



Belfast Parks and Recreation Department 2025 Fee Schedule & Reservation Policy

Parks, Trails, and Recreation Committee Approval: December 12, 2024
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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 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 Waldo County Residents 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, as determined by the Belfast Parks and Recreation Director according to the terms of the program as adopted by City Council.

More information on the operation of this program will be provided in this policy document once the fund and operating policy are established.

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 precedence over public use. 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.

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 City-organized events will be given priority in scheduling.

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 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 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 City-organized events will be given priority in scheduling.

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 City-organized events will be given priority in scheduling.

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

**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 City-organized events will be given priority in scheduling.

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 City-organized events will be given priority in scheduling.

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 Dinners, Ticketed Fundraising Events, or Vendor Presentations		

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 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 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 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 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 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 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 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 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

- 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 (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 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.

[^]A Friday or single-day weekend rental is only available 21 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.

⁺To qualify for this Belfast City Employee rate, a Belfast City Employee must be a full-time (40 hrs./week) regular employee who is able to provide the required Certificate of Insurance at the levels noted in the rental requirements.

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 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 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>\$2,671 Purchase Price (current market rate, 4/2025)</p> <p>The Department will always provide a quote to purchase in advance to capture current market rates before completing the sale. Lead time is 8-12 weeks.</p>	<p>\$2,806 Purchase Price (current market rate, 4/2025)</p> <p>The Department will always provide a quote to purchase in advance to capture current market rates before completing the sale. Lead time is 8-12 weeks.</p>
<p>\$250 Maintenance / Repairs</p>	<p>\$250 Maintenance / Repairs</p>
<p>\$2,921 Total</p>	<p>\$3,056 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 appropriate.
- 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.