recreation will determine if the planned event shall be covered by this policy.
- Belfast-based groups organizing a large special event/fundraiser will have priority over non-Belfast-based groups.
- Special events/fundraisers are booked on a first-come, first-served basis EXCEPT three annual events with a long event history and schedule—Arts In The Park, Maine Celtic Celebration, and the Belfast Harbor Fest.
- All special events/fundraisers must be reviewed in advance to ensure that they meet this policy and the City ordinances regarding public safety, alcohol, permitting, etc.

Scheduling

Special Events/Fundraisers can be scheduled up to one (1) year in advance. The appropriate rental form (either Special Event/Facility Request or a Belfast Boathouse Rental Application, or in some cases both forms) must be completed to secure a date. The Parks and Recreation Director will determine when rental deposit, security deposit, final payment, and insurance certificate will be due. The rental date(s) will not be secure until rental deposit and/or full payment (depending on lead time) is paid.

Reservations must be secured for special events/fundraisers AT LEAST 60 days in advance. In addition, the Director and/or City Manager/City Council may:

- deny or revoke reservations to any event which is not compatible with the facility or other scheduled events;
- restrict the total number of Special Events/Fundraisers which may be held per year at each park;
- deny or revoke reservations to any event with the potential of overloading park visitor capacity with respect to public safety or facility capacity or parking accommodations;
- suggest alternate locations in order to better accommodate Special Events/Fundraisers with respect to public safety, parking, visitor capacity;

- move activity locations or cancel specific activities if inclement weather has created hazardous conditions or the potential for excessive facility damage;
- all cases of reservation denial or revocation may be appealed to the Belfast City Council at their next regularly-scheduled meeting.

Event Planning

Special event/fundraiser organizers shall meet with the Director **at least 60 days** prior to the event to review preliminary event plans, determine activity locations in the park, and confirm all operational details. A second meeting 7-10 days prior to the event may also be scheduled. Provisions for inclement weather/heavy rain should be made by the sponsoring group with regard to all event operations (parking areas, activities, food service, etc., to include moving activity locations or canceling specific activities if inclement weather has created hazardous conditions or the potential for excessive facility damage.). The Department Director must approve event details in advance.

Tent Policy

If you intend to erect tents of your own or rented tents from a third-party, you will need to adhere to the following recommendations:

- All tents, no matter the size, should be staked properly to avoid any accidental fly-aways during windy days. Tent stakes should be marked clearly to avoid any tripping hazards.
- Large tents (larger than 20' x 20'/400 sq. ft.) installed without sides do not need any additional inspections or permits; these tents must be staked properly.
- Large tents (larger than 20' x 20'/400 sq. ft.) installed with sides, ~~sides that~~ that will be on 100% of the time, fall into the Assembly Use category for the Maine State Fire Marshall's office. These tents must have a plan review for egress paths and fire retardation certification. This ~~would~~ **must** be coordinated well in advance of the event. These tents must also be staked properly.
- Large tents (larger than 20' x 20'/400 sq. ft.) with or without sides should have one (1) fire extinguisher on-hand; large tents (larger than 40' x 40'/1,600 sq. ft) with or without sides should have two (2) fire extinguishers on-hand.
- Tent stakes/support guy wires must be 12' or more from any structures, parking lots, trees, vehicles, signage, etc. Any stakes/support guy wires must be marked well for pedestrians' needs.
- Installation areas must be marked for utilities in advance of any tent installation if there is even the slightest chance that underground utilities are in the area. Utility marking is the sole responsibility of the reservation holder and should only be scheduled once reservation holder has an approved tent location from the Department.
- Additional rental fees may be required if a tent must be installed several days in advance of a special event/fundraiser, and only if the space is available.

Park Operations

Belfast Parks and Recreation is not able to financially assist special event or fundraising events. The Department may assign staff for park maintenance before, during, and after the event (for assistance with trash collection, restroom maintenance, special setups/take downs, facility maintenance, electrical needs), based on the potential number of visitors the event may generate.

The Department will invoice the event sponsors for all expenses incurred that were in excess of the normal level of park operations or that generated overtime. Only Department employees are permitted to operate Department vehicles and equipment. The large event organizers may also be required to provide volunteers to direct event parking and pedestrian access or to provide overflow parking at a non-municipal owned area, and to assist with trash collection duties. Therefore, the organizing group can expect to pay for these functions:

- Permits for alcohol/catering services; these may need to be paid by renter and/or by individual vendors participating in the fundraising or special event being sponsored by renter.

- Extra Department staff: expense depends on event details; an estimate can be provided in advance,
- Repairs to park facilities, as required, and if resulting from the group's use,
- Portable toilet rentals (supplemental) from a private supplier, pending event details,
- Trash dumpsters (supplemental) from a private supplier, pending event details, and
- Additional insurance premiums for coverage of the event with indemnification to the City of Belfast, and, if needed, for any private parking areas near the facility (see below) and/or for a liquor liability endorsement.

Insurance

All rentals that are open to the public ~~except standard standard rentals (non-public)~~ shall provide to the Department, in advance of the event, a Certificate of Insurance which:

- A. Provides evidence of coverage in both commercial general liability insurance and automobile liability insurance (if applicable) for a minimum coverage amount of \$1,000,000 per occurrence, combined single limit;
- B. A Certificate of Insurance must include adding the City of Belfast as an additional insured;
- C. For events that are hosting alcohol-related activities such as a beer garden or wine tasting, the Certificate of Insurance will also need to demonstrate a liquor liability endorsement which may increase the insurance premium.

The minimum coverage amount that is required by the Department may be increased pending the type of event and level of risk or an additional rider may be requested. Food service and liquor operations may require additional permits, and these are typically processed by the Belfast City Clerk's office and approved by the Belfast City Council. Additional insurance coverage for food service (as well as meeting the requirements of the City and state health codes) may be required. In addition, other groups or businesses which use park facilities during special events (i.e., third-party concessionaires like food vendors) must also present in advance to the event organizer a similar Certificate of Insurance for their operations. Please contact the Department regarding specific insurance requirements for the planned event.

Parking and Vehicle Access

Very few of the Special Event areas have their own parking, especially those in the waterfront area. To host an event at Steamboat Landing Park, an event organizer will be required to rent the Belfast Boathouse to secure handicap parking and to have load-in and load-out access.

Event organizers will be required to follow the soon-to-be-created parking plan during large and multi-day events (as of 2025). Once that parking plan is in place, the Belfast Parks and Recreation Department will update this policy with those details. Parking is permitted only in designated spaces or areas. No parking on the grass or in driveways is permitted during a large group event, except with the express written permission of the Department. Tasks may also include providing appropriate signage during events, hosting volunteers for parking tasks (see below), and communicating the parking information to patrons.

The organizers should also make arrangements to furnish Parking Guides (volunteer or paid) to safely direct vehicles to the proper spaces, as well as providing safe pedestrian crossings on various roadways around the event site.

- Considerations should be given to making directional and information signs for your event.
- Vehicles parked illegally on City or private property will be ticketed by police and are subject to towing at the owner's expense.
- It is especially important that emergency access remain available at all times during your event, and that the event organizers follow the new event parking plan (2025).
- Vehicular access to any areas off the paved roadways must be approved by the Department in advance, including by event contractors, caterers, concessionaires, event leaders, etc.

If you plan to submit a request that is outside the boundaries of this policy, please submit it at least 60 days in advance.

Other Policies

Commercial Activities

The City of Belfast park ordinances specify that any commercial activity in parks requires a special contract from the Department. Commercial activities involve, but are not limited to, selling goods or services to the public, or holding private classes or activities in the parks where participants register with a third-party program operator (i.e., health and fitness, role play programs, personal training, summer camps). Commercial activities are prohibited in all parks, except as specifically contracted by the Director of Parks & Recreation and Belfast City Council. **Organizers must allow 60 days prior to the event/activity to obtain the necessary approvals.**

If a commercial activity is found operating within a park without a contract, the Parks and Recreation Director has the right to request that the vendor cease all activity immediately. Additional steps will be taken if that request is not heeded by the vendor.

Given the range of commercial activities, the Director is designated to:

- A. Issue contracts for commercial activities that are compatible with City of Belfast’s park operations and ordinances,
- B. Require proof of insurance by the applicant,
- C. Specify in writing all restrictions associated with the request,
- D. Require periodic reports from applicants with regard to park activities,
- E. Request a contract fee or recommended donation (based upon the requested activity), and
- F. Complete approval process with the Belfast City Council for the Commercial Activities Contract.

Those who wish to apply for a commercial activity contract will need to do so directly with the Parks and Recreation Director and will need to provide the proper documentation to supplement a commercial activity application (class proposal, number of days/weeks, time, registration levels, class fee, product and sales information, etc.). Fees will be assessed based on the use request to include determining the length of time being requested, hours of operation, type of operation, etc. If a commercial activity ~~is in competition with~~ **conflicts or overlaps** with an activity/class/program that Parks and Recreation is already doing, it will not be forwarded to City Council for approval. A commercial activity request must be approved by Belfast City Council.

If you plan to submit a request that is outside the boundaries of this policy, please submit it at least 60 days in advance.

Renters: Fees to Participants

No private group may charge an entrance fee to visitors for admittance to public park property.

Similarly, a parking fee cannot be charged. For fundraisers, it is recommended to host registration in advance for a 5K for example, although late registration will be allowed. For officially-designated non-profits, donations may be accepted for special services, products, or events offered by the organizer (i.e., food, family or individual games); it’s preferable that these donation be done online vs. being collected at the park.

Collection of any donations must remain on-site at the location approved for the special event/fundraiser, and general public users cannot be approached for donations unless they approach the

event.

Rentals: Miscellaneous Items Requirements

- The placement of all temporary structures and activity locations related to an event must be approved by the Department staff. A map should be provided with the event application. A base Google Map is very helpful for locating the event's activities.
- The event organizer shall contact the Belfast Police Department **60 days or longer in advance** of the event if making a special request for police detail. This information is required as part of the event application.
- The sponsor should make provisions for adequate first aid care during the event.
- All provisions of the City of Belfast park-related ordinances apply to Special Events/Fundraisers.
- Per City of Belfast Park Ordinances, alcohol, illegal drugs, cigarettes, and vapes cannot be used within any City park or recreational area.
- Pets must be kept on a leash at all times in any Belfast parks or park areas and during any and all special events/fundraisers in the parks and park areas.

Third-Party Vendors and/or Third-Party Rented Services/Equipment

Often, the Department receives requests with special events and fundraisers for additional entertainment activities or rented equipment with City parks. The following items are NOT permitted at any special event/fundraiser in a City park unless special permission is granted by the Department Director and/or Belfast City Council. Additional steps will be required if any of these items are approved for use at a special event/fundraiser.

- Inflatables (ex.: bounce houses, inflatable obstacle courses)
- Generators
- Pony Rides
- Third-Party Concessionaires (~~outside of food trucks~~)
- Food trucks
- Party Equipment (ex.: dunk tanks, basketball tosses, climbing walls)
- Party Services (ex.: DJs, specialty vehicles, Bubble Football)
- DJs
- Portable Gas Grills

Scheduling of School District Events within Municipal Parks

The following Reservation Fee Waiver applies to sanctioned RSU #71 student-based functions involving **Belfast Boathouse Rentals, Pavilion Reservation Fees & Sports Field Reservation Fees:**

- Reservations' fees are waived for weekday (daytime and evening) student activity uses during the school year (from 14-days prior to the opening of school through two-weeks after the last day of school). The security deposit is not waived.
- **Non-student uses and uses at other times of the year are charged the standard fees. This includes the rental fee and security deposit.**
- The Large Groups/Special Events/Fundraising Policy, facility maintenance fees, and special conditions specified by staff may apply pending the event logistics.
- In all cases, RSU #71 must provide Proof of Insurance for all sanctioned events in Belfast City Parks and park areas, naming the City of Belfast as an additional insured. The Department is authorized to invoice the schools, if necessary, for any clean-up or damage repair costs associated with school uses and that will cost more than the collected security deposit.

Unmanned Aircraft

Unmanned Aircraft include radio-controlled, string-controlled, remote-controlled, and tethered model aircraft and drones. Unmanned Aircraft shall not be placed in flight, flown over, or landed in the children’s playground or pool area within the Belfast City Park.

All Unmanned Aircraft operators must follow all Federal Aviation Administration’s (FAA) protocols to include safe operations, licensing, inspections, training, flight patterns, distances, heights, etc. Proof of licensing will be required upon any requests for commercial flying (i.e., commercial filming for businesses, tourism videos, etc.) above any City park areas (except the areas noted above) with a request and proof of licensing to the Director of Parks and Recreation.

Aquatics: Belfast City Park Pool

Priorities

- Provide safe, fun, and clean facilities that are open and accessible to individuals and families.
- Pool revenue should seek to offset some operational expenses.
- Pool Admission Process and Resident Confirmation must be simple and hassle-free for both patrons and seasonal staff. Belfast Parks and Recreation recommends verifying address in early summer or in advance of pool visit by securing a residency card.

Membership for Residents

When this program goes operational, a **FREE Membership Card** can be obtained to indicate that you are a City Resident. To obtain a **FREE Membership Card** for pool visits, proof of residency is required when requesting a Membership Card. Proof of residency can include current Driver’s License, current utility bill, or current lease/homeowner’s insurance document.

Daily Pool Sign-In will still be required.

Pool Categories	2025
Daily – Toddlers, 2 yrs. and under (In water chaperone & swim diaper required)	FREE
Daily – Youth, 3-10 yrs. (Chaperone required) and 60+ yrs.	FREE
Daily – Regular, 11-59 yrs.	FREE
Daily – Non-Swimming Adult (not in swimwear attire and not entering the water)	FREE
Pre-scheduled Group Admissions during public operational hours (i.e., 4-H Clubs, Scouts, Birthday Parties, Summer Camps); Membership Card is not required.	<ul style="list-style-type: none"> • Groups of 10-25 people: \$25 • Groups of 26-50 people: \$50 • Please schedule ahead; groups may be limited due to overall pool capacity. • Payable by cash or check or credit card with pre-scheduled reservation.

Pool Rental Rates for Private Groups

The pools are available to rent for private activities during the regular operating season from **6:30-8:30 PM on Friday, Saturday, and Sunday evenings**. Time block includes your set-up, activity time, and

clean-up. In order to provide proper staffing, reservations must be made a minimum of 14 calendar days in advance.

Private rentals must include a ratio of 1 adult for every 10 children, and pool staff do not count as chaperones. The adults must be actively watching and/or swimming with the children.

Rental Type	Fee
All Two-Hour Rentals for small families, birthday parties, small events and fundraisers, etc.	1-25 Guests: \$30 Resident Rental 26-75 Guests: \$60 Resident Rental 1-25 Guests: \$35 Non-Resident Rental 26-75 Guests - \$70 Non-Resident Rental

- Regular rentals include use of pool, pool grounds, and bathhouse. The proper forms must be completed for pool rental request, and the fee must be paid to secure the date. All rentals must be secured a minimum of 14 days in advance of rental date requested. All regular pool rules and municipal ordinances apply.
- All activity locations and event plans must be approved in advance by the Pool Manager.
- Per City of Belfast Park Ordinances, alcohol, illegal drugs, cigarettes, and vapes cannot be used within any City park or recreational area.

Inclement Weather Policy

The Department staff will attempt to reschedule groups at no additional charge during the current season, pending availability. If the pool schedule cannot accommodate a rescheduled date, a full refund will be provided.

Pre-Scheduled Groups Admission Policy

If an organization requests the Pre-Scheduled Group Admission Rate during our regular swim days, the request is considered with the following provisions:

- A group is defined as consisting of at least 10 people, unrelated to each other generally, including supervisors and chaperones (i.e., Summer Camps, 4-H Clubs, Boy/Girl Scouts).
- Groups must request swim dates and times at least 14 days in advance with the Pool Manager. **No more than two groups (up to 25 members each)** are admitted to the pool at one time. For safety reasons, pool staff may decline requests for unscheduled groups at the Group Admission Rate.
- An organization may send no more than 50 group members (including supervisors) at any one time onto pool grounds.
- The 50 members from an organization may stay on pool grounds no longer than two (2) hours (i.e., 1-3 PM, 3-5 PM).
- **Group supervisors/chaperones must accompany and actively supervise swimmers during the entire period, requiring at least one chaperone for every 10 children they are actively supervising.**
- All patrons as part of the group are included in the calculation of the group admission fee (i.e., supervisors, chaperones, group leaders, babysitters, parents, and swimmers), except non-swimming chaperones, not attired in swimwear, who are admitted for FREE.

This policy applies to all groups and organizations including the Department’s summer camps. The maximum time per day is two (2) hours per swimmer-group (vs. *two-hours per organization*). If the organization has more than 50 children, they may choose to rotate groups of up to 50 into the pool, reduce their pool time to accommodate their schedule, or rotate the days per week that a particular group would visit the pool. Pre-Scheduled Group Admission fees are not eligible for refund, credit, same-day re-admission or rain checks.

Group leaders are responsible to check-in and out with the Front Desk Staff, certify the group count for each visit, sign invoices for payment of the appropriate entrance fees (terms: net 10 days) if not paying in cash or by check, and be responsible for the patron conduct and the two-hour (maximum) schedule of the group on pool grounds. Groups that abuse the Department's Policies and Procedures may be suspended from using the pool by the Pool Manager or the Department Director.

Belfast Boathouse Rental Program

The Belfast Boathouse is a rentable facility, owned by the City of Belfast, that is used for a multitude of functions, special events, and community activities. The Belfast Boathouse is a year-round rentable facility starting in the fall of 2025 for meetings, weddings, special activities, reunions, rehearsal dinners, and more. Based on your event style, capacity is as follows:

- Educational-style seating with tables: 150 ppl.
- Sit-down dinner with round tables: 150 ppl.
- Standing reception-style events: 200 ppl.
- Auditorium-style seated event (seating in rows): 160 ppl.
- Occupancy does not change if you decide to add an outside tent.

The rental program includes the Belfast Boathouse and its fenced grounds. Small activities may be held outside of the grounds, but those are reviewed on a case-by-case basis as part of the renting process.

The Belfast Boathouse includes a vestibule with coat rack, large event room, small event room with pass-through window from kitchen (chair and table racks are stored here), two single restrooms, maintenance closet, and a warming kitchen.

The overall square footage of the building is 3,960 sq. ft., and the fenced-in grounds are part of the Belfast Boathouse property. There are a total of 14 parking spaces in the small parking lot for the Belfast Boathouse, for the small picnic area, and for the kayak launch area. There are two (2) handicapped parking spaces in front of the Belfast Boathouse entrance. This parking lot is open to the public at all times. Please see the appendix for additional parking information that you can share with your attendees, as there is a lot at the bottom of the Belfast Common on the corner of Commercial and Front Streets, and parallel parking along Front Street, downhill only, on the west side of the street.

The Belfast Boathouse provides a limited collection of supplies for your rental fee; please consider if this works for your type of event or activity as you may need to consider contracting with a third-party vendor to provide additional event supplies. Items supplied with your Belfast Boathouse rental:

- Small single-speaker sound system with either a wired microphone or two cordless microphones, extension cord, and laminated instructions for set-up.
- 50" Smart TV with HDMI connection for showing PowerPoints, video montages, etc. Laptop not provided.
- Wi-Fi for the building.
- 162 Lifetime plastic folding chairs and chair racks. These can be used outside, but the chairs must be wiped down before returning them to their racks.
- 17 5' (60") round dining tables and table racks. Tables seat 8 tightly (136 ppl) and seat 6 comfortably (102 ppl).
- Seven (7) 8' rectangular plastic tables and table racks.
- 12 6' rectangular plastic tables and table racks.
- Three (3) 32-gallon trash receptacles in main event area.

- Two (2) small trash receptacles in restrooms (1 in each restroom).
- Four-burner electric stove with oven.
- Two-shelf convection oven.
- Small 1.9 cu. ft. microwave.
- One large (100 cup) and one small (50 cup) Coffee Pro coffeemakers.
- One 22 cu. ft. refrigerator (no freezer).
- One-time stocked paper products (paper towels and toilet paper) and trash bags (large black trash bags and small clear bags for each container) for your event. Additional trash bags need to be provided by you.
- Two (2) 6' stainless steel prep tables and several kitchen countertops.
- Two full-size sinks and one bar sink (in kitchen).
- One small 3' step-stool.
- Fully-stocked Maintenance's Closet for clean-up after your event, which is required.
- Several on-the-wall hangars for draping fabric and/or lights for decorations.
- Fire extinguisher located in the kitchen.
- The Boathouse's power is a 200 amp service with 20 amp breakers except for the restroom breakers which are 15 amp and the electric stove breaker which is a 30 amp. At no time should breakers be tripping; if they are, you have overloaded the circuits.

Items not supplied with your Belfast Boathouse rental; you will need to consider renting these items or providing them yourself:

- Table linens.
- Tableware to include plates, silverware, and glasses.
- Serving dishes.
- Decorations
- Trash removal (must be removed by you).
- Large multi-speaker sound system.
- Dance floor.
- Additional accent lighting.
- A separate bar.
- The building is not air conditioned, but it does have two very powerful ceiling fans; windows do allow a very nice breeze to blow through the building as well.
- The Boathouse's warming kitchen is NOT a commercial catering kitchen. It is recommended that your caterer prepare food off-site and transport it for warming/staging/plating in the warming kitchen.

Items not allowed inside the Belfast Boathouse or on the fenced grounds surrounding the Boathouse as part of your rental:

- Natural flame candles. Flameless candles are acceptable.
- Paper Lanterns cannot be launched from the Belfast Boathouse grounds, nor from any waterfront park areas near the Boathouse.
- Consumer fireworks on the Boathouse grounds are not allowed at any time.
- Steamboat Landing Park and Gazebo, the Harbor Walk, the public beach, and the kayak launch are not part of your Belfast Boathouse rental. To request use of any of these spaces as part of your rental, please discuss that request with the Parks and Recreation Director.

Belfast Boathouse Rental Guidelines

- The Belfast Boathouse Rental Application is required to start the rental process.
- Photos and videos of the facility are available for viewing via email links, along with a building layout with measurements (see appendix).

- An initial tour is available without charge; please know that these need to be scheduled around any other rentals that take place and/or in consultation with the Department Director's schedule.
- With your paid rental, you may have one additional tour closer to your event date so that you can do final measurements, secure your layout ideas, ask any additional questions, etc. Bring as many friends and family members to that final tour so that they are familiar with the building's equipment and layout, and your set-up/clean-up plans. This is very important for any wedding rentals, especially if the bride and groom are not going to be available during the clean-up post event.
- Your rental is not secure until you have submitted a rental application, you've discussed the rental policies with the Director, and you've paid either your 50% rental deposit [when renting more than three months (90 days) ahead of your rental date] or your 100% rental payment [when renting inside three months (89 days or less) from your rental]. A completed application and your deposit/payment secure your date(s).
- Your security deposit is due at your 2nd 50% rental payment [when renting more than three months (90 days) ahead of your rental date] or when you pay your 100% rental payment [when renting inside three months (89 days or less) from your rental].
- The individual signing the rental application and providing the rental fee, the security deposit, and the credit card authorization must be at least 21 years of age and be on-site during **the majority of** the event.
- Access to the Boathouse is by electronic code; each renter receives their code 24 hours in advance; there are exceptions to this process and those exceptions are communicated to each renter. Codes are changed frequently to prevent inappropriate access to the building.
- The Belfast Boathouse overall rental hours are as follows, and can be shortened for rentals that have limited set-up needs; the rental fee is charged per the chart on the next page, whether a rental utilizes the full day or only a partial portion of the day.
 - Fri., Sat. and Sun. Weekend Rental – 8 AM Friday through 11 PM Sunday
 - Single Rental Day (weekday or weekend) – 8 AM-11 PM

Belfast Boathouse Rental Fees

Off-Season Rental (starting November 2025):

November 1-April 30

	Belfast Resident*	Non-Resident	Security Deposit
Weekend Rate (Fri., Sat. and Sun.)	\$1,600	\$2,400	\$500
Weekend Day Rate (Sat. or Sun.)	\$525	\$800	\$100
Weekday Rate	\$140	\$210	\$100
Non-Profit** Weekend Rate (Fri., Sat. and Sun.)	\$800	\$1,200	\$500
Non-Profit Weekend Day Rate (Sat. or Sun.)	\$260	\$400	\$100
Non-Profit Weekday Rate	\$100	\$150	\$100
Belfast City Employee Weekend Rate (Fri., Sat. and Sun.)	\$575	N/A	\$500
Belfast City Employee Weekend Day Rate (Sat. or Sun.)	\$200	N/A	\$100
Belfast City Employee Weekday Rate	\$70	N/A	\$100
Belfast City schools' student activities	\$0	N/A	\$100

High-Season Rental:

May 1-October 31

	Belfast Resident*	Non-Resident	Security Deposit
Weekend Rate (Fri., Sat. and Sun.)	\$3600	\$5,800	\$500
Weekend Day Rate (Sat. or Sun.)	N/A	N/A	N/A
Weekday Rate	\$200	\$300	\$100
Non-Profit** Weekend Rate (Fri., Sat. and Sun.)	\$1,500	\$2,900	\$500
Non-Profit Weekend Day Rate (Sat. or Sun.)	N/A	N/A	N/A
Non-Profit Weekday Rate	\$130	\$200	\$100
Belfast City Employee Weekend Rate (Sat. and Sun.)	\$1,000	N/A	\$500
Belfast City Employee Weekend Day Rate (Sat. or Sun.)	N/A	N/A	N/A
Belfast City Employee Weekday Rate	\$100	N/A	\$100
Belfast City schools' student activities	\$0	N/A	\$100

Belfast Boathouse Custodial Fees

\$55/hr. – If you know that you will not be able to accommodate the required cleaning per the rental contract, you can pay a custodial fee in advance for cleaning. The minimum is \$110 for two hours. **HOWEVER**, the City's custodial services must be utilized, and they must be contracted and confirmed in advance.

*Belfast residents must have a residential or business address within the City limits. Address will be required. A Waldo County resident does not qualify unless that resident also lives within the Belfast City limits.

**To qualify for this non-profit rate, the organization must be able to provide proof of its IRS Non-Profit Designation and associated Tax ID number.

Belfast Boathouse Security Deposits

- The security deposit is paid in advance and covers non-cleaning and building damage (walls, windows, floor, doors, toilets, sinks, etc.) and the removal or damage to equipment (tables, chairs, racks, sound equipment, podium, microphone, kitchen equipment, trash cans, etc.).
- If a renter does not clean per the cleaning checklist, cleaning fees will be deducted from the security deposit. It takes a minimum of two hours to clean the Boathouse properly, including tables and chairs, by one person. This estimate is based on not having to move tables/chairs, remove decorations, etc.
- The Belfast Parks and Recreation Department reserves the right to invoice or charge a credit card on file for damages over and above the security deposit amount. The charges for cleaning fees are \$55/hr., and charges for damaged or removed equipment will be based on the replacement cost for an equal or similar **new** item.
- Cleaning fee rates will be updated as they change.

Belfast Boathouse Insurance Requirements

- Renting at the Belfast Boathouse requires your ability to provide a Certificate of Insurance with the City of Belfast named as an additional insured, demonstrating that you have a \$1,000,000 General Liability Insurance policy in place. If you're not able to secure this policy through your homeowner's insurance agency, you can secure a policy through a special event insurance company.
- Your Certificate of Insurance is due to the Department Director no later than 10 days prior to your rental.
- If you are hosting a private event with alcohol (BYOB or you are providing the alcohol), you are required to also have the Liquor Liability Endorsement on your policy. Be sure that the Certificate of Insurance notes that endorsement. Alcohol cannot leave the Belfast Boathouse's fenced, outside grounds, or your rental party faces a violation of the City of Belfast alcohol ordinance.
- No person less than 21 years of age may consume, possess, or distribute alcoholic beverages. **Renter** is responsible for verifying the age of all persons to whom alcoholic beverages are served and/or consumed during the event, unless that responsibility is being passed to a professional catering service.
- In the case of a caterer/professional bartending service providing and serving alcohol at the Belfast Boathouse, the caterer's Off-Premises Permit/RAMP Certification as well as their Certificate of Insurance noting their general liability limits and types of coverage including the liquor liability endorsement must be provided to Belfast Parks and Recreation at least 10 days prior to the event, and the Certificate of Liability must also list the City of Belfast as an Additional Insured for the duration of the event. The caterer's liability insurance **must be a minimum of \$1,000,000 coverage**, and the caterer's staff must check photo-identification cards to verify the age of each person consuming alcohol.
- There is a noise ordinance for the City of Belfast; remember, there are many private homes adjacent to the Boathouse property. Please be cognizant of the ordinance, or the police may be called to your event.

Set-Up and Clean-Up

- The **ONLY** tape permissible to be used for decorations on the walls or taped to tables is painter's or masking tape. Please, no packing tape, electrical tape, box tape, duct tape, or any other heavy-duty tape. If we find tape on our chairs, tables, walls, or floor, we will deduct additional cleaning expenses from your security deposit.
- Please do not add any additional hooks to the walls; there are plenty of hooks available on both long walls as well as the long center ceiling beam.
- There are plenty of plugs on the walls of the large and small event rooms; remember, the plugs are approx. 3' high off of the floor. Please limit the amount of extension cords used, and if you plan to utilize a multi-plug strip, ensure that it is a certified surge protector.
- Renters are responsible for renting a large ladder or scissor lift to decorate; the City of Belfast will not provide this equipment due to liability issues.

End-of-Rental Requirements

- You are required to clean the facility after your rental; it is important to provide the end-of-rental guidelines to your support team so that they know where everything is located, where it should be returned to, where cleaning supplies are located, and exactly what is required for cleaning. This is especially important for wedding rentals if the bride and groom will not be part of the clean-up team.
- Per the fee table, you can contract with the City's custodial services in advance if you know that you or your team will not be able to clean, assuming the custodial team is available. If the Boathouse is not cleaned by your team or by the custodians, deductions will be made from your security deposit for a minimum of 2 hrs. at \$55/hr.

- If you are using a caterer for your event or activity, please know that your caterer must be out of the building when you are. They cannot return at a future time to pick-up their supplies and equipment due to the busy rental schedule.
- If you are renting equipment such as additional tables or a different style of chairs or lights, please discuss with your vendor the drop-off and pick-up details. On holidays, staff are not available to meet vendors at the Boathouse. You may need to rent additional days on the front or back-end of your event to accommodate these additional steps. The Boathouse is very busy in the summer months and there could be a rental back-to-back to your rental. If you haven't secured the additional time you need, there may be issues for the next renter.
- All trash, decorations, and recyclables must be removed from the property at the conclusion of your rental. There is not a dumpster on the Belfast Boathouse grounds.
- If you think you're going to need additional time for set-up and clean-up, in addition to your event, please book it in advance, as it may not be available closer to your event due to other rentals.
- City of Belfast Parks and Recreation Department will conduct a pre- and post-facility inspections to determine if the checklist for end-of-rental requirements has been met or if there is any damage to the facility or equipment; if there are issues, then the Director will contact the renters to inform them of the security deposit deductions if the checklist is incomplete.

Cancellations

The Belfast Boathouse has the following policies for cancellations:

- More than 120 days prior to the event, you will receive 75% of your rental deposit; remember, at this point, you may have only paid your 50% deposit so you would receive 75% of that payment.
- If you are between 45-119 days prior to the event, you will receive 50% refund of your rental deposit and you will receive 100% refund of your security deposit if you have paid it within this period.
- If you are less than 44 days out from your event, there is no refund for your rental payment, but you will receive 100% refund of your security deposit.
- Refunds will be paid by the City of Belfast by check within 30 days after written notice of cancellation of your rental.

If you plan to submit a request that is outside the boundaries of this policy, please submit it at least 60 days in advance.

Belfast Senior Center

The Belfast Senior Center meeting site is at the Belfast Boathouse, and it is a cooperative arrangement between the City of Belfast Parks and Recreation Department and the Belfast Senior Center Group as well as Spectrum Generations, the Central Maine Area Agency on Aging and Aging and Disability Resource Center. Spectrum Generations provides some operational support for the Center while the Department provides space during the high season and in the off-season starting November 2025. In the future, the Department will also assist with some programming that is free or fee-based.

Proposed Program Fee Levels (also see Pricing Model on Page 2):

1. **Level I (Core) Programs:** No fees are charged since they are led by staff, volunteers, or interns or even from Spectrum Generations. These are typically life-based educational programming, TRIAD programs, scam/safety programming, etc.
2. **Level II Programs:** Participant fees offset the program costs involved.

3. **County Resident/Non-County Resident:** All Waldo County senior residents will pay 100% of any program fees (County Resident rate; CR), and all non-Waldo County residents will pay 125% of any program fees (County Non-Resident Rate; CNR). This policy includes all fee-based programming, special events, and trips.

Trip Refund Fees

The refund deadline for trips is set for two weeks prior to the scheduled trip; the Department must pay the vendor and trip fees at that time. With respect to withdrawals and cancellations:

- Full refunds will be provided to registrants for trips that are cancelled or withdrawn by the Department or the tour company.
- For registrants, a full refund will be provided to trip registrants who provide notice to the Parks and Recreation Office no less than 14 calendar days before the trip. No refund or credit can be provided less than 14 calendar days before a trip. However, that person may transfer their space and payment to another individual. It shall not be the responsibility of the staff to facilitate these transfers.

Other Department Services / Programs

Amusement/Water Park Discount Ticket Sales

The Department is authorized to participate in the annual amusement/water park discount ticket program offered by the Maine Recreation and Park Association (MRPA). The proceeds of this program are general revenue for the Department; in the future, these proceeds will be directed toward the Youth Scholarships Program. Fees and policies for the ticket sales are specified by MRPA each year.

Tickets are purchased in-person at the City Clerk's Office, and the Belfast Parks and Recreation Department handles all inventory management and financial reporting and communication with City Clerk staff members. These sales are cash or credit card only, and the credit card fee is paid by the purchaser. No personal checks are accepted since the customer leaves with tickets in-hand.

Winter Kids Programming

The Department is authorized to participate in the annual Winter Kids programming through the Maine Recreation and Park Association (MRPA). This is a pass-through program that allows the Department to provide discounts to families for membership with Winter Kids, which provides discounted lift tickets and access to learn to ski/board programs as well as discounted equipment rentals. This partnership also allows the Department to have access to winter loaner equipment for programs and access to grant opportunities for improvement of programs and facilities.

Belfast Dog Park Events

The Friends of Belfast Parks established the Belfast Dog Park within the boundary of the Walsh Field Recreation Area. The park was built as a result of the efforts of the committee's fundraising and volunteer efforts. Use of the Belfast Dog Park is free with operational assistance by volunteers. Capital improvements have been handled by the Friends of Belfast Parks in the past, and this relationship between the Friends and the City of Belfast will continue.

Wales Park Community Gardens

The Wales Park Community Gardens were established through the efforts of the Wales Park Community Garden's Steering Committee, Belfast Parks and Recreation, and Waldo County Soil and Water Conservation. This work established a mission statement, guidelines, by-laws, and the Memorandum of Understanding which note the relationship between these groups and various responsibilities.

Funds collected from plot fees and/or donations/grants are held by the City of Belfast in a special account. There is a cooperative arrangement between the Wales Park Garden’s Steering Committee and the Department for coding invoices from the group and processing payments, as well as in reverse for charges the City incurs but are the responsibility of the Steering Committee’s Treasurer.

The Wales Park Community Gardens contain standard garden plots which measure 4’ x 16’ and two accessible raised-bed garden plots, each measuring 3’ x 8’ and table height. These are not certified-organic plots, but pesticides are not allowed within this garden community. A lottery is held for Belfast residents who apply and win the opportunity to rent a plot. The lottery is typically conducted on February 15 each year. Plot applications are due by January 31 each year.

The plot rental fee is a standard \$25, but the Wales Park Community Garden’s Steering Committee does ask for a donation about that rate if someone has the ability to add funds. Those additional funds are to help others who may not be able to pay the plot rental fee, or to hold for additional expenses for water use, the purchase of supplies, or other unforeseen expenses.

Donor Bench Program

The Belfast Parks and Recreation Department has a Donor Bench Program which provides bench seating at several parks to include Belfast Common, Heritage Park, Park on Main, and Wales Park; additionally, there are just a handful of bench spaces remaining for the Harbor Walk and Armistice Bridge (aka the Footbridge).

The Department has a standard bench design that includes cedar-colored recycled plastic slats, a black metal frame, a zinc-edged 2” x 10” plaque, and a plaque slat for a 2” x 10” plaque. There are two bench sizes, but depending on the site location, the smaller bench may be the only one that is suitable for that location.

The Donor Bench Program fees included an initial bench purchase and shipping as well as a small maintenance fee for any repairs or replacement parts needed for the bench. The Department will also begin providing GPS coordinates and recognition online for the bench program in 2025 as it pulls the bench history from its archives.

DuMor 6’ 165-60PLC Cast Bench with cedar recycled plastic slats, black powder coating, a 2” x 10” plaque slat, and S/H.	DuMor 8’ 165-80PLC Cast Bench with cedar recycled plastic slats, black powder coating, a 2” x 10” plaque slat, and S/H.
<p style="text-align: center;">\$2,251 Purchase Price (current market rate, 11/2024)</p> <p>The Department will always provide a quote to purchase in advance to capture current market rates before completing the sale.</p>	<p style="text-align: center;">\$2,900 Purchase Price (current market rate, 7/2024)</p> <p>The Department will always provide a quote to purchase in advance to capture current market rates before completing the sale.</p>
<p style="text-align: center;">\$250 Maintenance / Repairs</p>	<p style="text-align: center;">\$250 Maintenance / Repairs</p>
<p style="text-align: center;">\$2,501 Total</p>	<p style="text-align: center;">\$3,150 Total</p>

Little Free Libraries

The Belfast Parks and Recreation Department supports Little Free Libraries within our parks system; however, the libraries' owners must be willing to adhere to the following guidelines. As of 11/2024, we have a moratorium on new library additions while we bring the current libraries up-to-date via the checklist below:

- Little Free Library must be registered with the Little Free Library at this web address: <https://littlefreelibrary.org/> Registering your Little Free Library allows the agency to contact you when and if a problem develops with your library—broken doors, rotting wood, vandalism, etc.
- Little Free Library owners/managers must periodically check their library to ensure it is in good working condition **and to ensure that materials are inappropriate materials have been removed.**
- Before a Little Free Library can be installed, the Department must receive a request with a location (street address, description, and/or GPS coordinates). The Department will evaluate the location in reference to other libraries in the area.
- If approved, our maintenance team will work with library owner to install the Little Free Library.
- If an owner is moving away, the Department requests that either 1) the owner transfers ownership to another local person and updates the contact information within the Little Free Library, or 2) the owner transfers ownership to the Department temporarily while our staff looks for a new owner, subsequently adopting the library to a new owner.

Adopt-A-Park Program

The Department is in the process of working with the Friends of Belfast Parks and Recreation to form an Adopt-A-Park program. As those policies come together, we will add those details here and have this document reviewed and approved by the Parks, Trails, and Recreation Committee and the Belfast City Council.

Park Concessions Contracts

The Department, through an annual bid process, will accept parks concessions contracts for its concessions' operation at Belfast City Park. The typical operational season is mid- to late-May through the end of September.

In the future, a concessions contract may be added at the Walsh Field Recreation Area concession stand; in the interim, the Department works with the Belfast Little League to provide a limited concessions service for league fundraising.

10.H,I+J



CITY OF BELFAST

131 Church Street
Belfast, Maine 04915

Pamela J. Salokangas, CPRP, CPSI
Parks & Recreation Director

Email: parksandrec@cityofbelfast.org
Phone: (207) 338-3370, ext. 127

MEMORANDUM

TO: Erin Herbig, City Manager
FROM: Pam Salokangas, Parks and Recreation Director
DATE: March 24, 2025
RE: Facility Use Requests

The City of Belfast Parks and Recreation Department is presenting the following Facility Use Request for the Regular Agenda.

10.H

Resiliency Fair – Belfast Free Library

The Belfast Free Library has requested use of Steamboat Landing Park for its first Resiliency Fair, scheduled for Saturday, June 7, 2025, from 10 AM-3 PM. This is a brand-new event; the Library has completed a Facility Use Application and has provided a map of their event layout. Set-up and clean-up time will expand the total hours to 8 AM-5 PM.

This event is a community gathering of organizations and the public to showcase actions and tools for climate resiliency. This event will be a community fair with vendors, demonstrations, educational displays, speakers, family activities, music, and refreshments. Vendors are providing their own tents, tables, and displays; music will be provided from the gazebo, and food vendors/food trucks will be invited to set-up in the park, utilizing city-owned electrical hook-ups. The Library is expecting 250 people at this first-time event.

The Parks and Recreation Department will work with the Library on new parking guidelines, provide barricades, and some signage. The department recommends approval by the Belfast City Council for this outdoor event.

Based on any additional changes to the Belfast Boathouse Fee Schedule, set to be discussed on April 1, the Library requests a single-day rental of the Belfast Boathouse for June 7, 2025. As a City Agency, this rental would be a 100% waiver.

10.I

Belfast Bay Watershed Coalition – Belfast Boathouse Rental Waiver Request

The Belfast Bay Watershed Coalition was approved on March 18, 2025 for use of Steamboat Landing Park for their “Walk & Roll for Sustainability” set for Saturday, May 31. They initially requested the Belfast Boathouse, but they were not willing to pay the non-profit weekend rate for use of the Belfast Boathouse, per the 2025 Fee Policy, nor did they need the full three-day weekend.





CITY OF BELFAST

131 Church Street
Belfast, Maine 04915

Memo to City Manager

March 24, 2025

Page 2

They returned to Parks and Recreation with a Belfast Boathouse Rental Application and are requesting a 100% waiver for the \$1,500 non-profit rental fee. Based on weather during the 2024 event, they are still interested in hosting their event with indoor space in case of inclement weather; therefore, they are requesting a 100% waiver of the current weekend non-profit rate as noted above.

Additionally, the Parks and Recreation Department is proposing a revision to the Belfast Boathouse Fee Schedule that would allow the three-day weekend rental to be separated into three single-day rentals **IF** at the 10-day mark, prior to a weekend, the Belfast Boathouse is not rented. This suggested change was communicated through the Parks, Recreation, and Trails Committee and the City Manager's Office and there was support for this policy which will help with short-lead rentals. If that policy was approved, the rental rate for the single day would be greatly reduced and may be affordable for the Belfast Bay Watershed Coalition. If not, they may still want to make a 100% waiver request to the City Council.

10.5

Hospice Volunteers 5K

The Hospice Volunteers of Waldo County are proposing to operate a new 5K as an annual fundraiser; they are getting some training through Run Belfast to including set-up, supplies, timing, start/finish, and logistics, and they will operate this 5K on their own with guidance provided from their race training this upcoming summer.

This new 5K race is being requested for October 4, 2025, and it will mirror the out-and-back route of the PAWS 5K and 1 Mile Fun Run to include the start and finish to be at the City Point Rail Trail terminus; therefore, the race would start at the City Point trailhead, run south on the Rail Trail, turnaround, and return to the trail head for the finish line. A map is attached showing the route. Race start is set for 8:30 AM.

The Hospice Volunteers will need to provide their Certificate of Insurance, listing the City as an additional insured, by September 22, 2025. Otherwise, the Belfast Parks and Recreation Department recommends approval by the Belfast City Council.





Facilities Use Request City of Belfast, Maine



The City of Belfast owns streets, sidewalks, parks, land, and buildings. It is the policy of the City that property belonging to the citizens of Belfast be available to the public. Unless specifically approved to the contrary, no public property will be set aside for the exclusive use of any individual or group and the general public will at all reasonable times have access to City property.

This application is specifically for City property such as waterfront parks, pavilions, streets, sidewalks, etc. This application is NOT for the Belfast Boathouse, but it may be required in addition to the Belfast Boathouse Rental Application if you are planning an event that includes both the Belfast Boathouse and Steamboat Landing Park.

This application must be submitted 60 days or more before the proposed event date. This allows for the application to be reviewed by all departments and to be reviewed and approved by the Belfast City Council.

EVENT NAME: Resiliency Fair

BRIEF EVENT DESCRIPTION: A community gathering of organizations and the public to showcase actions and

DATES and TIMES: Saturday June 7, 10-3 | tools for climate resiliency.

PROPOSED LOCATIONS/AREAS TO BE USED: Steamboat Landing

ORGANIZING GROUP (if applicable): Belfast Free Library

GROUP REPRESENTATIVE/INDIVIDUAL NAME: Brenda Harrington

MAILING ADDRESS: 106 High St., Belfast, ME 04915

PHONE NUMBER: (207) 338-3884 **CELL PHONE:** (207) 322-4223

All applications and related documents must be returned to the Belfast Parks and Recreation Office at City Hall, 131 Church Street, Ground Level (drop off at City Clerk's office). Questions? Please call 207- 338-3370 Ext. 127 or parksandrec@cityofbelfast.org.

This is a planning checklist for your benefit as well as the City's. **All activities must be included in the event description; anything not included cannot be approved and cannot be added later unless a second or revised application is submitted. Approvals will not be provided to individuals or groups who are uncertain of their plans.**

When you are ready to submit your application, please attach maps, additional sheets, event outlines etc. which will help to explain your request. If any of the following questions do NOT apply to your event, simply write N/A (not applicable) in the space provided. Thank you.

Describe in detail the activities within your event and the schedule you are proposing.

A community Fair with vendors, demonstrations and educational displays, speakers, family activities, music, and refreshments.

Based on the facilities noted above, how do you intend to use the spaces requested?

Vendor-provided pop-up tents and non-profit demonstration tables and displays around the perimeter, with speakers and music from the gazebos.

Are you asking to close off any City Streets? If so, please list by street name (include from where-to-where the street will be blocked, days, times, etc.).

No

If yes, who will be managing the street closures?

NA

How many people do you expect at your event?

250

How many volunteers do you expect at your event?

50

Will you be selling things at this event? If yes, what will you be selling, and please provide descriptions.

No

If you will not be selling anything, will others at this event be selling items? If yes, please provide details.

Yes, selected vendors will offer products that are relevant to the purpose of the event.

Will you be renting spaces to vendors on City property? If yes, please provide for the type of vendors and your fees.

No

Please provide an explanation of vendor space sizes, locations, load-in/load-out details, etc.

Vendor pop-ups will vary in size, such as 10' x 10', 12' x 12'. They will be instructed to load in and load out from the North parking lot in the hour before and after the event.

Does this event call for any type of open fire, including for cooking purposes? If so, please describe what fire safety measures you plan on employing associated with this potential hazard? NOTE: a fire permit may be required.

No

How do you propose to handle garbage removal?

Volunteers will remove trash and compost at the end of the day.

How do you propose to handle parking and how will parking instructions be communicated to vendors, volunteers, service providers, and your customers?

We will follow the City's Parking Plan. Promp materials and vendor packets will inform attendees in advance. Volunteers will be enlisted to help direct parking.

How do you propose to handle security, if needed.

Vendors will be responsible for the security of their merchandise. We would call police if needed for public safety.

How do you propose to handle the need for regular and accessible restrooms?

We will use the available porta-potties.

What are your electrical needs, and how will you provide electricity?

We will use the electricity available in the gazebo and on the Western perimeter.

What kind of noise do you expect to generate at this event and during which specific period of time?

Laughter, singing, moderate noise from 10-3.

What are your event safety protocols (i.e., weather, injury), and will you have a First Aid tent?

We are planning for safe activities and will maintain access for emergency vehicles.

Have you spoken to the neighbors in the area of this event regarding traffic, noise, parking etc.? NOTE: You may need to provide parking lot monitors and signage for your event.

We do not anticipate objectionable activities. We will have signage and volunteers in the parking area(s).

Will any alcohol be served or consumed at this event? If yes, please provide details on who will be providing that service, including their contact information (phone and email). NOTE: Additional permits may be required for your event based on your service provider, their liability insurance coverages, and any existing permits they may have.

No

Please attach a map that shows your event's boundaries, how you will set-up your event (vendors, beer/wine garden, restrooms, where activities will be located, your access points, and any other pertinent details).

Are you able to provide a Certificate of Insurance in the amount of \$1,000,000 that also lists the City of Belfast as an additional insured to hold the City of Belfast harmless from any and all injuries that may occur as the result of any negligence on your part in conducting this event?

The Belfast Free Library, sponsor of the event, is covered under the City of Belfast insurance.

Who is your insurance agent that will provide the Certificate of Insurance as proof of this policy?

The City of Belfast

Who will be in charge of the event and on-site for the majority of the event's duration? Please include cell phone numbers and an email address.

Brenda Harrington (207) 322-4223 bharrington@belfastlibrary.org
Bernie Baker (413) 834-8021
Ellie Daniels (207) 322-6464

Are you asking the City for any additional services over and above the request to use the facilities you have described above? If so, please be specific. (Examples: barricades, security/street closures, electrical access, etc.)

Electrical Access

Are there any other details you haven't addressed and that you would like to include?

No

Have you reviewed the specific policies for use of City-owned property, located in Appendix A?

Yes

No

Department and Services Requested

City Manager:	
Police:	
Fire/ Ambulance:	
Parks and Rec.:	<i>Barbecue, cones, signage, electricity</i>
Public Works:	
Harbor Master:	
Other:	

Remember, if any aspect of the activity you wish to conduct is not specifically listed on this checklist, then there will be no permission to conduct that activity unless an amended form or an addendum is filed for approval by City Council. Any amendments or addenda must be filed more than 60 days prior to the event date.

I certify that I am at least twenty-one (21) years of age. I have read and fully understand the Belfast Boathouse Rental Agreement and also the rules and regulations for renting the Belfast Boathouse located at 34 Commercial Street in Belfast, Maine. I am an authorized representative of above listed business, organization, or event and will abide by all rules and regulations set forth by this agreement. I understand and fully agree to forfeiture of any or all deposits if I am not in compliance with the terms set forth by this agreement. In signing this form as an individual or as a representative of the above listed business or organization, release the City of Belfast from any and all liability in case of death or injury during the use of the Belfast Boathouse facilities.

SIGNATURE: *Brenda Harrington*

DATE: *March 5, 2025*

REVIEW #1: *Ralph Boldregh*

DATE: *3/11/25*

REVIEW #2: _____

DATE: _____

APPROVAL: _____

DATE: _____

BELFAST BOATHOUSE



Located at 34 Commercial Street, Belfast,

Rental Agent: Pamela J. Salokangas, Parks and Recreation Director, parksandrec@cityofbelfast.org (preferred), or please schedule an appointment (Mon.-Thurs.) between 9 AM-5 PM by calling 207-338-3370 x127.

Find more information at Belfast Parks and Recreation's Website:

<https://www.cityofbelfast.org/169/Parks-Recreation>



Welcome to the Belfast Boathouse

To our prospective renters of the Belfast Boathouse:

Thank you for expressing interest in renting the Belfast Boathouse, owned by the City of Belfast, and managed by the Belfast Parks and Recreation Department. This facility is utilized for a variety of functions, special events, and community activities.

The following notes are particularly important for the rental process:

1. We have limited ability to show the facility; therefore, please schedule a tour if you are truly interested in the facility. Tours can be scheduled Monday-Thursday, 9 AM-5 PM, based on the overall rental schedule.
2. A \$1,000,000 General Liability Insurance policy is required to rent the Belfast Boathouse, and a Certificate of Liability Insurance is required as part of the rental program, with the City of Belfast noted as the Additional Insured during the dates of the rental period. Additional liability endorsements may be required based on the type of event you are hosting.
3. Renting the Belfast Boathouse includes the building, and the fenced-in grounds surrounding the facility. Limited parking is available as the lot must remain open to public users of the boat ramp/launch. No other park facilities are included with the Belfast Boathouse rental. Please see the Appendices for maps and boundaries.
4. Furthermore, Steamboat Landing Park, owned by the City of Belfast and managed by Belfast Parks and Recreation, is NOT part of the rental program. Any use of this area must be handled separately via a Facilities Use Request form, and there may be a separate rental fee. The park, even when rented, must remain open to the public at all times.
5. The Belfast Boathouse kitchen is a warming kitchen, and it does not qualify as a commercial kitchen. Catering services will need to be managed off-site until load-in time for the event.
6. Renters' use of the facility is limited as outlined in Exhibits A, B, and C in this packet.
7. The renter is completely responsible for the cleaning of the Belfast Boathouse after rental and removal of all trash. Otherwise, the security deposit may be in jeopardy if the checklist is not complete upon inspection.

Please read this packet, in its entirety, as most of your questions should be answered.

We certainly hope that the Belfast Boathouse meets your event needs, and if you have additional questions after reviewing the packet, please send those in an email to parksandrec@cityofbelfast.org. Thank you for your interest!

Sincerely,



Pamela J. Salokangas, Director
Belfast Parks and Recreation

BELFAST BOATHOUSE RENTAL FEE SCHEDULE

Off-Season Rentals

(starting November 2025)

November 1-April 30

Options	Belfast Resident Rental Fee*	Non-Resident Rental Fee	Security Deposit
Weekend Rate (Fri., Sat. and Sun.)	\$1,600	\$2,400	\$500
Weekend Day Rate (Sat. or Sun.)	\$525	\$800	\$100
Weekday Rate	\$140	\$210	\$100
Non-Profit**			
Non-Profit** Weekend Rate (Fri., Sat. and Sun.)	\$800	\$1,200	\$500
Non-Profit Weekend Day Rate (Sat. or Sun.)	\$260	\$400	\$100
Non-Profit Weekday Rate	\$100	\$150	\$100
Belfast City Employees			
Belfast City Employee Weekend Rate (Fri., Sat. and Sun.)	\$575	N/A	\$500
Belfast City Employee Weekend Day Rate (Sat. or Sun.)	\$200	N/A	\$100
Belfast City Employee Weekday Rate	\$70	N/A	\$100
Belfast City Schools' Student Activities			
Belfast City Schools' Student Activities	\$0	N/A	\$100

High-Season Rentals

May 1-October 31

Options	Belfast Resident Rental Fee*	Non-Resident Rental Fee	Security Deposit
Weekend Rate (Fri., Sat. and Sun.)	\$3,600	\$5,800	\$500
Weekend Day Rate (Sat. or Sun.)	N/A	N/A	N/A
Weekday Rate	\$200	\$300	\$100
Non-Profit**			
Non-Profit** Weekend Rate (Fri., Sat. and Sun.)	\$1,500	\$2,900	\$500
Non-Profit Weekend Day Rate (Sat. or Sun.)	N/A	N/A	N/A
Non-Profit Weekday Rate	\$130	\$200	\$100
Belfast City Employees			
Belfast City Employee Weekend Rate (Fri., Sat. and Sun.)	\$1,000	N/A	\$500
Belfast City Employee Weekend Day Rate (Sat. or Sun.)	N/A	N/A	N/A
Belfast City Employee Weekday Rate	\$100	N/A	\$100
Belfast City Schools' Student Activities			
Belfast City Schools' Student Activities	N/A	N/A	N/A

*Belfast residents must have a residential or business address within the City limits. Address will be required. A Waldo County resident does not qualify unless that resident also lives within the Belfast City limits.

**To qualify for this non-profit rate, the organization must be able to provide proof of its IRS Non-Profit Designation and associated Tax ID number.

BELFAST BOATHOUSE RENTAL POLICIES

The Belfast Boathouse is a rentable facility, owned by the City of Belfast, that is used for a multitude of functions, special events, and community activities. The Belfast Boathouse is a year-round rentable facility starting in the fall of 2025 for meetings, weddings, special activities, reunions, rehearsal dinners, and more. Based on your event style, capacity is as follows:

- Educational-style seating with tables: 150 ppl.
- Sit-down dinner with round tables: 150 ppl.
- Standing reception-style events: 200 ppl.
- Auditorium-style seated event (seating in rows): 160 ppl.
- Occupancy does not change if you decide to add an outside tent.

The rental program includes the Belfast Boathouse and its fenced grounds. Small activities may be held outside of the grounds, but those are reviewed on a case-by-case basis as part of the renting process.

The Belfast Boathouse includes a vestibule with coat rack, large event room, small event room with pass-through window from kitchen (chair and table racks are stored here), two single restrooms, maintenance closet, and a warming kitchen.

The overall square footage of the building is 3,960 sq. ft., and the fenced-in grounds are part of the Belfast Boathouse property. There are a total of 14 parking spaces in the small parking lot for the Belfast Boathouse, for the small picnic area, and for the kayak launch area. There are two (2) handicapped parking spaces in front of the Belfast Boathouse entrance. This parking lot is open to the public at all times. Please see the appendix for additional parking information that you can share with your attendees, as there is a lot at the bottom of the Belfast Common on the corner of Commercial and Front Streets, and parallel parking along Front Street, downhill only, on the west side of the street.

The Belfast Boathouse provides a limited collection of supplies for your rental fee; please consider if this works for your type of event or activity as you may need to consider contracting with a third-party vendor to provide additional event supplies. Items supplied with your Belfast Boathouse rental:

- Small single-speaker sound system with either a wired microphone or two cordless microphones, extension cord, and laminated instructions for set-up.
- 50" Smart TV with HDMI connection for showing PowerPoints, video montages, etc. Laptop not provided.
- Wi-Fi for the building.
- 162 Lifetime plastic folding chairs and chair racks. These can be used outside, but the chairs must be wiped down before returning them to their racks.
- 17 5' (60") round dining tables and table racks. Tables seat 8 tightly (136 ppl) and seat 6 comfortably (102 ppl).
- Seven (7) 8' rectangular plastic tables and table racks.
- 12 6' rectangular plastic tables and table racks.
- Three (3) 32-gallon trash receptacles in main event area.
- Two (2) small trash receptacles in restrooms (1 in each restroom).
- Four-burner electric stove with oven.
- Two-shelf convection oven.
- Small 1.9 cu. ft. microwave.
- One large (100 cup) and one small (50 cup) Coffee Pro coffeemakers.

- One 22 cu. ft. refrigerator (no freezer).
- One-time stocked paper products (paper towels and toilet paper) and trash bags (large black trash bags and small clear bags for each container) for your event. Additional trash bags need to be provided by you.
- Two (2) 6' stainless steel prep tables and several kitchen countertops.
- Two full-size sinks and one bar sink (in kitchen).
- One small 3' step-stool.
- Fully-stocked Maintenance Closet for clean-up after your event, which is required.
- Several on-the-wall hangars for draping fabric and/or lights for decorations.
- Fire extinguisher located in the kitchen.
- The Boathouse's power is a 200 amp service with 20 amp breakers except for the restroom breakers which are 15 amp and the electric stove breaker which is a 30 amp. At no time should breakers be tripping; if they are, you have overloaded the circuits.

Items not supplied with your Belfast Boathouse rental; you will need to consider renting these items or providing them yourself:

- Table linens.
- Tableware to include plates, silverware, and glasses.
- Serving dishes.
- Decorations
- Trash removal (must be removed by you).
- Large multi-speaker sound system.
- Dance floor.
- Additional accent lighting.
- A separate bar.
- The building is not air conditioned, but it does have two very powerful ceiling fans; windows do allow a very nice breeze to blow through the building as well.
- The Boathouse's warming kitchen is NOT a commercial catering kitchen. It is recommended that your caterer prepare food off-site and transport it for warming/staging/plating in the warming kitchen.

Items not allowed inside the Belfast Boathouse or on the fenced grounds surrounding the Boathouse as part of your rental:

- Natural flame candles. Flameless candles are acceptable.
- Paper Lanterns cannot be launched from the Belfast Boathouse grounds, nor from any waterfront park areas near the Boathouse.
- Consumer fireworks on the Boathouse grounds are not allowed at any time.
- Steamboat Landing Park and Gazebo, the Harbor Walk, the public beach, and the kayak launch are not part of your Belfast Boathouse rental. To request use of any of these spaces as part of your rental, please discuss that request with the Parks and Recreation Director.

The electrical service at the Belfast Boathouse includes:

- A 200 amp service with 20 amp breakers except for the restroom breakers, which are 15 amp breakers. This is the proper amperage ratings for all duplex plug sockets.
- The electric stove has a breaker rated for 30 amps.
- If electrical breakers are tripping, it is because the breakers are overloaded. Please use accordingly.

Belfast Boathouse Rental Guidelines

- The Belfast Boathouse Rental Application is required to start the rental process.
- Photos and videos of the facility are available for viewing via email links, along with a building layout with measurements (see appendix).
- An initial tour is available and is included in the rental fee; please know that these need to be scheduled around any other rentals that take place and/or in consultation with the Department Director's schedule.
- With your paid rental, you may have one additional tour closer to your event date so that you can do final measurements, secure your layout ideas, ask any additional questions, etc. Bring as many friends and family members to that final tour so that they are familiar with the building's equipment and layout, and your set-up/clean-up plans. This is very important for any wedding rentals, especially if the bride and groom are not going to be available during the clean-up post event.
- Your rental is not secure until you have a submitted a rental application, you've discussed the rental policies with the Director, and you've paid either your 50% rental deposit [when renting more than three months (90 days) ahead of your rental date] or your 100% rental payment [when renting inside three months (89 days or less) from your rental]. A completed application and your deposit/payment secure your date(s).
- Your security deposit is due at your 2nd 50% rental payment [when renting more than three months (90 days) ahead of your rental date] or when you pay your 100% rental payment [when renting inside three months (89 days or less) from your rental].
- The individual signing the rental application and providing the rental fee, the security deposit, and the credit card authorization must be at least 21 years of age and be on-site during the event.
- Access to the Boathouse is by electronic code; each renter receives their code 24 hours in advance; there are exceptions to this process and those exceptions are communicated to each renter. Codes are changed frequently to prevent inappropriate access to the building.
- The Belfast Boathouse overall rental hours are as follows, and can be shortened for rentals that have limited set-up needs:
 - **Fri., Sat. and Sun. Weekend Rental – 8 AM Friday through 11 PM Sunday**
 - **Single Rental Day (weekday or weekend) – 8 AM-11 PM**

Belfast Boathouse Security Deposits

- The security deposit is paid in advance and covers non-cleaning and building damage (walls, windows, floor, doors, toilets, sinks, etc.) and the removal or damage to equipment (tables, chairs, racks, sound equipment, podium, microphone, kitchen equipment, trash cans, etc.).
- If a renter does not clean per the cleaning checklist, cleaning fees will be deducted from the security deposit. It takes a minimum of two hours to clean the Boathouse properly, including tables and chairs, by one person. This estimate is based on not having to move tables/chairs, remove decorations, etc.
- The Belfast Parks and Recreation Department reserves the right to invoice or charge a credit card on file for damages over and above the security deposit amount. **The charges for cleaning fees are \$55/hr.**, and charges for damaged or removed equipment will be based on the replacement cost for an equal or similar item.
- Cleaning fee rates will be updated as they change.

Belfast Boathouse Insurance Requirements

- Renting at the Belfast Boathouse requires your ability to provide a Certificate of Insurance with the City of Belfast named as an additional insured, demonstrating that you have a \$1,000,000 General Liability Insurance policy in place to cover all liability arising from the event. If you're not able to secure this policy through your homeowner's insurance agency, you can secure a policy through a special event insurance company.
- Your Certificate of Insurance is due to the Department Director no later than 10 days prior to your rental.
- If you are hosting a private event with alcohol (BYOB, catered, or you are providing the alcohol), you are required to also have the Liquor Liability Endorsement on your policy. Be sure that the Certificate of Insurance notes that endorsement. Alcohol cannot leave the Belfast Boathouse's fenced, outside grounds, or your rental party faces a violation of the City of Belfast alcohol ordinance.
- No person less than 21 years of age may consume, possess, or distribute alcoholic beverages. **Renter** is responsible for verifying the age of all persons to whom alcoholic beverages are served and/or consumed during the event, unless that responsibility is being passed to a professional catering service.
- In the case of a caterer/professional bartending service providing and serving alcohol at the Belfast Boathouse, the caterer's Off-Premises Permit/RAMP Certification as well as their Certificate of Insurance noting their general liability limits and types of coverage including the liquor liability endorsement must be provided to Belfast Parks and Recreation at least 10 days prior to the event, and the Certificate of Liability must also list the City of Belfast as an Additional Insured for the duration of the event. The caterer's liability insurance **must be a minimum of \$1,000,000 coverage**, and the caterer's staff must check photo-identification cards to verify the age of each person consuming alcohol.
- There is a noise ordinance for the City of Belfast; remember, there are many private homes adjacent to the Boathouse property. Please be cognizant of the ordinance, or the police may be called to your event.
 - City's Noise ordinance (partial): Sec. 34-34. Prohibited acts in designated area. (I) Noise generally. Yelling, shouting, hooting, whistling, singing, or the production of any other audible noise between the hours of 10 PM and 6 AM of the following morning, so as to annoy or disturb the quiet, comfort or repose of any reasonable person located within or upon the premises of any dwelling, hotel, or other type of residence or business establishment, is prohibited.

Set-Up and Clean-Up

- The **ONLY** tape permissible to be used for decorations on the walls or taped to tables is painter's or masking tape. Please, no packing tape, electrical tape, box tape, duct tape, or any other heavy-duty tape. If we find tape on our chairs, tables, walls, or floor, we will deduct additional cleaning expenses from your security deposit.
- Please do not add any additional hooks to the walls; there are plenty of hooks available on both long walls as well as the long center ceiling beam.
- There are plenty of plugs on the walls of the large and small event rooms; remember, the plugs are approx. 3' high off of the floor. Please limit the amount of extension cords used, and if you plan to utilize a multi-plug strip, ensure that it is a certified surge protector.
- Renters are responsible for renting a large ladder or scissor lift to decorate; the City of Belfast will not provide this equipment due to liability issues.

End-of-Rental Requirements

- You are required to clean the facility after your rental; it is important to provide the end-of-rental guidelines to your support team so that they know where everything is located, where it should be returned to, where cleaning supplies are located, and exactly what is required for cleaning. This is especially important for wedding rentals if the bride and groom will not be part of the clean-up team.
- Per the fee table, you can contract with the City's custodial services in advance if you know that you or your team will not be able to clean, assuming the custodial team is available. If the Boathouse is not cleaned by your team or by the custodians, deductions will be made from your security deposit for a minimum of 2 hrs. at \$55/hr.
- If you are using a caterer for your event or activity, please know that your caterer must be out of the building when you are. They cannot return at a future time to pick-up their supplies and equipment due to the busy rental schedule.
- If you are renting equipment such as additional tables or a different style of chairs or lights, please discuss with your vendor the drop-off and pick-up details. On holidays, staff are not available to meet vendors at the Boathouse. You may need to rent additional days on the front or back-end of your event to accommodate these additional steps. The Boathouse is very busy in the summer months and there could be a rental back-to-back to your rental. If you haven't secured the additional time you need, there may be issues for the next renter.
- All trash, decorations, and recyclables must be removed from the property at the conclusion of your rental. There is not a dumpster on the Belfast Boathouse grounds.
- If you think you're going to need additional time for set-up and clean-up, in addition to your event, please book it in advance, as it may not be available closer to your event due to other rentals.
- City of Belfast Parks and Recreation Department will conduct a pre- and post-facility inspections to determine if the checklist for end-of-rental requirements has been met or if there is any damage to the facility or equipment; if there are issues, then the Director will contact the renters to inform them of the security deposit deductions if the checklist is incomplete.

Cancellations

The Belfast Boathouse has the following policies for cancellations:

- More than 120 days prior to the event, you will receive 75% of your rental deposit; remember, at this point, you may have only paid your 50% deposit so you would receive 75% of that payment.
- If you are between 45-119 days prior to the event, you will receive 50% refund of your rental deposit and you will receive 100% refund of your security deposit if you have paid it within this period.
- If you are less than 44 days out from your event, there is no refund for your rental payment, but you will receive 100% refund of your security deposit.
- Refunds will be paid by the City of Belfast by check within 30 days after written notice of cancellation of your rental.

RENTAL AGREEMENT FOR BELFAST BOATHOUSE

Name of Business, Organization or Individual Renter: Belfast Bay Watershed Coalition

Business or Organization Point of Contact: Don Trites, Cloe Chum

Mailing Address: PO Box 152
(This address will be used to return any funds due to renter.)

City, State and Zip Code: _____

Telephone: Don 207 458 1012 Alternate Telephone: Cloe 207 338 1147

Email: dgtrites@tidewater.net; cloechunn@gmail.com

Using the Tables on Page 2, please complete the following information:

Category:

- General Rental
- Non-Profit Rental
- Belfast City Employee
- Belfast City Schools

Non-Profit Tax ID: 20-2286326

Requested Rental Date(s): May 31, 2025

Rental Time*: 8:00-3:00
*Rental Time should include set-up and clean-up time; be sure to indicate the actual time of the event on next line.

Day(s) of Week: Saturday

Actual Event Time: 9:00-2:00

Type of Event: All community event

Number of People Attending Event: 150

Do you plan to serve alcoholic beverages? Yes No

1. This rental agreement incorporates all of the Belfast Boathouse Rental Rules and Regulations and Exhibits.
2. By signing this agreement, you are accepting the ALL terms of the Belfast Boathouse Rental Rules and Regulations and Exhibits, and all of your obligations that relate to them.
3. This agreement also includes the rental fee schedule, cancellation policy and security deposit requirements.
4. By signing this agreement, you are saying that you accept the terms of the rental fee schedule, times of the rental period, deposit requirements and security deposit requirements, and you are accepting responsibility and liability for non-compliance for yourself and on behalf of your guests, contractors, other service providers, and attendees.
5. Insurance: An insurance liability policy must be obtained and submitted to the City of Belfast for approval 10 days in advance of the event. A copy must be sent to the Parks and Recreation Director at Belfast Parks and Recreation for review and approval parksandrecreation@cityofbelfast.org. It is very important that the policy be in the amount of \$1,000,000 and that the City of Belfast is named the additional insured as related to the event. Additional endorsements may be required based on your rental activity.
6. I specifically agree to leave the Belfast Boathouse in the condition noted per the Cleaning Checklist (Exhibit E).
7. By signing this agreement, I agree that the security deposit can be used by the City of Belfast to offset any cleaning fees or damages to equipment and property related to this rental at the Belfast Boathouse's facility and grounds, or failure to adhere to other provisions that have been incorporated into and made part of this agreement. Unauthorized use of Steamboat Landing Park or other City property will completely forfeit any security deposit funds.
8. If for any reason the amount of the security deposit is not sufficient to pay for damages and costs, then I agree to be personally responsible for the financial difference and will promptly pay the City of Belfast within 30 days of receipt of the invoice for payment for charges in excess of the previously paid security deposit. If I fail to pay these charges as specified,

then I agree that I may lose rental privileges, and that I will also be responsible for the City of Belfast's legal fees associated with the legal prosecution of a collection claim against me for these charges in court. I also understand and agree that if there are any monies left in the security deposit that are in excess of the damages, or other specified charges and expenses sustained by the City of Belfast, then this balance will be returned to me by mail within 30 days after the event.

Please confirm with your initials that you understand the following rental requirements:

DGT BUILDING OCCUPANCY

Regulation for Belfast Boathouse occupancy for any event is a maximum of 150 people seated or a maximum of 200 people standing.

- Educational style seating with tables: Maximum capacity is 150.
- Sit-down dinner with round tables: Maximum capacity is 150.
- Reception style events with standing room only: Maximum capacity is 200.
- Auditorium style (or seating in rows): Maximum capacity is 175.

*Please note that occupancy maximums DO NOT increase with the use of a tent.

*No tents are allowed on any paved area outside the fenced grounds of the Belfast Boathouse.

DGT CERTIFICATE OF LIABILITY/INSURANCE

Liability insurance must be obtained for the entire duration of the event (including set-up and clean-up) to cover any function held at the Belfast Boathouse (this can usually be obtained through a homeowner's insurance policy or various special event insurance companies).

- The City of Belfast must be named as an Additional Insured on the Certificate of Insurance for the event (see Exhibit D), which is due to Belfast Parks and Recreation 10 days prior to your event.
- The coverage will be no less than \$1,000,000 general liability, and additional endorsements may be needed based on your event. Be sure to discuss this with the Belfast Boathouse Rental Agent.
- If a licensed caterer provides and/or sells (cash bar) alcoholic beverages at the Boathouse, the caterer will need to apply for an Off-Premises Permit at Belfast City Clerk's Office and also provide liability insurance coverage in the amount of \$1,000,000. A copy of the insurance coverage must be provided to the Belfast Parks and Recreation 10 days prior to the date of the event (an example of an acceptable form is found at Exhibit D).

DGT DAMAGE, CLEANING & MAINTENANCE RULES

Renter must leave the Belfast Boathouse in the condition noted in the Cleaning Checklist (Exhibit E), including bathrooms, trash, floors, tables, chairs, and equipment. The Cleaning Checklist is posted in the Belfast Boathouse vestibule for reference.

- No staples, nails, or duct tape are to be used on the walls or floors. Painter's tape may be used on the wall.
- All floors must be swept and mopped. Kitchen area must be cleaned.
- Tables/chairs must be cleaned/wiped and all tape removed. All table and chair legs should be wiped down if they were used outside on the Belfast Boathouse grounds. Tables/chairs must be returned to storage racks and the rear storage area making sure no damage has been done to furniture or equipment, or the interior or exterior of the building and grounds.
- All food, garbage, decorations, etc., must be removed from Belfast Boathouse property. If Belfast Boathouse is not left in accordance with these rules, and after inspection by the Belfast Boathouse Rental Agent, the Renter will forfeit their Security Deposit and also be charged for the cost to repair damage.
- The Renter shall also report any damages that occur to the property during their event to Belfast Boathouse Rental Agent as soon as practical.

DGT ADDITIONAL GUIDELINES

- The Belfast Boathouse is a smoke-free environment.
- Please note that the Belfast Boathouse is an unstaffed facility.
- Any additional cooking or catering equipment must be approved by the Belfast Boathouse Rental Agent.
- All requests for tents must be pre-approved by the Belfast Boathouse Rental Agent. No tent can increase the seating capacity outlined for the Boathouse, and tents are only allowed inside the fenced grounds.

- Any additional equipment, staging, non-traditional decorations, etc. must be pre-approved by the Belfast Boathouse Rental Agent.
- No vehicles are permitted inside the Belfast Boathouse.
- The general public is not permitted inside the Belfast Boathouse when it is rented for a private event. The Police may be contacted if unwanted visitors refuse to leave.
- The City of Belfast cannot guarantee that there will not be any other events in the area, any construction in the surrounding neighborhoods, events/activities in the Harbor, or other activities in the surrounding public spaces.
- Renters are encouraged to utilize the parking information noted in Exhibit C for their events. Parking is not guaranteed for the Belfast Boathouse rentals.

I certify that I am at least twenty-one (21) years of age. I have read and fully understand the Belfast Boathouse Rental Agreement and also the rules and regulations for renting the Belfast Boathouse located at 34 Commercial Street in Belfast, Maine. I am an authorized representative of above listed business, organization, or event and will abide by all rules and regulations set forth by this agreement. I understand and fully agree to forfeiture of any or all deposits if I am not in compliance with the terms set forth by this agreement. In signing this form as an individual or as a representative of the above listed business or organization, release the City of Belfast from any and all liability in case of death or injury during the use of the Belfast Boathouse facilities.

Signed: Donald G. Trites Date: March 25, 2025
 Renter

Title: Chair, Walk & Roll Day
(If signing for a Business or Organization)

Signed: _____ Date: _____
 Belfast Boathouse Rental Agent
 Pamela J. Salokangas, Parks and Recreation Director

***** FOR OFFICE USE ONLY *****

TOTAL RENTAL FEE DUE: \$ _____

RENTAL FEE 50% DEPOSIT: \$ _____ DUE DATE: _____

RENTAL FEE FINAL BALANCE DUE: \$ _____ DUE DATE: _____

SECURITY DEPOSIT FEE DUE: \$ _____ DUE DATE: _____

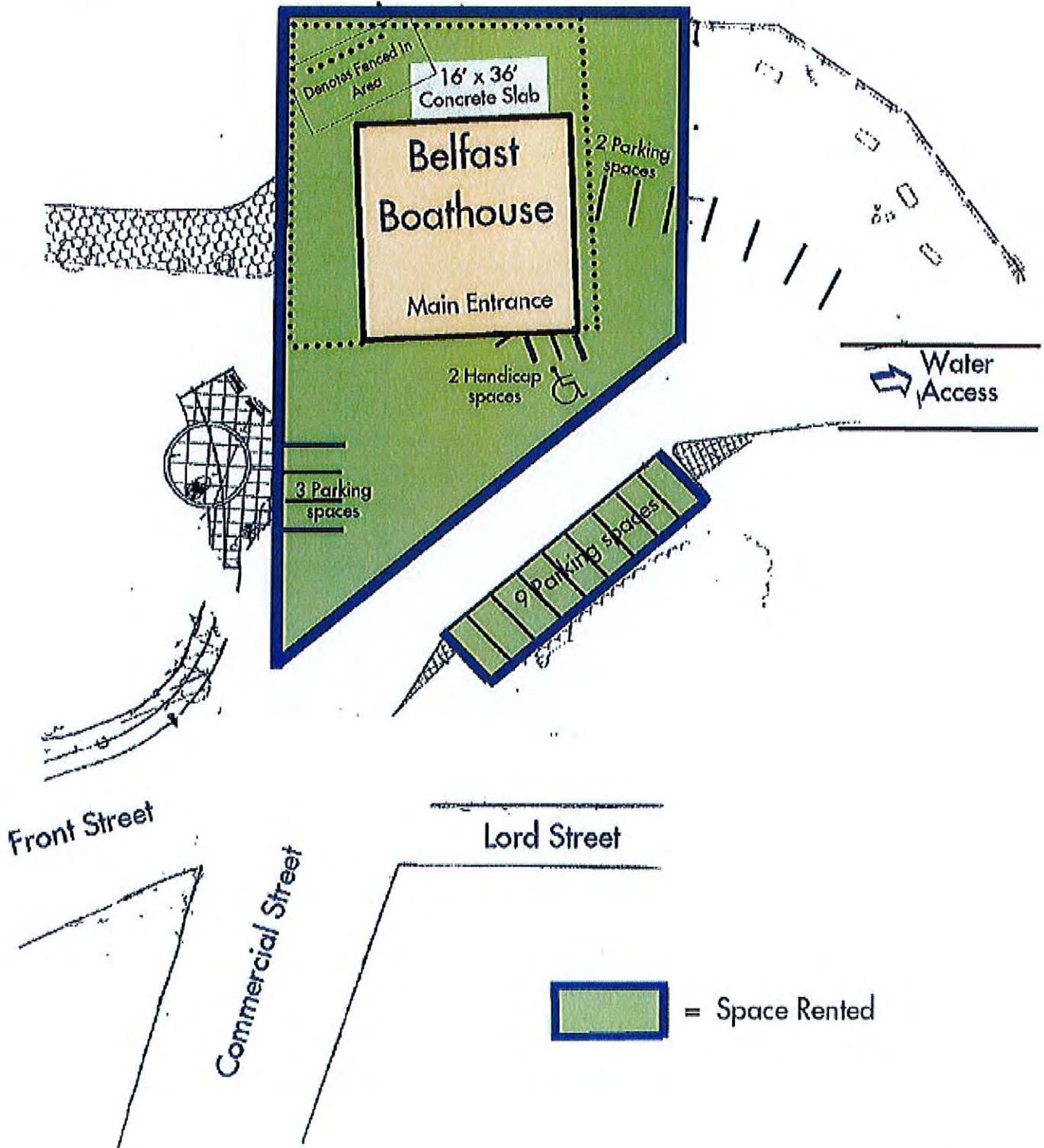
CERTIFICATE OF INSURANCE DUE: _____

Acceptable payment options are checks, cash, or credit card. Checks should be made payable to the City of Belfast. Credit card payments will incur a 2.5% processing fee in addition to rental charges.

Once dates, rental process, and payment schedule has been discussed, please return Belfast Boathouse Rental Agreement, with initials and signature, and payment to:

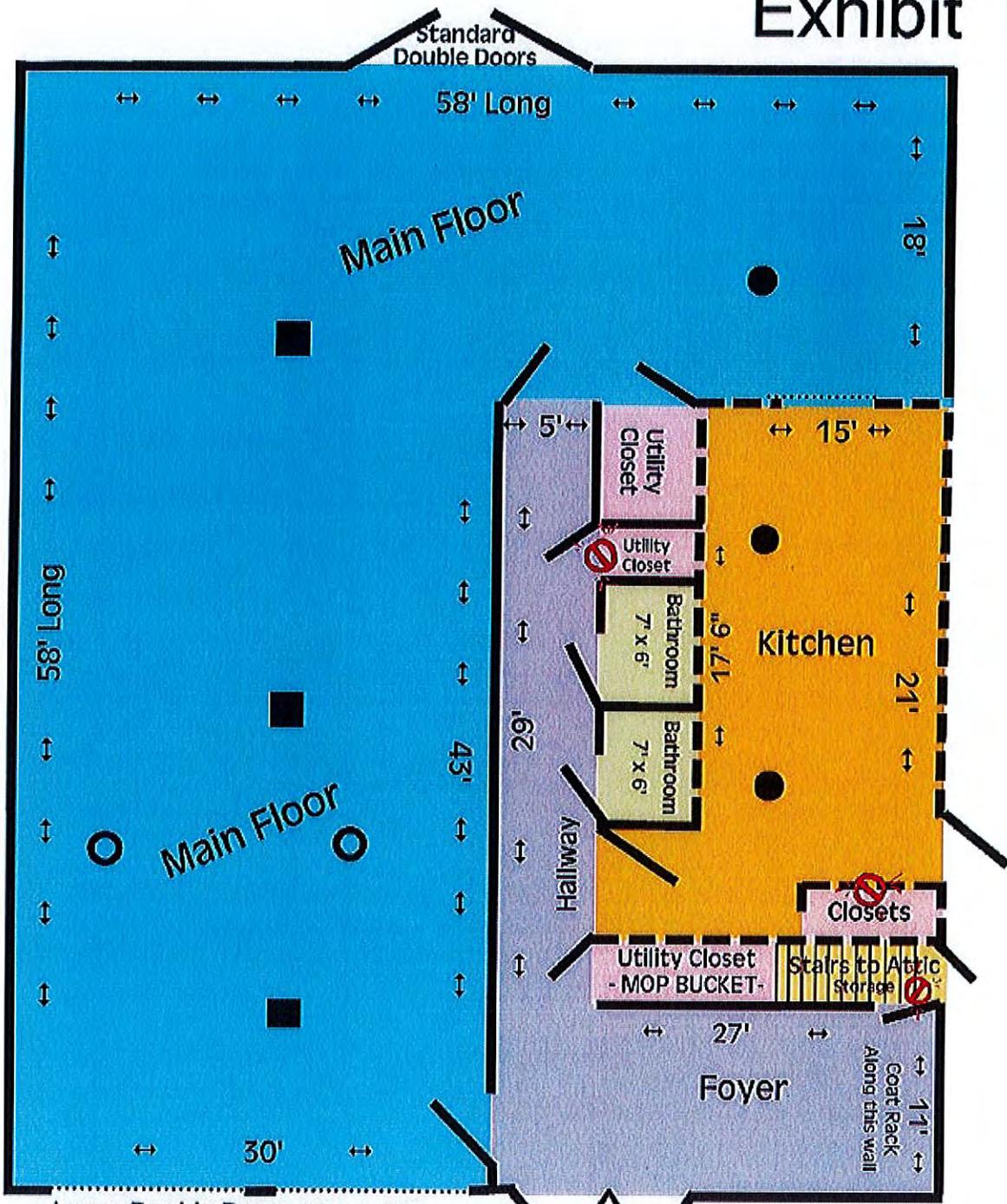
Belfast City Hall
 Belfast Parks and Recreation (Ground Floor)
 Attn: Boathouse
 131 Church Street
 Belfast, ME 04915

Exhibit A



Drawing is NOT to scale

Exhibit B



Large Double Doors 14'w x 13'h

- = Floor to ceiling Posts
- = Floor drains
- = Floor to ceiling Posts

ENTRANCE

Standard Double Doors

- = Door
- ⊘ = No Admittance

Drawing is NOT to scale

Exhibit C

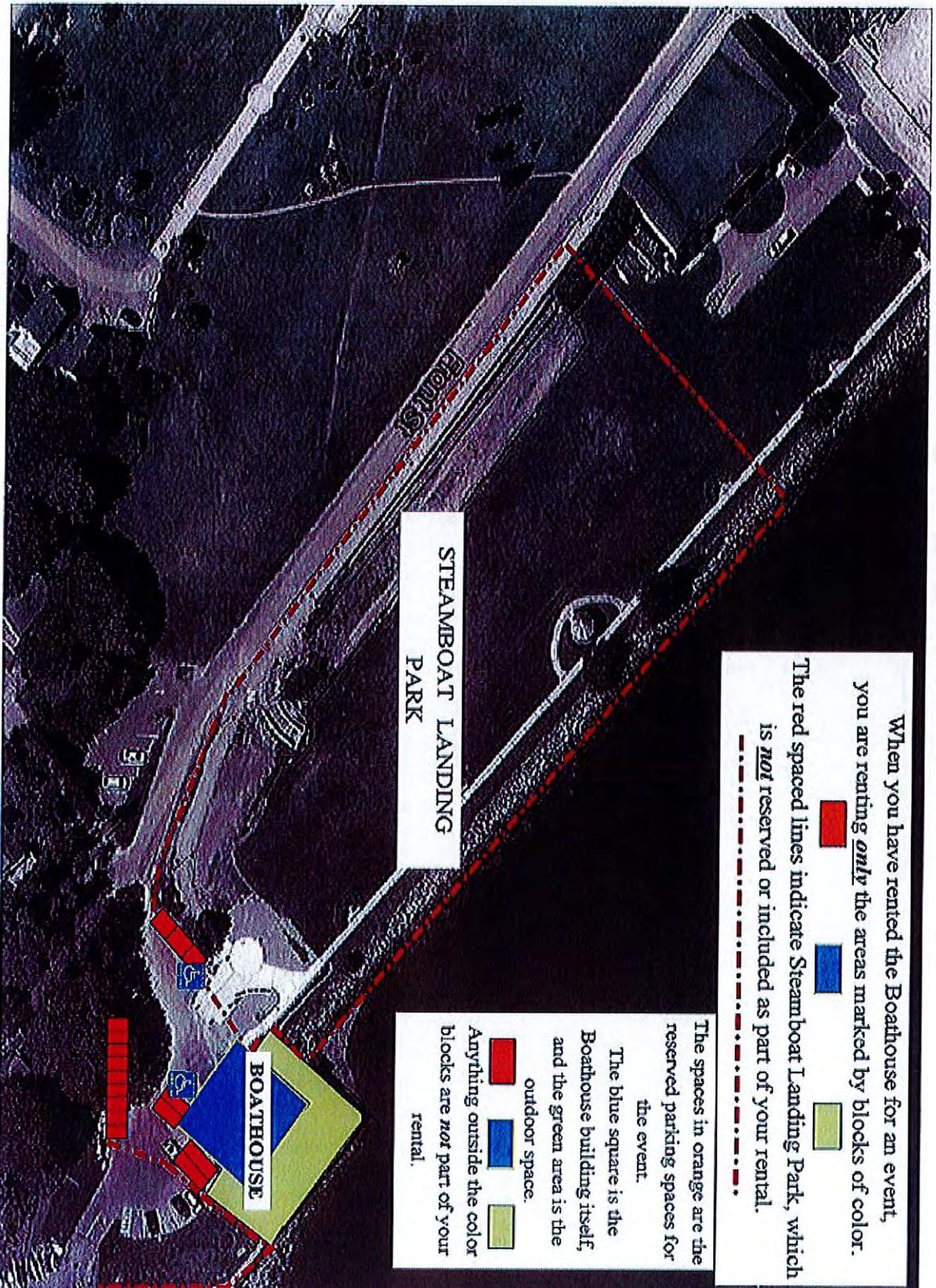


Exhibit D

	CERTIFICATE OF LIABILITY INSURANCE	DATE (MM/DD/YYYY) 05/07/2024														
THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.																
IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).																
PRODUCER [REDACTED]	CONTACT NAME: [REDACTED] PHONE (A/C, No, Ext): [REDACTED] FAX (A/C, No): [REDACTED] E-MAIL ADDRESS: [REDACTED]															
INSURED	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th style="text-align: center;">INSURER(S) AFFORDING COVERAGE</th> <th style="text-align: center;">NAIC #</th> </tr> <tr> <td>INSURER A : [REDACTED]</td> <td>[REDACTED]</td> </tr> <tr> <td>INSURER B :</td> <td></td> </tr> <tr> <td>INSURER C :</td> <td></td> </tr> <tr> <td>INSURER D :</td> <td></td> </tr> <tr> <td>INSURER E :</td> <td></td> </tr> <tr> <td>INSURER F :</td> <td></td> </tr> </table>	INSURER(S) AFFORDING COVERAGE	NAIC #	INSURER A : [REDACTED]	[REDACTED]	INSURER B :		INSURER C :		INSURER D :		INSURER E :		INSURER F :		
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INSURER C :																
INSURER D :																
INSURER E :																
INSURER F :																
COVERAGES CERTIFICATE NUMBER: CL245707225 REVISION NUMBER:																
THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.																
INSR LTR	TYPE OF INSURANCE	ADDL SUBR INSD WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS										
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:		BLS60067242	08/09/2023	08/09/2024	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 300,000 MED EXP (Any one person) \$ 15,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COM/PROP AGG \$ 2,000,000 Experience Mod Factor 1 \$										
	AUTOMOBILE LIABILITY ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY					COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$										
	<input type="checkbox"/> UMBRELLA LIAB <input type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED RETENTION \$					EACH OCCURRENCE \$ AGGREGATE \$ \$										
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N	N/A			PER STATUTE OTH-ER E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$										
DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required) City of Belfast is an additional insured subject to the terms of the CG 88 10 04 13 Endorsement. Date of the event is 5/29/24																
CERTIFICATE HOLDER				CANCELLATION												
City of Belfast 131 Church Street Belfast ME 04915				SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE [REDACTED]												

Exhibit E

Belfast Boathouse Post-Event Checklist

(All cleaning materials may be found in the Janitor's Closet.)

Entrance Vestibule & Hallway:

- Sweep floor.
- Sweep mats.
- Mop floor.

Main Event Room and Small Storage Area in rear of building:

- Remove all painter's/packing tape from tables.
- Wipe down all table tops.
- Wipe down all table and chair legs if used outside.
- Stack all chairs on the chair racks.
- Stack all tables on the table racks.
- Three chair racks pushed into the storage location as you found them when you arrived. Handles must be facing OUT toward the middle of the room.
- Three table racks pushed into the storage location as you found them when you arrived. Handles must be facing OUT toward the middle of the room.
- Collect all trash and place into one of three bins.
- Remove decorations and any painter's/packing tape.
- Wipe windowsills.
- Close and lock all windows and set shades to the halfway mark, and open them for sunshine.
- Return any sound equipment (podium, speaker, mic stand, and supplies) to the kitchen.
- Return step-stool to kitchen.
- Sweep floor.
- Mop floor.

Kitchen:

- Empty refrigerator and wipe down all shelves and bottom.
- Clean stove top, and any spills underneath burners.
- Wipe down all surfaces.
- Wash any coffee pots used for event.
- Return any supplies to the shelves or the kitchen rack.
- Gather all trash and place into one of three bins.
- Sweep floor.
- Mop floor.

Bathrooms:

- Remove trash from both bathrooms and place into one of three bins.
- Wipe down sinks and toilets.
- Sweep floor.
- Mop floor.

Final Tasks:

- Pull all trash from the three trash bins and take with you. Re-line the bins with the bags in the bottom of the bins.
- Turn off all lights and fans. If in winter, return heat to 69 degrees.
- Be sure all three doors are locked (electronic log should be horizontal, parallel to the floor).
- Pull door closed as you exit. Check that the door is locked.

Building will be inspected post-event to determine the status of your Security Deposit.



Facilities Use Request City of Belfast, Maine



The City of Belfast owns streets, sidewalks, parks, land, and buildings. It is the policy of the City that property belonging to the citizens of Belfast be available to the public. Unless specifically approved to the contrary, no public property will be set aside for the exclusive use of any individual or group and the general public will at all reasonable times have access to City property.

This application is specifically for City property such as waterfront parks, pavilions, streets, sidewalks, etc. This application is NOT for the Belfast Boathouse, but it may be required in addition to the Belfast Boathouse Rental Application if you are planning an event that includes both the Belfast Boathouse and Steamboat Landing Park.

This application must be submitted 60 days or more before the proposed event date. This allows for the application to be reviewed by all departments and to be reviewed and approved by the Belfast City Council.

EVENT NAME: Hospice Volunteers 5K

BRIEF EVENT DESCRIPTION: 5K out-and-back run

DATES and TIMES: October 4, 2025 / 07:00-10:00am

PROPOSED LOCATIONS/AREAS TO BE USED: Belfast Rail Trail with start and finish at depot terminus.

ORGANIZING GROUP (if applicable): Hospice Volunteers of Waldo County

GROUP REPRESENTATIVE/INDIVIDUAL NAME: FLIC shooter

MAILING ADDRESS: PO BOX 770 BELFAST 04915

PHONE NUMBER: 2074305569 **CELL PHONE:**

All applications and related documents must be returned to the Belfast Parks and Recreation Office at City Hall, 131 Church Street, Ground Level (drop off at City Clerk's office). Questions? Please call 207- 338-3370 Ext. 127 or parksandrec@cityofbelfast.org.

This is a planning checklist for your benefit as well as the City's. **All activities must be included in the event description; anything not included cannot be approved and cannot be added later unless a second or revised application is submitted. Approvals will not be provided to individuals or groups who are uncertain of their plans.**

When you are ready to submit your application, please attach maps, additional sheets, event outlines etc. which will help to explain your request. If any of the following questions do NOT apply to your event, simply write N/A (not applicable) in the space provided. Thank you.

Describe in detail the activities within your event and the schedule you are proposing.

Set up 07:00-08:30am; start time 08:30am from Depot terminus of Belfast Rail Trail; all runners and walkers should finish by 09:30am; clean up 09:30-10:00am.

Based on the facilities noted above, how do you intend to use the spaces requested?

Staging, to include registration and parking, at Depot terminus of Belfast Rail Trail. Run/Walk on Belfast Rail Trail, to include water stop at approx. 5K turn.

Are you asking to close off any City Streets? If so, please list by street name (include from where-to-where the street will be blocked, days, times, etc.).

N/A

If yes, who will be managing the street closures?

N/A

How many people do you expect at your event?

60-80

How many volunteers do you expect at your event?

8-12

Will you be selling things at this event? If yes, what will you be selling, and please provide descriptions.

N/A

If you will not be selling anything, will others at this event be selling items? If yes, please provide details.

N/A

Will you be renting spaces to vendors on City property? If yes, please provide for the type of vendors and your fees.

N/A

Please provide an explanation of vendor space sizes, locations, load-in/load-out details, etc.

N/A

Does this event call for any type of open fire, including for cooking purposes? If so, please describe what fire safety measures you plan on employing associated with this potential hazard? NOTE: a fire permit may be required.

N/A

How do you propose to handle garbage removal?

Hospice Volunteers will collect and dispose of any and all garbage.

How do you propose to handle parking and how will parking instructions be communicated to vendors, volunteers, service providers, and your customers?

Depot parking areas.

How do you propose to handle security, if needed.

N/A

How do you propose to handle the need for regular and accessible restrooms?

Belfast Rail Trail port-a-potties.

What are your electrical needs, and how will you provide electricity?

N/A

What kind of noise do you expect to generate at this event and during which specific period of time?

Fans; mostly at the start and finish area.

What are your event safety protocols (i.e., weather, injury), and will you have a First Aid tent?

Event will be held rain or shine.
Medical kits will be on hand.
Extreme medical emergencies will be handled by 911.

Have you spoken to the neighbors in the area of this event regarding traffic, noise, parking etc.? NOTE: You may need to provide parking lot monitors and signage for your event.

N/A

Will any alcohol be served or consumed at this event? If yes, please provide details on who will be providing that service, including their contact information (phone and email). NOTE: Additional permits may be required for your event based on your service provider, their liability insurance coverages, and any existing permits they may have.

N/A

Please attach a map that shows your event's boundaries, how you will set-up your event (vendors, beer/wine garden, restrooms, where activities will be located, your access points, and any other pertinent details).

Are you able to provide a Certificate of Insurance in the amount of \$1,000,000 that also lists the City of Belfast as an additional insured to hold the City of Belfast harmless from any and all injuries that may occur as the result of any negligence on your part in conducting this event?

Yes; policy to be forwarded, separately.

Who is your insurance agent that will provide the Certificate of Insurance as proof of this policy?

See above.

Who will be in charge of the event and on-site for the majority of the event's duration? Please include cell phone numbers and an email address.

POLLY SHYKA . Pollyshyka@gmail.com
207 249 5597

Are you asking the City for any additional services over and above the request to use the facilities you have described above? If so, please be specific. (Examples: barricades, security/street closures, electrical access, etc.)

N/A

Are there any other details you haven't addressed and that you would like to include?

Map attached.
Insurance Certificate of Liability to be provided separately.

Have you reviewed the specific policies for use of City-owned property, located in Appendix A?

Yes No

Department and Services Requested

City Manager:	N/A
Police:	Continue "gentleman's agreement" to have an available officer on City Point Road.
Fire/ Ambulance:	N/A
Parks and Rec.:	One garbage can with liner (Depot terminus of Rail Trail).
Public Works:	N/A
Harbor Master:	N/A
Other:	Map attached. Insurance Certificate of Liability to be provided separately.

Remember, if any aspect of the activity you wish to conduct is not specifically listed on this checklist, then there will be no permission to conduct that activity unless an amended form or an addendum is filed for approval by City Council. Any amendments or addenda must be filed more than 60 days prior to the event date.

I certify that I am at least twenty-one (21) years of age. I have read and fully understand the Belfast Boathouse Rental Agreement and also the rules and regulations for renting the Belfast Boathouse located at 34 Commercial Street in Belfast, Maine. I am an authorized representative of above listed business, organization, or event and will abide by all rules and regulations set forth by this agreement. I understand and fully agree to forfeiture of any or all deposits if I am not in compliance with the terms set forth by this agreement. In signing this form as an individual or as a representative of the above listed business or organization, release the City of Belfast from any and all liability in case of death or injury during the use of the Belfast Boathouse facilities.

SIGNATURE: Polly Shyka

DATE: March 18, 2025

REVIEW #1: Pamela J. Salokangas

DATE: March 24, 2025

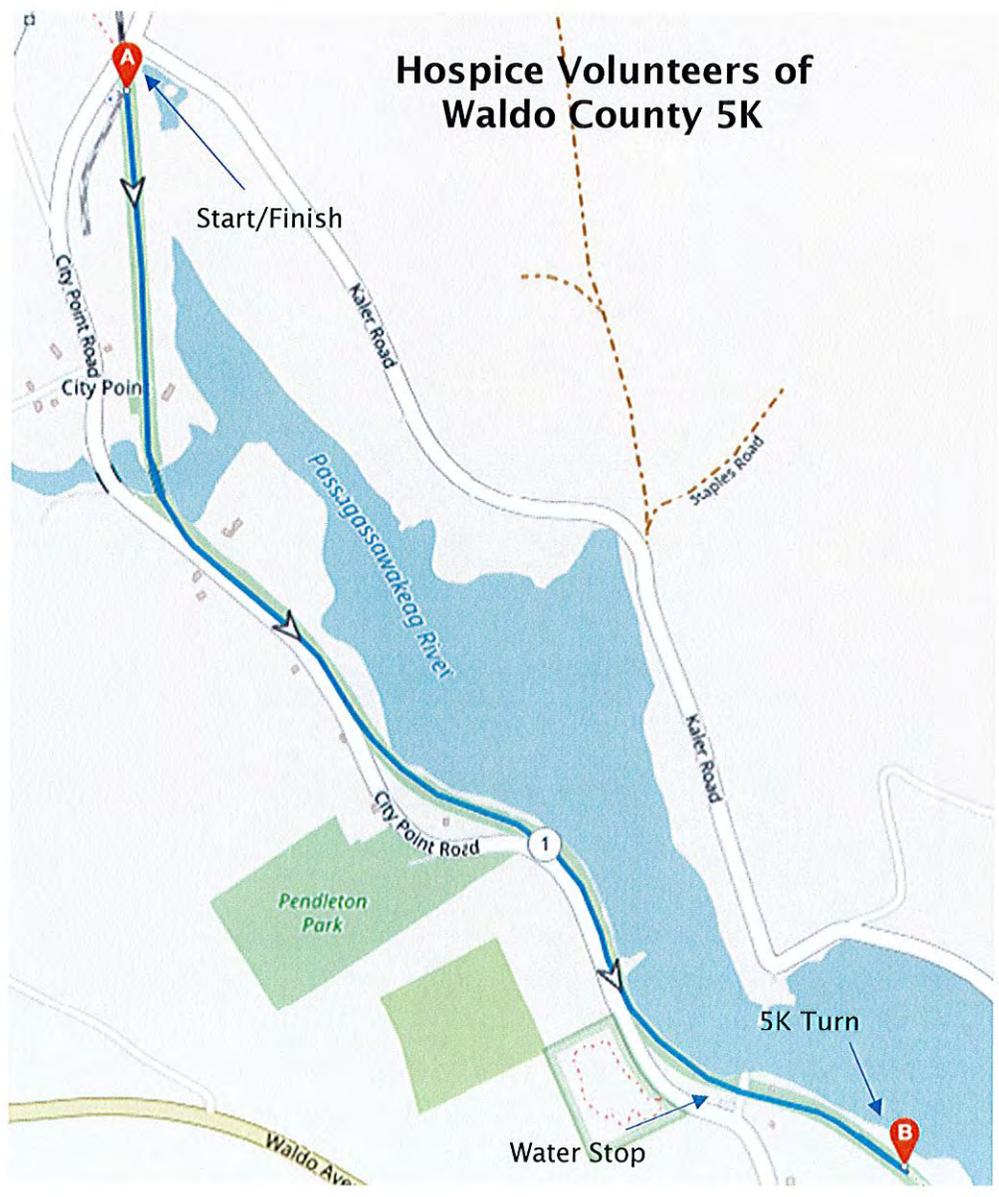
REVIEW #2: _____

DATE: _____

APPROVAL: _____

DATE: _____

Hospice Volunteers of Waldo County 5K



10.K



CITY OF BELFAST

City Hall
131 Church Street
Belfast, Maine 04915

Joellyn Warren
Deputy Economic Development Director

E-mail: deputyecondev@cityofbelfast.org
Phone: (207) 338-3370, extension 124

TO: Honorable Mayor Eric Sanders, Belfast City Councilors, and City Manager Erin Herbig

FROM: Joellyn Warren, Deputy Economic Development Director

DATE: March 25, 2025

RE: Presentation from the Deputy Economic Development Director regarding a Maine Community Development Block Grant Program, Community Enterprise Grant (CE).

On March 11, 2025, the Belfast City Council authorized staff to submit a Letter of Intent to the Maine Community Enterprise Grant (CE) under the Community Development Block Grant Program, Office of Community Development. The CE Program provides grant funds to municipalities to assist in business façade programs and to make streetscape improvements in downtown and village areas. Assistance to businesses may be in the form of grants or loans at the discretion of the community.

The program selection process consists of three phases: a Letter of Intent, an application phase including a public hearing, and a project development phase. The Letter of Intent illustrates community need, estimated budget and verification of CDBG National Objective. Applications under this program are due by the grant deadline on April 11, 2025.

The City has successfully implemented façade improvement programs in the past with funding in 2013, 2020, and 2021 from the CDBG Community Enterprise Program fund. Funds from this program resulted in one-time grants to building owners to make exterior improvements for 10 buildings downtown. The City will solicit new participants in this grant round and contact those business not funded in the past due to lack of funds.

The City of Belfast intends to request a \$100,000 CE grant. Like prior program years, the City intends to use 90% of the total grant amount requested, or \$90,000.00, to provide 5 business façade grants of \$18,000.00 each. Each of these facade grants will be matched with \$5,000.00 in cash from each participating business or property owner, for total matching funds of \$25,000.00, which is equal to 25% of the grant award. The remaining 10% of the total grant amount requested, or \$10,000.00, will be used to hire qualified administrative services to implement this grant effectively and efficiently.

The required public hearing regarding the intent to apply to the Community Enterprise program will immediately follow.

No City Council actions need to be taken for this particular agenda item.

10.L



CITY OF BELFAST

City Hall
131 Church Street
Belfast, Maine 04915

Joellyn Warren
Deputy Economic Development Director

E-mail: deputyecondev@cityofbelfast.org
Phone: (207) 338-3370, extension 124

TO: Honorable Mayor Eric Sanders, Belfast City Councilors, and City Manager Erin Herbig

FROM: Joellyn Warren, Deputy Economic Development Director

DATE: March 25, 2025

RE: Conducting a Public Hearing to discuss the City of Belfast's application being submitted to the Maine Community Development Block Grant Program, Community Enterprise Grant (CE) grant program.

An advertised and documented public hearing to allow for comments must be held before making an application to the Community Development Block Grant (CDBG), Community Enterprise program. The following public hearing notice (which was published in the Thursday, March 20, 2025, print edition of the Midcoast Villager) will need to be read aloud for the record at this time:

_____ [beginning of notice] _____

PUBLIC HEARING NOTICE THE CITY OF BELFAST

The City of Belfast will hold a Public Hearing on Tuesday, April 1st, 2025, as part of its regularly scheduled City Council meeting, which begins at 7:00 pm on that date, at Belfast City Hall, 131 Church Street, Belfast, Maine, to discuss an application being submitted to the State of Maine CDBG program for a Community Enterprise Grant. The purpose of the grant application is to capitalize a business façade grant program. All persons wishing to make comments or ask questions about the grant application are invited to attend this Public Hearing. Comments may be submitted in writing to: Joellyn Warren, Deputy Economic Development Director for the City of Belfast, Belfast City Hall, 131 Church Street, Belfast Maine, 04915; or via email to: deputyecondev@cityofbelfast.org at any time prior to the Public Hearing. TDD/TTY users may call 711. If you are physically unable to access any of the City of Belfast's programs or services, please contact Joellyn Warren at (207) 338-3370, extension 124, so that accommodations can be made.



City of Belfast, Maine

[end of notice]

If any written or emailed comments have been submitted prior to the public hearing as referenced in the notice, the Deputy Economic Development Director will present them at this time.

No City Council actions need to be taken for this particular agenda item.

10.M



CITY OF BELFAST

City Hall
131 Church Street
Belfast, Maine 04915

Joellyn Warren
Deputy Economic Development Director

E-mail: deputyecondev@cityofbelfast.org
Phone: (207) 338-3370, extension 124

TO: Honorable Mayor Eric Sanders, Belfast City Councilors, and City Manager Erin Herbig

FROM: Joellyn Warren, Deputy Economic Development Director

DATE: March 25, 2025

RE: Request by the Deputy Economic Development Director to approve the submission of the Community Development Block Grant Program, Community Enterprise Grant (CE).

The City intends to apply for a \$100,000 grant under the Community Enterprise Grant (CE), a program under the Community Development Block Grant Program, Office of Community Development. The CE Program provides grant funds to municipalities to assist in business façade programs and to make streetscape improvements in downtown and village areas. Assistance to businesses may be in the form of grants or loans at the discretion of the community.

Funds from this program will allow the City to use 90% of the total grant amount requested, or \$90,000.00, to provide 5 business façade grants of \$18,000.00 each. Each of these facade grants will be matched with \$5,000.00 in cash from each participating business or property owner, for total matching funds of \$25,000.00, which is equal to 25% of the grant award. The remaining 10% of the total grant amount requested, or \$10,000.00, will be used to hire qualified administrative services to implement this grant effectively and efficiently.

At this time, the Deputy Economic Development Director requests that the City Council take the following actions:

- 1) Approve the submission of Letter of Intent to the Office of Community Development Community Enterprise Grant (CE) Program, and to Authorize the City Manager to sign all paperwork related to and necessary for the submission of this request.

10.N



**VETERANS OF FOREIGN WARS
RANDALL AND COLLINS POST 3108
34 Field Street, Belfast Maine. 04915
Non Profit ID 01-0410982**

It's that time of year when we reach out for help with our "Flag Fund".

The Veterans of Foreign Wars Post 3108 is a Non-Profit 501c-3 Tax-exempt organization (ID# 01-0410982) currently providing many services in our communities.

This year, we are serving approximately 114 FAMILIES with our weekly food pantry, not with just canned goods, but also fresh vegetables and meats, as well as some dairy. Our monthly pet food pantry provides not only food, but bedding, and we have spay and neuter clinics twice a year.

We have helped with burial expenses for service members, and provide graveside military honors for veterans when appropriate (We are 1 of only two organizations in the State of Maine still doing 21 gun salutes.) We have been providing oil, kerosene, propane, gas cards, as well as paying electric and phone bills for veterans, and delivering food items to homes when folks can't come in themselves. The services are not just for Veterans, although Veterans receive priority, they are available to anyone in our community who needs a helping hand.

We are involved in Education programs such as Veterans in the classroom. We have students help place flags in the cemeteries while educating them on the difference between Memorial Day, Veterans Day, and Armed Forces Day. We also participate in the Voice of Democracy and Patriots Pen Essay contests awarding \$2,500 in cash prizes to local students.

Our Veterans organization puts out American Flags on the telephone poles throughout our community with an all-volunteer force, including help from High School Students.

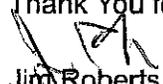
All of these programs cost money. Add this with our "relief fund" efforts, (which provides emergency support and services to veterans and active duty service members in need), and it greatly impacts our financial resources.

We are seeking help to purchase the American Flags. Each Flag unit consists of an American Made Flag (\$36.00 ea), a spin pole (\$12.00 ea), a bracket (\$5.00 ea) plus hardware (screws) for a total of \$53.00 each. We need 56 flags to cover the city, for a total cost of \$2968, however, we typically can reuse Flags and poles. Last year's windstorms damaged a lot of our inventory so this year we will have \$2036 in expenses.

We would appreciate and be grateful for any donation you can provide, and are asking to have funds by May 1st so we can place the order and receive flags by May 15th in order to have them up by Memorial Day.

You can see our efforts and progress on our Facebook page, In the Bangor Daily News, on Channels 5, 7, 19, and 22 News Broadcasts, and now in Stars and Stripes magazine.

Thank You for considering us.


Jim Roberts, Commander.
Veterans of Foreign Wars Post 3108
Contact number (207) 323-5403

Last year you donated
\$350. We are hoping
you can AGAIN this
year