



Board of Public Works & Safety and Stormwater Board

Regular Meeting Agenda

2:00 p.m. December 14, 2020

Goshen Police & Court Building, 111 East Jefferson Street, Goshen, Indiana

To access online streaming of the meeting, go to <https://goshenindiana.org/calendar>

Call to Order by Mayor Jeremy Stutsman

Statement Regarding Virtual Public Meetings

Approval of Minutes

Changes to Agenda

- (1) Fire Dept. Retirement: Asst. Chief Mervin Miller
- (2) Fire Dept. Resignation: Matthew Whitford as Active Paramedic
- (3) Trash Container Placement Request: 621 Emerson St. (Brad Hunsberger)
- (4) Sign in Right-of-Way, Purl St. & River Race Dr. (Millrace Co-housing, Merritt Lehman)
- (5) QPA Purchase of Fire Dept. Vehicles from Kelley Chevrolet, LLC
- (6) Change Order #4 for E. Goshen Water Main, JN: 2019-0037
- (7) Change Order #7 for Police Training Facility, JN: 2018-0014
- (8) Renewal of OJS HVAC Planned Maintenance Program
- (9) "Art Alley" Murals and "Murphy Stage" in east/west alley, 100-block S. Main St.



- (10) Center for Healing & Hope Special Use of Schrock Pavilion
at Shanklin Park for COVID-19 Testing

Privilege of the Floor

Approval of Civil City and Utility Claims

Adjournment



Danny C. Sink, Chief
FIRE DEPARTMENT, CITY OF GOSHEN
209 North Third Street • Goshen, IN 46526-3201

Phone (574) 533-7878 • Fax (574) 534-2804 • TDD (574) 534-3185
dannysink@goshencity.com • www.goshenindiana.org

December 9, 2020

To: Board of Works and Public Safety

RE: Assistant Chief Merv Miller Retirement

From: Chief Dan Sink

Assistant Chief Merv Miller has submitted his letter of intent to retire effective January 02, 2021 and I ask that you affirm Merv's retirement from GFD.

We have enjoyed our years of working together with Merv at GFD and his contributions for our success are many. We wish him the very best in his new endeavors



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December 9, 2020

To: City of Goshen Board of Works and Public Safety

RE: Matthew Whitford's Resignation as an active Paramedic

From: Dan Sink, Fire Chief

Matthew Whitford has submitted his resignation as an active Paramedic effective January 01, 2021. I am asking the City of Goshen Board of Works and Public Safety affirm his request. I would like to thank Matthew for his 15 years of dedicated service to GFD in the position as an active Paramedic. Thank you.

Scharf, Adam

From: Brad Hunsberger [REDACTED]
Sent: Wednesday, December 9, 2020 3:10 PM
To: clerktreasurer@goshencity.com
Subject: BOW of petition to close alley
Attachments: 621 Emerson St. temp alley closure.pdf

Follow Up Flag: Follow up
Flag Status: Completed

I would like to get started on the process to get a temp closure of the alley next to my house on Emerson St. Please see attached aerial of the proposal. I have already contacted my neighbors about the project and have no objections.

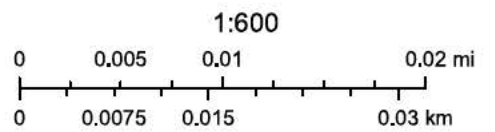
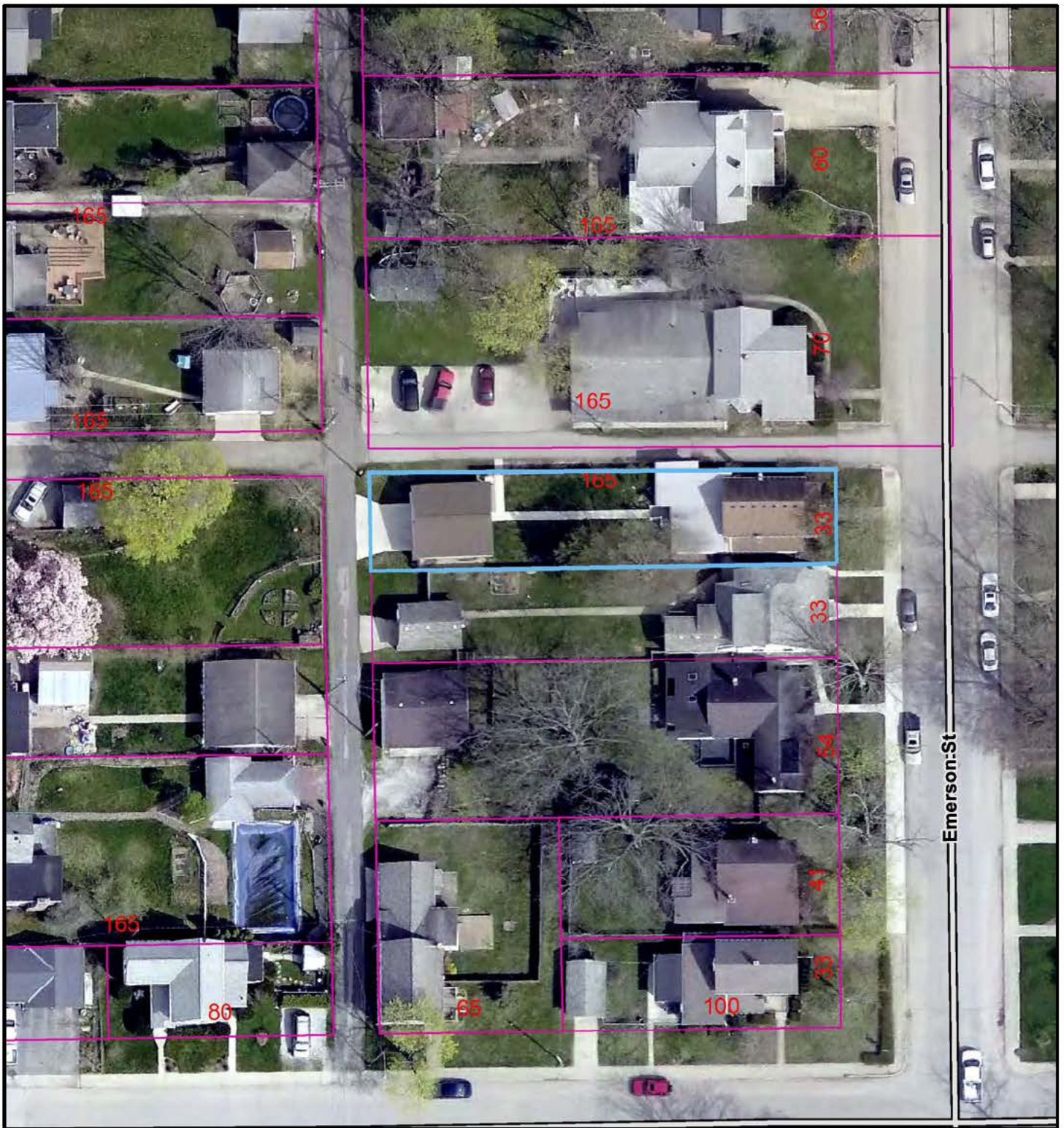
NOTE: I will need a letter from city authorizing the dumpster company to drop a dumpster in alley.

Thanks.

| **Brad Hunsberger**



621 Emerson St. Temporary Alley Closure petition



12/9/2020

Goshen Board of Works
Clerk Treasurer Office

Regarding: Request for a sign variance at the corner of Purl and River Race Drive

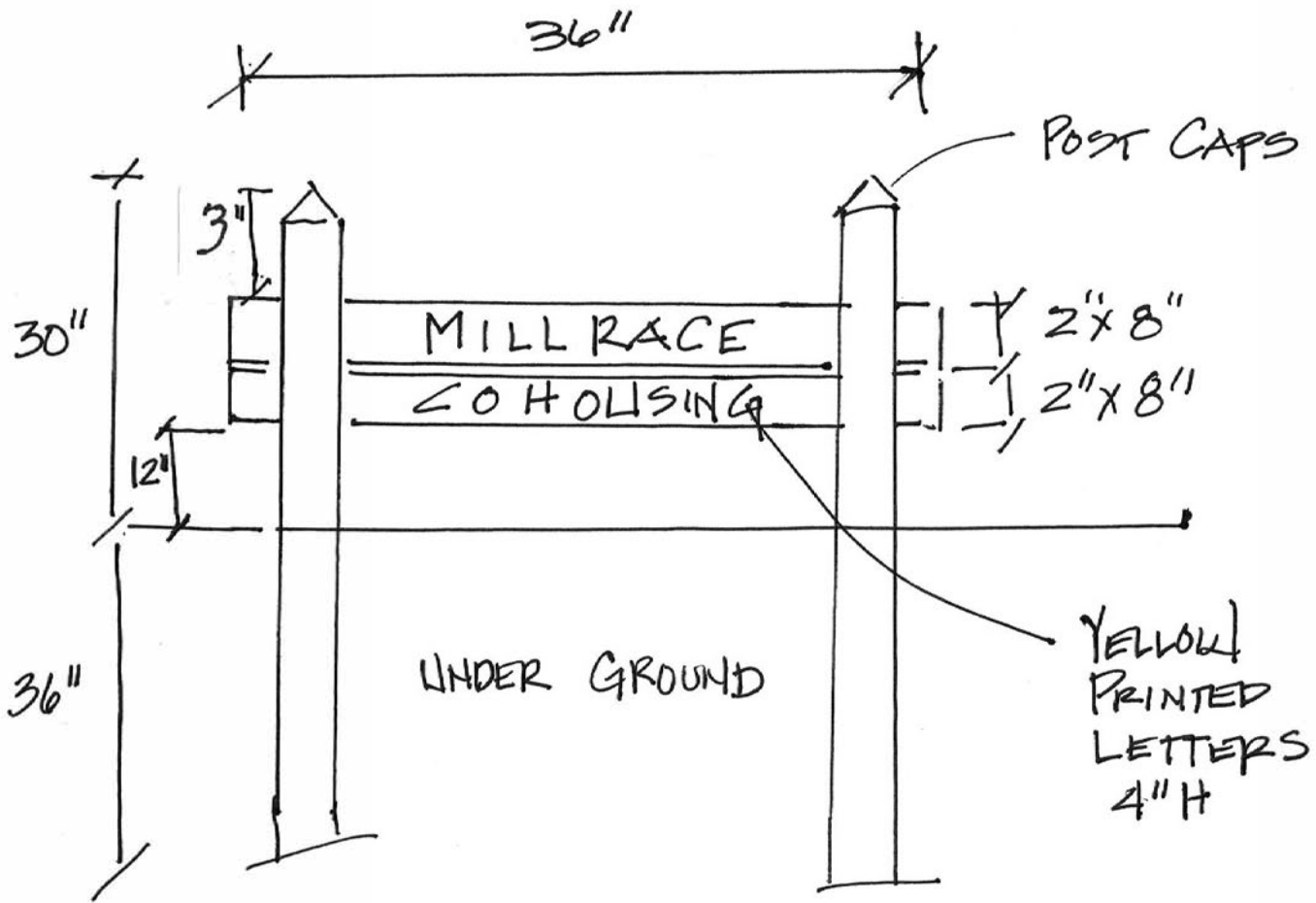
Millrace Cohousing is requesting a variance to place a sign at the north end of our development at corner of River Race Drive and Purl Sts due to the location being in the right of way. The application, a map of the location and the sign design plans are attached. For your information we are planning to place a similar sign at the south end of the development near the corner of River Race Drive and Douglas, although we have room there to place it behind the right of way.

Please let me know if you have any questions regarding this and please let me know the date and time this will be considered and I will plan to attend.

Sincerely,

A handwritten signature in black ink, appearing to read "Merritt Lehman", with a long horizontal flourish extending to the right.

Merritt Lehman, Project Manager
Millrace Cohousing



CITY OF GOSHEN
202 S. FIFTH ST.
GOSHEN, IN 46526
INSTR. NO. 2007-10527

LOT 3

TR RACE SUBDIVISION
BOOK 35, PAGE 20

389°19'51"E 80.72'

EXISTING UTILITY EASEMENT

EASEMENT

COMMON SPACE

COVERED PARKING
PARKING AREA

SOU

SECOND STREET 100' R/W

N88°03'11"E 65.96'

NORTH

PROPOSED RESIDENCE
1,574 S.F.

15

14

PROPOSED RESIDENCE
1,560 S.F.
TOTAL AREA
114,950 S.F.
±2.639 ACRES

LOT 2
TR RACE SUBDIVISION
AT BOOK 35, PAGE 20
40N HOUSE
1,792 SF

20' SANITARY & AREA OF REINFORCED FIRE LANE
UTILITIES EASEMENT
FIRE LANE
ACCESS/EASEMENT FOR FIRE PROTECTION COMMON SPACE

PROPOSED RESIDENCE
±1,079 SF

GARAGE
528 S.F.

O.P.

PROPOSED RESIDENCE
±1,079 SF

O.P.

PROPOSED RESIDENCE
±1,079 SF

GARAGE
528 S.F.

O.P.

PROPOSED RESIDENCE
±1,079 SF

GARAGE
528 S.F.

O.P.

R-2 PUD

BERTHA CRU
ALEJANDRO
DAVILA
611 S. THIRD
GOSHEN, IN 4

R-1

CITY OF GOSHEN

**ENGINEERING & ZONING CLEARANCE - BUILDING PERMIT APPLICATION
CITY OF GOSHEN, INDIANA**

Landowner/Applicant: MILL RACE CONDOSING INC Phone: 574-264-1444 Date: 12/9/20
Mailing Address: 629 RIVER RACE DRIVE GOSHEN, IN ~~465~~ Zip Code: 46526
PROPOSED USE/CONSTRUCTION: SIGN VARIANCE

Building Address: RIGHT OF WAY CORNER OF DURL & RIVER RACE Twp: Elkhart
PROPOSED CONSTRUCTION: _____ Zoning District: _____

Contractor: _____ Address: _____

Phone: _____ Email: _____ Approx. Cost: _____

Lot No. _____ Corner Interior Through Subdivision: _____

Lot Width: _____ Lot Depth: _____ SF/Acres: _____ Existing Use: _____

Public Sewer Public Water Well Septic System Flood Zone Designation: _____

Dedicated Road Private Road Sidewalk Required Landscaping Required

Size: _____ X _____ Square Footage: _____ Coverage: _____ % Height: _____ ft/story

Setbacks measured from the furthest projection to the property line:

Front _____ Rear _____ Side _____ Side _____

Conventional Manufactured Home Type I (HUD Certified) Modular Home (PL 360 Certified) Mobile Home

For Manufactured/Modular/Mobile Homes, Installer's State ID #: _____

Deck _____ sq. ft. Patio _____ sq. ft. Porch _____ sq. ft. Basement: _____ Finished _____ sq. ft.

1st story _____ sq. ft. 2nd story _____ sf Garage: Attached Detached _____ sq. ft. Total sq. ft.: _____

Subcontractors: Electrical _____ Mechanical _____ Plumbing _____

Temp electric: Yes No Central air: Yes No IPC IRC Total # plumbing fixtures _____

Principal Building Accessory Structure Addition Remodeling Rental unit: Yes No

Parking required _____ Parking provided: _____

Parking/Driving aisle setbacks: Front _____ ft Rear _____ ft Side _____ ft Side _____ ft

The information on this application together with attachments thereto are true and complete. I agree that all structures and uses, as indicated, will comply with the standards and restrictions for the Zoning District in which they are located, and that any deviation there from will render this certificate null and void.

Date: 12/9/20 Signed:  Owner/agent
ENGINEERING CLEARANCE

The following have been approved by Goshen Engineering:

Water/Sewer Site Plan Stormwater Clearance Post-construction Plan

Driveway Permit: Commercial Residential Industrial Date Issued: _____

Engineering Project Number: _____

Conditions of Approval: _____

I have examined the above application for compliance with Engineering Department requirements. On the basis of the information submitted it is hereby determined that Engineering Department requirements have been met to allow a Zoning Clearance to be granted.

Date: _____ Signed: _____ By/For City Engineer

ZONING CLEARANCE

Sign: Temporary/Mobile Location: _____ Dates used: _____ Time Left: _____

Staff Comments: _____

PLANNING INSPECTION REQUIRED BEFORE CERTIFICATE OF OCCUPANCY IS ISSUED

Variance: Granted Denied Board Action Date: _____

Conditions: _____

Zoning Clearance Fee for Primary Buildings: Paid: _____

I have examined the above application, including site plan, for compliance with all requirements of the Zoning Ordinance. On the basis of the information submitted it is hereby determined that a Zoning Clearance shall be granted.

Date: _____ Signed: _____ By _____ Zoning Administrator

This certificate applies to Zoning Clearance only and does not satisfy the requirements of any applicable building or engineering codes or permits required.



**Legal Department
CITY OF GOSHEN**

204 East Jefferson Street, Suite 2 • Goshen, IN 46528-3405

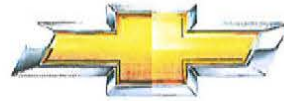
Phone (574) 537-3820 • Fax (574) 537-3817 • TDD (574) 534-3185
www.goshenindiana.org

December 14, 2020

To: Board of Public Works and Safety
From: Bodie J. Stegelmann
Subject: QPA Purchase of Fire Vehicle from Kelley Chevrolet, LLC

The City of Fort Wayne Indiana received quotes for the purchase of 2021 vehicles that included fire vehicles and that also included that it be open to other governmental agencies. Kelley Chevrolet, LLC in Fort Wayne was awarded the contract.

Permission is requested to purchase from Kelley Chevrolet, LLC in Fort Wayne, a 2021 Tahoe at the cost of \$38,190.00 with delivery by April 15, 2020.



**BUSINESS
ELITE**

Quote

Date: 3-Dec-20
 Quotation #: MUN-21-050
 Expire Date: TBD

To: Mr. Carl Gaines, Fleet Mgr.
 City of Goshen, IN
 202 South 5th Street
 Goshen, IN 46528
 Phone: 574-534-2650
 E-mail: carlgaines@goshencity.com

From: Mark T. Wright
5220 Value Drive
Fort Wayne, Indiana 46808
 Phone: 260-437-9218

E-mail: mwright@kelleyauto.com

| Salesperson | Pool | Job Type | In-Stock | Bid Number | Approx. Delivery Date |
|----------------|--------------|-----------|------------|----------------------|-----------------------|
| Mark T. Wright | ORDER | Municipal | No - Order | ITB # 7212878 | April 2021 ? ? |

| Qty | Item # | Description | MSRP | Discount | Line Total |
|------|-----------|---|-----------------------|---------------------|--------------|
| 1.00 | 1 | "ORDERED" 2021 Tahoe SSV in Victory Red with: driver's safety package, remote start, Auxiliary dome lamp, optional wiring harnesses to grille area and molded splash guards. | \$49,658.25 | \$ 11,468.25 | \$ 38,190.00 |
| | | Please review included "Pricing Worksheet" | | | |
| | | <u>Dealer Fees</u> | | | |
| 1.00 | Tire Tax | Indiana Tire Tax = \$0.25 per tire | Included | | Included |
| 1.00 | Documents | Dealer Documentation Fee | Waived | | Waived |
| | | | Total Discount | \$ 11,468.25 | |

Quotation prepared by: *Mark T. Wright*

To accept this quotation, sign here and return:

| | |
|--------------|---------------------|
| Subtotal | \$ 38,190.00 |
| Sales Tax | EXEMPT |
| Total | \$ 38,190.00 |

Thank you for the opportunity to earn your business ! ! ! !

Kelley Chevy, LLC

This contract shall include the terms and conditions set forth, as well as the terms and conditions contained in The City of Fort Wayne Purchasing Department, Invitation to Bid, Police, SUV, Vehicles ITB #7212878 and all information and items required to be provided in accordance with above mentioned document as well as the Kelley Chevrolet, LLC "Quote" document attached, all of which are a part of this contract as if set out verbatim, or if not attached, as if attached:

Delivery of the 2021 Tahoe SSV shall be to 320 Steury Avenue, Goshen at no additional cost to the City of Goshen by April 15, 2020.

The vehicles shall be delivered with:

- Certificate of Origins
- Odometer Disclosure Statements
- Certificate of Gross Retail or Use Tax Paid (Form ST108-E)

The Identified owner of the vehicles shall be:

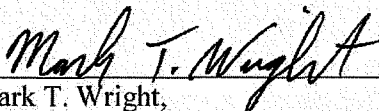
City of Goshen
202 South 5th Street
Goshen Indiana 46528

The City of Goshen agrees to compensate Kelley Chevrolet, LLC for the purchase of the 2021 Tahoe SSV the amount of Thirty-Eight Thousand One Hundred Ninety Dollars (\$38,190.00)

City of Goshen
Board of Public Works and Safety

Kelley Chevrolet, LLC

Jeremy P. Stutsman, Mayor



Mark T. Wright,
Fleet/Government Sales Manager

Mary Nichols, Member

Date 12/9/2020

Michael Landis, Member

Date _____



**Engineering Department
CITY OF GOSHEN**

204 East Jefferson Street, Suite 1 • Goshen, IN 46528-3405

Phone (574) 534-2201 • Fax (574) 533-8626 • TDD (574) 534-3185
engineering@goshencity.com • www.goshenindiana.org

MEMORANDUM

TO: Board of Public Works & Safety

FROM: Engineering Department

RE: **CHANGE ORDER NO. 4 FOR EAST GOSHEN WATER MAIN
REPLACEMENT PROJECT – STEURY AVENUE TO BLACKPORT DRIVE
(JN: 2019-0037)**

DATE: December 14, 2020

Attached please find Change Order No. 4 for the East Goshen Water Main Replacement Project.

Change Order No. 4 provides for an extension of the current contract completion date by 154 calendar days, from December 11, 2020 to May 14, 2021. The project is substantially complete, with the City receiving beneficial use of the new water main and road replacement. Remaining restoration work is temperature dependent and cannot be completed until warmer weather arrives in the Spring.

Requested motion:

Move to approve Change Order No. 4 for an extension of contract completion date by 154 calendar days.

CHANGE ORDER FORM

Pg 1 of 3

Change Order No. 4

Date: 12/14/2020

***CITY OF GOSHEN, INDIANA
OFFICE OF THE CITY ENGINEER
204 E. Jefferson Street, Suite 1
Goshen, IN 46528***

OWNER: City of Goshen
PROJECT NAME: East Goshen Water Main Replacement - Steury to Blackport
PROJECT NUMBER: 2019-0037
CONTRACTOR: Selge Construction Co., Inc.

I. DESCRIPTION OF WORK INVOLVED (Use additional sheets if needed)

Change Order No. 4 includes a contract extension period of 154 days, making the final completion date May 14, 2021. An extension is necessary to allow the Contractor to perform the temperature dependent restoration work during the warmer weather of Spring 2021.

Subtotal - \$0.00

CHANGE ORDER FORM

Pg 2 of 3

Change Order No. 4

II. ADJUSTMENTS IN AMOUNT OF CONTRACT

| | | |
|--|--|----------------|
| 1. Amount of original contract | | \$1,038,228.25 |
| 2. Net (Addition/ Reduction) due to all Previous Contract Supplements Numbers 0 to <u>3</u> | | \$91,834.22 |
| 3. Amount of Contract, not including this supplement | | \$1,130,062.47 |
| 4. Addition/ Reduction to Contract due to this supplement | | \$0.00 |
| 5. Amount of Contract, including this supplemental | | \$1,130,062.47 |
| 6. Total (Addition/ Reduction) due to all Change Orders (Line 2 + Line 4) | | \$91,834.22 |
| 7. Total percent of change in the original contract price Includes Change Order No. 1 to <u>4</u> (Line 6 divided by Line 1) | | 8.85% |

III. CONTRACT SUPPLEMENT CONDITIONS

1. The contract completion date established in the original contract or as modified by previous Contract Supplement(s) is hereby extended/~~reduced~~ by 154 calendar days, making the final completion date: May 14, 2021.
2. Any additional work to be performed under this Contract supplement will be carried out in compliance with the specifications included in the preceding Description of Work Involved, with the supplemental contract drawing designed as _____, and under the provisions of the original contract including compliance with applicable equipment specifications, general specifications and project specifications for the same type of work.
3. This Contract Supplement, unless otherwise provided herein, does not relieve the contractor from strict compliance with the guarantee provisions of the original contract, particularly those pertaining to performance and operation of equipment.
4. The contractor expressly agrees that he will place under coverage of his Performance and Payment Bonds and contractor's insurance, all work covered by this Contract Supplement. The contractor will furnished to the owner evidence of increased coverage of this Performance and Payments bonds for the accrued value of all contract supplements, which exceed the original contract price by twenty (20) percent.

CHANGE ORDER FORM

Pg. 3 of 3

Change Order No. 4

RECOMMENDED FOR ACCEPTANCE



Bryce J. Gast, P.E.
Administrative City Engineer

ACCEPTED: BOARD OF PUBLIC WORKS AND SAFETY
CITY OF GOSHEN, INDIANA

Mayor

Member

Member

ACCEPTED: CONTRACTOR

Selge Construction Co., Inc.

BY: _____
Signature of authorized representative

Printed

Title



**Engineering Department
CITY OF GOSHEN**

204 East Jefferson Street, Suite 1 • Goshen, IN 46528-3405

Phone (574) 534-2201 • Fax (574) 533-8626 • TDD (574) 534-3185
engineering@goshencity.com • www.goshenindiana.org

MEMORANDUM

TO: Board of Public Works & Safety

FROM: Engineering Department

RE: **CHANGE ORDER NO. 7 FOR GOSHEN POLICE DEPARTMENT
SHOOTING RANGE TRAINING CENTER (JN: 2018-0014)**

DATE: December 14, 2020

Change Order No. 7 includes the installation of a fire keybox, as well as additional electrical work needed to supply power for ventilation equipment, provide an additional emergency light, and correct rough-in locations.

R. Yoder has been in communication with their subcontractor, but they are still waiting on final pricing information. The full amount of Change Order No. 7 will be presented to the Board of Works on Monday, December 14.



**Legal Department
CITY OF GOSHEN**

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Phone (574) 537-3820 • Fax (574) 537-3817 • TDD (574) 534-3185
www.goshenindiana.org

December 14, 2020

To: Board of Public Works and Safety
From: Carla Newcomer
Subject: Agreement Amendment OJS HVAC Planned Maintenance Program

City of Goshen entered into a maintenance agreement on August 28, 2018 with OJS Building Services, Inc. for the Goshen Police department building and the training center's environmental mechanical system.

The Agreement allowed for the renewal of the Agreement under the same terms and conditions.

Suggested motion: Move to approve the Agreement Amendment with OJS Building Services for an additional year from September 1, 2020 until August 31, 2021 for HVAC Planned Maintenance.

AGREEMENT AMENDMENT

**Environmental Mechanical System (HVAC) Planned Maintenance Program
for Goshen Police Department Building & for Police Training Center**

THIS AGREEMENT AMENDMENT is entered into on this ____ day of _____, 2020, between OJS Building Services, Inc., hereinafter referred to as “Contractor”, and the City of Goshen by its Board of Public Works and Safety, hereinafter referred to as “City”.

WHEREAS, the City entered into an Agreement with Contractor dated August 28, 2018 for Contractor to provide a Planned Maintenance Program for the HVAC at Goshen Police department building and the Goshen Police training center.

WHEREAS, the Agreement term allowed for a renewal of the Agreement for up to three (3) additional one (1) year terms under the same terms and conditions upon written approval of the contracting parties.

WHEREAS, the City desires to renew the Agreement with Contractor and Contractor agrees to increase the term of the Agreement for a one (1) year period.

NOW THEREFORE, in consideration of the mutual covenants contained in this amendment and the covenants contained in the August 28, 2018 Agreement, the parties agree as follows:

TERM

The parties agree to extend the term of the Agreement for the one (1) year term beginning on September 1, 2020 through to August 31, 2021.

COMPENSATION

The compensation amount for the maintenance of the Goshen Police Department Building is two (2) payments of Two Thousand Five Hundred Fifty-Eight Dollars (\$2,558.00) paid on a semi-annual basis for the 2020 -2021 term of the agreement.

The compensation amount for the maintenance of the Goshen Police Training Center is two (2) payments of One Thousand Dollars (\$1,000.00) paid on a semi-annual basis for the 2020 -2021 term of the agreement.

All other terms and conditions of the August 28, 2018 Agreement shall remain the same.

IN WITNESS WHEREOF, the parties have executed this Agreement as follows:

**City of Goshen
Board of Public Works and Safety**

OJS Building Services, Inc.

Jeremy P. Stutsman, Mayor

Brian Sears, General Manager

Mitchell Day, Member

Date: _____

Michael Landis, Member

Date: _____



**Department of Community Development
CITY OF GOSHEN**

204 East Jefferson Street, Suite 2 • Goshen, IN 46528-3405

Phone (574) 537-3824 • Fax (574) 533-8626 • TDD (574) 534-3185
communitydevelopment@goshencity.com • www.goshenindiana.org

MEMORANDUM

TO: Goshen Board of Public Works & Safety

FROM: Becky Hutsell, Redevelopment Project Manager

RE: **REQUEST TO APPROVE INSTALLATION OF SIX (6) MURALS AND A
“MURPHY STAGE” IN THE EAST/WEST ALLEY EAST OF MAIN STREET
BETWEEN 118 & 120 SOUTH MAIN STREET**

DATE: December 10, 2020

The Goshen Arts Council, in partnership with the City of Goshen, has been awarded a National Association of Realtors (NAR) \$10,000 Placemaking Grant through the Elkhart County Board of Realtors to help activate a new alleyway in downtown Goshen. The selected alley is on the east side of Main Street between Washington Street and Lincoln Avenue and located directly between 118 and 120 South Main Street. The alley’s theme is “LOVE GOSHEN” and the first series of murals will illustrate “PLACES” (i.e. murals illustrating the places we love most about Goshen). Six 8’x8’ murals will be hung on steel frames that have been designed and fabricated by General Crafts. The frames are freestanding and will attach to the ground and with 8 brackets to the building on the north side of the alley. A ‘call for artists’ was completed in September and the works of six local artists were chosen to be displayed. The murals themselves have been professionally photographed, enlarged and transferred onto vinyl and attached to aluminum-backed panels. The artists were provided a stipend for their murals and the funding for this was provided through sponsorships from local real estate agents. A steel “murphy stage” has also been fabricated and will be placed near the Main Street sidewalk within the alley to provide a small space for future events.

Our downtown has recently received a facelift with the Main Street improvements and we see this opportunity as a way to draw more visitors to the heart of our city. Our goal is to introduce a new series of murals at least once per year as a way to create an ongoing attraction. Along with the new murals, we’re planning for additional improvements such as added lighting and placement of planters and a few interactive elements in the spring to enhance this new community space.

The Legal Department is working on an agreement for the building owner at 118 South Main Street regarding the attaching of the frames to the building and it will be presented for approval once complete.

Requested Motion: Approve installation of mural frames and stage within the public right-of-way in the east/west alley between 118 and 120 South Main Street



SPECIAL USE Event APPLICATION

This application is to be filled out if your event is open to the public, seeks commercial sales or will have a large number of people, AND/OR is any other **out-of-the-ordinary use of the parks**, such as festivals or concerts; races, runs, rides, or walks; benefits/fundraisers that are open to the public; film/photo shoots; large corporate functions, athletic events, tournaments, church picnics, weddings; or events that draw an amount of people that exceeds the established Facility capacity. **Events that involve commercial sales or which are commercial events are subject to Goshen Park and Recreation Board approval. All other special events are subject to approval by the Superintendent as authorized by the Goshen Parks and Recreation Board. If the individual's or group's request is denied by the Superintendent, an appeal may be submitted to the Goshen Parks and Recreation Board for consideration.** (Ord. No. 4294, § 11, 6-7-2005) 7.1.1.12 Solicitations, commercial sales and commercial photography prohibited. Sec. 12 No person shall solicit, advertise, sell, photograph or promote for sale any commercial product or commercial event within any park or other recreational area **without the express written permission of the Goshen Board of Parks and Recreation Department.** The person must conspicuously post such permission at the site of such activity.

Facility or shelter rental will be required in conjunction with Special Event.

Please fill out this application as completely as possible. You do not have permission for your event until your application has been approved, all deposits and rental fees paid in full, and a permit is issued to you from the Park Department.

You can contact Goshen Parks and Recreation Department Administration Office at 574-534-2901 in order to obtain blank copies of this "Special Use Event Application" and/or obtain other pertinent information about event-organizing in the City of Goshen Parks.

Name of Organization or Group organizing the event: Center for Healing and Hope

1. Name of Event: Center for Healing and Hope State Sponsored COVID-19 Testing Site

2. Main Contact Person Missy Schrock

3. Mailing Address PO Box 195 Goshen IN 46527-0195
Street City State Zip Code

4. E-mail Address: mkschrock@chhclinics.org

5. Office/Home Phone #: 574-534-4744 x206 Day-of-Event Cell Phone #: 574-849-9753

6. Fax #: 574-537-1186 Website for organization: www.chhclinics.org

7. 1st Choice Event Date: See below 2nd Choice: _____ 3rd choice: _____

8. Event Time (Approximate start/end; including set up & clean up) Use of the facilities will commence on Monday, December 14 and continue through March 1, unless terminated by either party with a 14 day notice to the other party.

Desired Park: Shaklin Park and Schrock Pavilion Is your event open to the general public Yes, Dates and times of program operation are: Mondays & Wednesdays 12:00 pm - 7:00 pm; Tuesdays and Fridays 9:00 AM - 5:00 PM; Saturdays, 10:00 AM - 3:00 PM; Thursday, December 24 10:00 AM - 2:00 PM and Thrusday December 31, 10:00 AM - 2:00 PM.

9. Please check the box for the type of Permit you are requesting according to the expected attendance.

Special Event Permit (up to 250 people) \$25 fee payable to City of Goshen (See Below)

Special Event Permit (251-1000 people) \$100 fee payable to City of Goshen

Special Event Permit (over 1000 people) \$250 fee payable to City of Goshen

Please describe what type of event are you proposing? (For examples see first paragraph of this form)

Center for Healing Hope is a state of Indiana sponsored COVID-19 testing site. The request is for Shanklin Park to offer the space needed for vehicular traffic to flow through the testing stations (see appendix A for map) without causing roadway backups. Schrock Pavilion will be used by staff and volunteers for rapid test processing, a warming station, use of restroom facilities and for storage space of supplies and equipment. Visitors remain in their vehicles throughout the testing process. Because of the Pandemic and benefit of a State testing site located in Goshen, the request is that the park spaces detailed in appendix A, Schrock Pavilion and park equipment be used at no cost.

Please describe the requested location/s within the park, or provide a map of the space requested and/or of the Walk/Run/Ride Route: **Please see appendix A for detailed map of spaces to be used as well as parking plan.**

COMMERICAL EVENT OR COMMERCIAL PRODUCTS:

Do you plan to sell tickets ahead of time? **No** If so, according to Ordinance 4294, Rules and Regulations for Parks and Other Recreational Areas in the City of Goshen, Section Twelve, "Solicitations, Commercial Sales and Commercial Photography Prohibited": *No person shall solicit, advertise, sell, photograph or promote for sale any commercial product or commercial event within any park or other recreational area **without the express written permission of the Goshen Board of Parks and Recreation.** The person must conspicuously post such permission at the site of such activity.*

Parks Reservation System – Pavilion Reservations, please visit or contact the Park Administration Office, 524 E Jackson St, Goshen, Indiana, 574-534-2901.

1. Request a Facility or Location
2. Request a Date
3. Make Reservation
4. Complete the Facility Rental Permit
5. If your event is a private community fundraiser/benefit and a facility rental is not available, a flat fee of \$100.00 will be attached for administration, custodial and facility maintenance cost. GPRD will facilitate no more than four (4) benefits per year.

- Name and address of person organizing fundraiser: (If different from above)
Name _____ Address: _____
- City: _____, State _____ Postal Zip Code _____
Email: _____ Phone: (____) ____ - _____
- How and what media will be utilized to promote your fundraiser/benefit?

- Have you conducted any other fundraisers/benefit in the calendar year? _____
- The person or family intended to benefit from fundraiser must be a resident of the City of Goshen
- Documentation of benefit need is required, along with permission from the individual to divulge the information
- A certificate of insurance is required for all fundraisers/benefits.
- If a private fundraiser/benefit non-profit rates for facility rental and/or recreation equipment would apply .Mon.-Thurs.

6. Do you have a Non-Profit Status? **Yes**

- **[X] Attached is Non-Profit supporting certificates with Federal ID #)**

7. *If your event is before April 15th, or after October 15th, Open Air Pavilions and restrooms are winterized and/or not maintained during this period (Enclosed pavilions with restrooms are still available during the winter).*

8. **PLEASE NOTE:** *Your organization may be required to rent additional facilities in order to account for the parking your event requires. See "Parking/Shuttles" section below for details.*

9. *If you would like to rent the Shanklin Swimming Pool please contact us directly for venue specific regulations and availability. For pool rental fees and lifeguard requirements refer to "Shanklin Pool Rental".*

10. *If your organization would like to request use of sport fields see "Athletic Field Use".*

Please List all facilities and locations you will be using:

Shanklin Park ball diamond #1 parking lot for employee and volunteer parking and overflow parking; Shanklin Park ball diamond #2 parking lot for trailer and parking for visitor testing registration; Shanklin Park ball diamond #3 parking lot for tent for visitor testing check-in; Schrock Pavilion for rapid test processing, volunteer and employee warming, storage space and restroom use; Schrock Pavilion tents will cover walking space/stairway connecting the building to the parking lot when the testing tent will be housed; parking space between Schrock Pavilion and Tommy's Kids Castle will serve for visitors to wait in their vehicles for test results. The Shanklin Park roadway will serve the vehicular traffic flow to each station.

Event Certificate of Liability - If your event qualifies as "Special Event Usage", please obtain and submit a copy of your or your organization's "Certificate of Liability" or "One Day Event Insurance" that indicates proof of General Liability Insurance, and that lists City of Goshen, Parks and Recreation Department, 524 E Jackson St, Goshen, IN, 46526, as "additional insured", \$1,000,000 Bodily Injury liability and \$1,000,000 Property Damage liability Each Occurrence. This coverage is specific to your event only. A certificate of liability can be obtained with your insurance provider. If you do not carry insurance, event insurance can be purchased independently with an event insurance provider. The City of Goshen does not provide event insurance.

Once you've obtained your Certificate of Liability or Event Insurance Certificate, please submit it to the Goshen Parks and Recreation Department via e-mail: goshenparks@goshencity.com, fax: 574-349-6672, US Mail: 524 E Jackson St, Goshen 46526, or in person.

A Certificate of Liability will be obtained and submitted to the Parks and Recreation Department covering the events for the dates outlined in this application.

Athletic Field Use - If your event will occupy the athletic fields adjacent to or nearby your Enclosed and/or Open Air Pavilion/Event area, or you specifically require the use of said fields, you will be required to rent those fields according to usage at the rates indicated below. There are many sports leagues that use the athletic fields, therefore, necessary arrangements will need to be coordinated with the GPRD Sport Leagues Director.

1. Which athletic fields will your event require?

Softball / Baseball Diamonds \$25 + tax per two hour game (plus light charge, per hour automatic after 8:00 pm)

Shanklin Park Diamond #1 _____ Diamond #2 _____ Diamond #3 _____

Rogers Park Baseball Diamond _____

Athletic Fields \$40.00/field/Court per (2) two hour rental:

Pringle Soccer Field #1 _____ #2 _____ Pringle Football Field _____

Pringle Park Sand Volleyball Courts #1 _____ #2 _____ #4 _____ #5 _____ #6 _____

Rogers Park Sand Volleyball Court #1 _____ #2 _____

Parking/Shuttles - If your event will require additional parking beyond the spaces designated to your Enclosed and/or Open Air Pavilion/Field space, or your event parking encroaches on other park facility parking areas that you haven't rented, rendering them unavailable for other potential renters, we may require that you rent additional Shelters/Lodges/Field space/s. In some cases, you may need to organize a shuttle service to and from a remote location in order to account for all of your parking needs. *Parking on the grass is only allowed with special permission from the City of Goshen Parks and Recreation Department and only during favorable ground/weather conditions. Parking on grass, if approved, will require a \$25/hr sports field rentals or \$100.00 for a day event, 7am. – 10 pm.*

1. How many volunteers will work parking at your event? _____

2. Please describe below or attach a description of your parking plan if your event requires more parking than is available at the Shelter/s and Lodge/s that you have rented? _____

Pool Rental – Special Event Usage:

Pool rentals are offered on Saturdays and Sundays, from 10:00 AM - 12:00 PM, or 7:00 PM - 9:00 PM.

Rental Date Requested: _____

Day Month, Date, Year

Name of Organization/Renter: _____

Contact Person's Name: _____ Phone Number: (____) _____

Address: _____ City: _____ State: ____ Zip Code: _____

There must be at least one adult attending per 10 youth in your group.

This rental is for _____ and there will be _____ youth and _____ adults attending
(Special Event Usage as listed above i.e. birthday party, reunion, etc.) (# of youth) (# of adults)

for a total of _____ guests.

Rental Fees for Shanklin Pool:

Pool Rental is \$225.00 + tax (\$15.75) per two hour time slot (minimum of 2 hours required), for up to 30 guests. For parties that exceed 30 guests, one additional lifeguard per ten guests, over 30, is required. The additional lifeguard fee is \$24.00 for two hours. This rental agreement must be accompanied with payment and received by the Goshen Parks & Recreation Department for your rental to be confirmed.



Invoices - You can request to have one invoice written for all your fees, so you can pay for everything with one transaction. However, all fees must be paid in full prior to event. Please contact Park Staff for details, 574-534-2901.



Rules and Regulations

The Permittee:

- 1. Must have a "person in charge" over the age of 18 available onsite for the entire event.
- 2. Must perform all required maintenance and clean-up of entire site during and after the event.
- 3. All Special Use Events are carry-in/carry-out, which means you must take your trash out of the park; we do not provide dumpsters or trash cans for Special Use Events.
- 4. Is responsible for payment for costs related to event and any damages to area or equipment.
- 5. Must possess Special Event Usage Permit during the event..



Logistics Summary & Checklist

- 1. Please check each box as you complete, or put an "NA" in boxes that are not applicable.
- 2. Please fill out this application as completely as possible.
- 3. You do not have permission for your event until a Permit is approved and issued to you from the Parks Department.

4. Please submit your completed application, via fax: 574-349-6672, email: goshenparks@goshencity.com, US Mail: 524 E Jackson St, Goshen, Indiana 46526, or in person.

5. The "Special Event Application" is available at the City of Goshen Parks and Recreation Department. To obtain other pertinent information about event-organizing, please contact the Goshen Parks and Recreation Department, 524 E Jackson St, Goshen, Indiana 46526, 574-534-2901.

Event Details

Please provide the details and specifics for your event so that the on-site Facility Coordinator/Staff can best prepare for, facilitate, and accommodate your event. This summary should include ANY pertinent or relevant details, specifics, information, requests, needs, or requirements that will help make your event run as smoothly as possible.

(Attach a separate sheet if necessary)

1. **Timeline/Schedule for Event** - Please provide us with the basic timeline of your event, including arrival time for set up, walk/run/activities start time, factoring in clean up, and departure time. *M+W 10:00am - 8:00pm, T+F 7:00am - 6:00pm*
Please note that any early arrivals (i.e. before 7 am) must be specifically discussed and confirmed with Goshen Parks and Recreation Department Facility Coordinator, Phone: 574-534-2901. *Sat 9:00 am - 4:00 pm*

2. **Map/Layout of your Event** - Please provide us with a map or description that outlines items such as the space you plan to use, the route of your walk/run, and the placement of tents, Porta-Johns, dumpsters, etc. **See appendix A attached**
Please note that the City of Goshen Parks and Recreation Department reserves the right to restrict use of certain areas or grounds, or placement of event equipment, which could damage park property.

Center for Healing Hope is a state of Indiana sponsored COVID-19 testing site. The request is for Shanklin Park to offer the space needed for vehicular traffic to flow through COVID-19 testing stations (see appendix A for map) without causing City roadway backups. Schrock Pavilion will be used by staff and volunteers for rapid test processing, a warming station, use of restroom facilities and for storage space of supplies and equipment. Visitors remain in their vehicles throughout the testing process. The request is that the park spaces detailed in appendix A as well as Schrock Pavilion and park equipment be used at no cost. Parking lots will be used as follows: Shanklin Park ball diamond #1 parking lot for employee and volunteer parking and overflow parking; Shanklin Park ball diamond #2 parking lot for trailer and carport parking for visitor testing check-in; Shanklin Park ball diamond #3 parking lot for tent for visitor testing information collection; Schrock Pavilion and Tommy's Kids Castle will serve for visitors to wait in their vehicles for test results. In addition, the Shanklin Park roadway will serve the vehicular traffic flow to each station. Schrock Pavilion for rapid test processing, volunteer and employee warming, storage space and restroom use; Schrock Pavilion tents will cover walking space/stairway connecting the building to the parking lot when the testing tent will be housed. The Center for Healing and Hope will clean used space in Schrock Pavilion during use and secure the building after each use. Traffic control supplies and equipment, signs, non-issue tents and other equipment and supplies will be removed and maintained by Center for Healing and Hope after each days use. Schrock Pavilion will house stored supplies for the duration of the program.

Vendors - Any vendors performing commercial activity in the park (*food, goods, or other items*) need to apply for a Single Day Special Sales Permit (*information booths do not apply*)

1. If your event has multiple/many vendors, you may submit one application on their behalf that includes a list of all vendors, their contact information, any relevant Health Permits, and then submit one payment to cover all Single Day Special Sales Permit Fees.
2. Once you or the Vendors have completed this application, please submit it to the Goshen Parks and Recreation Department via fax: 574-349-6672, email: goshenparks@goshencity.com, US Mail, or in person.
3. Please attach a list of any Vendor/s with this application and the items they plan to sell.
4. Please enter the number of Single Day Special Sales Permits you are requesting in the box below, according to the expected attendance, and fill in the total fees amount in the space to the right.

Single Day Special Sales Permit (events up to 500 people): \$100 per vendor x # of Permits= \$ _____

Single Day Special Sales Permit (events btwn 501-1500 people): \$150 per vendor x # of Permits= \$ _____

Single Day Special Sales Permit (events over 1500 people): \$250 per vendor x # of Permits= \$ _____

Health Department Permit to Operate a Temporary Food Service Establishment

Is your organization or any vendors providing food to the public (donated OR selling OR providing for free) ____yes____no? If yes please consult the Elkhart County Health Department to determine if you need to fill out a "Health Department Permit to Operate a Temporary Food Service Establishment".

This process excludes pre-packaged, sealed, individually-pre-wrapped, or single-serving items like bottled water, pop, bags of chips, granola bars, etc.

1. For "Food at Events Guidelines" to determine if you might need to obtain a "Permit to Operate a Temporary Food Service Establishment," Contact Elkhart County Health Department at 574-523-2283.
2. Once you or your food providers obtain your Elkhart County Health Dept Permit, please submit, or have the Vendor submit, a copy to the City of Goshen Parks and Recreation Department by email: goshenparks@goshencity.com , via fax 574-349-6672, US Mail, or in person.
3. Please attach a list, with this application, of any group/groups that will be providing, selling, or giving food to members of the general public and the foods they plan to provide.

Special Event Use - Trash and Recycling Policy

All Special Event Use is "Carry In, Carry Out", which means that your group/organization is responsible for the trash and recycling generated during your event. There are no trash cans or dumpsters available at the parks for Special Event Use trash disposal. (see attached "Why Carry In, Carry Out")

If you choose, you may contact any of the local haulers to manage your event's waste and recycling for you.

1. Who is your dumpster provider or trash-management partner? **Center for Healing and Hope will remove and dispose of their accumulated trash each day as well as bio-hazardous waste accordingly.**

2. When will your dumpster/s be dropped off and picked up for your event? *(Same day is ideal. If not, there is no guarantee that general parks users will not use your Dumpsters.)*

3. Where will your dumpsters be placed during your event? *(Pavement and/or high, dry ground are strongly recommended) Contact Park Facility Coordinator for approval of placement. Facility Coordinator name and contact information will be provided at permitting.*

Alcohol Policy

No Alcohol permitted at any time in the Goshen Parks or its facilities.

Bathrooms & Porta-Johns

If your event has a large number of people, the bathroom facilities at your chosen park may not accommodate the total number of attendees. Also, if your event is before April 15th or after October 15th, some bathroom facilities are closed during this period and may be unavailable for use during this off-season.

The warming building restrooms near the pond will remain open to the public and the City of Goshen Parks and Recreation Department will maintain and clean the public restrooms according to Goshen Park's regular maintenance schedule. Additional restroom facilities are not required.

- In either of the above situations, you may be required to rent Porta-Johns.

- Should you be required to rent Porta-Johns, please include the following information:

1. How many Porta-Johns will you rent for your event? _____ Supplier: _____

2. When will your Porta-Johns be dropped off and picked up? *(Same day is ideal. If not, there is no guarantee that general parks users will not use your Porta-Johns.)*

3. Where will your Porta-Johns be set up? *(Pavement and/or high, dry ground are strongly recommended.) Contact Park Facility Coordinator for approval of location, Facility Coordinator name and contact information will be provided at permitting.*

Tent Policy- Tents can only be put up in conjunction with a facility or a shelter rental. Tents without stakes DO NOT require a permit. All other tents require a permit.

In most cases there is room and solid ground available for tents. However, tents may not be feasible in certain locations. There is an impact fee if you will set up tents larger than (1) 10x10 pop-up. The provider of the tent/s will need to submit their "Certificate of Insurance" to the City of Goshen Parks and Recreation Department that lists City of Goshen as "additional insured". \$1,000,000 liability & \$1,000,000 property damage per occurrence. You may be asked to arrange for utility locates and be responsible for any charges attached to utility locates.

The tent provider must also complete and leave on premises a Section 2403.9 Indiana Fire Code 2008 ed. Form (provided by the GPRD). Tents located at parks with no rental facilities will need to be approved by the Superintendent as authorized by the Goshen Parks and Recreation Board. If the individual's or group's request is denied by the Superintendent, an appeal may be submitted to the Goshen Parks and Recreation Board for consideration.

• Once you or the provider obtain this Certificate of Insurance, please submit it to the Goshen Parks and Recreation Department via fax: 574-349-6672, e-mail: goshenparks@goshencity.com, US Mail: 524 E Jackson St, Goshen, Indiana 46526, or in person.

1. Who is your Tent provider? _____

• Tent(s) are to be erected and dismantled the day of the event unless prior arrangements are made and approved by the Facility Coordinator.

2. What Time will the tent(s) be erected: _____ What time will the tent(s) be dismantled: **Tents will be erected on testing site operating days, Monday – Wednesday and Friday – Saturday. Park Department tents used outside of Schrock Pavilion will remain erected until conclusion of program, or until Parks sees fit to accommodate other programs not conflicting with Center for Healing and Hope use.**

(Tables and/or chairs will not be provided by the GPRD and may not be moved from other locations)

3. Where will your tents be set up? (Depending on ground conditions, the Park Staff may require alternate tent placement.) Contact Park Facility Coordinator for placement approval. Facility Coordinator name and contact information will be provided at permitting.

See map attached, appendix A.

4. Please enter the number of tents you plan to have at your event in the boxes below, and fill in the total fees amount in the space to the right.

Provided by others:

Small Tent (11x11 ft up to 30x30 ft.) \$40 impact fee for each tent x # of Tents = \$ _____

Large Tent (over 30x30 ft.) \$100 impact fee for each Large Tent x # of Tents= \$ _____

Note other:

Recreation Activities Equipment

Revised 08/2019

Tent Policy- Tents can only be put up in conjunction with a facility or a shelter rental. Tents without stakes DO NOT require a permit. All other tents require a permit.

In most cases there is room and solid ground available for tents. However, tents may not be feasible in certain locations. There is an impact fee if you will set up tents larger than (1) 10x10 pop-up. The provider of the tent/s will need to submit their "Certificate of Insurance" to the City of Goshen Parks and Recreation Department that lists City of Goshen as "additional insured". \$1,000,000 liability & \$1,000,000 property damage per occurrence. You may be asked to arrange for utility locates and be responsible for any charges attached to utility locates.

The tent provider must also complete and leave on premises a Section 2403.9 Indiana Fire Code 2008 ed. Form (provided by the GPRD). Tents located at parks with no rental facilities will need to be approved by the Superintendent as authorized by the Goshen Parks and Recreation Board. If the individual's or group's request is denied by the Superintendent, an appeal may be submitted to the Goshen Parks and Recreation Board for consideration.

• Once you or the provider obtain this Certificate of Insurance, please submit it to the Goshen Parks and Recreation Department via fax: 574-349-6672, e-mail: goshenparks@goshencity.com, US Mail: 524 E Jackson St, Goshen, Indiana 46526, or in person.

1. Who is your Tent provider? _____

• Tent(s) are to be erected and dismantled the day of the event unless prior arrangements are made and approved by the Facility Coordinator.

2. What Time will the tent(s) be erected: _____ What time will the tent(s) be dismantled: **Tents will be erected on testing site operating days Monday – Wednesday and Friday – Saturday. Park Department tents used outside of Schrock Pavilion will remain erected until conclusion of program, or until Parks sees fit to accommodate other programs not conflicting with Center for Healing and Hope use.**
(Tables and/or chairs will not be provided by the GPRD and may not be moved from other locations)

3. Where will your tents be set up? (Depending on ground conditions, the Park Staff may require alternate tent placement.) Contact Park Facility Coordinator for placement approval. Facility Coordinator name and contact information will be provided at permitting.
See map attached, appendix A.

4. Please enter the number of tents you plan to have at your event in the boxes below, and fill in the total fees amount in the space to the right.

Provided by others:

Small Tent (11x11 ft up to 30x30 ft.) \$40 impact fee for each tent x # of Tents = \$ _____

Large Tent (over 30x30 ft.) \$100 impact fee for each Large Tent x # of Tents = \$ _____

Note other:

MKS
12/9/20

Center for Healing and Hope will position a metal car port and a wood shed like structure in the parking area in front of Schrock Pavilion. Center for Healing and Hope will also position a wood shed like structure in the north west (diamond #3) parking area and an enclosed trailer in the north west (diamond #2) parking area. These structures will remain in place throughout the event dates. Center for Healing and Hope take full responsibility and liability for these structures.

Recreation Activities Equipment

If you are renting/using any Inflatables, Rides, Bounce Houses, Dunk Booths, Rock Climbing Walls, Horse/Pony Rides, Sleigh/Wagon/Hay Rides, or any other recreation activities, the provider of the activity will need to submit their "Certificate of Insurance" to the City of Goshen Park and Recreation Department that lists City of Goshen as "additional insured" for \$1,000,000 liability & \$1,000,000 property damage per occurrence.

Once you or the provider obtain this Certificate of Insurance, please submit it to the Goshen Parks and Recreation Department via fax: 574-349-6672, e-mail: goshenparks@goshencity.com , US Mail: 524 E Jackson St., Goshen, Indiana 46526, or in person.

- 1. Who is/are your recreation activity provider/s? _____
- 2. When will your Recreation Activities be dropped off/set up and taken down? (Same day is ideal.)
- 3. Where will the recreation activities be set up? _____

Contact Park Facility Coordinator for approval of placement.

4. Please enter the number of Recreational Activities of each kind you plan to have at your event in the box/es below, and fill in the total fees amount in the space to the right. Any recreational Activity equipment is only permitted in conjunction with facility or shelter rental.

Provided by others:

Inflatables/ Bounce Houses x \$25ea/day = _____ Dunk booths x 25ea/day= _____

Rock Climbing Walls x \$50ea/day= _____ Horse/Pony Rides x \$75/day= _____

Provided by GPRD:

Bench Wagon/Hay Rides x \$250/ 2 hours each additional hour \$60.00/hour=\$ _____

(provided by Goshen Parks and Recreation Department)

Portable Bike Rack Rental Program:

6-8 bike units \$60.00 /unit weekly

6-8 bike units \$40.00 / unit 4-day weekend (provided by Goshen Parks and Recreation Department)

Provided by Goshen Parks and Recreation: Use of Qnty. 4, 10'x20'x8' enclosed tents; Qnty. 3 infrared outdoor heaters to be used for testing site purposes and to remain on site and returned to Goshen Parks upon commencement of program. Goshen Parks will provide Center for Hope and Healing with 3 sets of keys to Schrock Pavilion as well as building security access codes. Keys will be returned upon commencement of program. Center for Healing and Hope will secure the building using issued keys and codes after each use.

Go Green

Please consider reducing the environmental impact of your event by implementing eco-friendly practices. You will protect your parks and our environment, and maybe even reduce your waste disposal costs. Review the attached "Go Green" flyer.

Police Support Services and/or Security

If your event will use roadways, cross roadways, and/or will have a significantly high attendance, and/or will have

any unique risk factors, police presence from local law enforcement, from the City of Goshen Police Department or from a private Security Firm may be required. Please contact the relevant City's Police and/or County Sheriff to consult with them and inform them of your event. In some cases, fees may be required for their services.

Once you have determined the level of security required, please attach a description of your Police/Sheriff/Security Plan.

1. **Total of all Fees Due** to the City of Goshen Parks and Recreation Department, Facility Rentals Fees, Vendor Fees, Tent Fees, Sport Field Rentals, Shanklin Pool Rental, Canoe Rentals, Parking Lot Usage Fees and Recreational Activities Fees are all due 30 days prior to event.

2. **Day of the Event**- On the day of your event, Facility Staff will check in with you and provide contact information for the day. He/she will be able to advise you of any facility/field updates and soil/ground conditions, any special considerations, and provide any additional guidance or information to make your event run more smoothly.

PARK RULES

Goshen's parks are open to the public from dawn until 10 pm or until the conclusion of a park-approved activity. Leaving a vehicle within any park after the location has closed is prohibited, except in cases of an emergency or with the consent of the Goshen Parks & Recreation Department. Disturbing, injuring, or removing wildlife and/or vegetation located in any park without written permission of the Goshen Parks & Recreation Department is prohibited. Pets may not be brought into any park unless they are continuously supervised, including promptly repairing any damages caused by the pet and promptly disposing of any excrement left by the pet on park property. THE FOLLOWING ACTIVITIES ARE PROHIBITED in Goshen's parks: camping, erecting or maintaining a tent or other shelter building; using or maintaining a fire unless it is contained in a unit for that purpose; POSSESSION, CONSUMPTION, SALE OR EXCHANGE OF ANY ALCOHOLIC BEVERAGE OR ILLEGAL DRUG; discharge of a firearm, use of a weapon or detonation of an explosive, including fireworks; vandalizing, removing or altering any sign, structure or other park item; solicitation, sale or promotion of any commercial product or commercial event; and bowfishing. In addition, no person shall swim, wade or bathe in any waters that are within any Goshen park or other recreational area unless a lifeguard is on duty at the particular site or unless otherwise posted; wading in such waters as part of entering or exiting a boat or canoe is permitted. The speed limit within all parks is 15 miles per hour. Motorized vehicles are prohibited on all bike and pedestrian trails (except if a person with a disability operates the motorized device). Horses are prohibited on all bike and pedestrian trails. PENALTY FOR ANY OF THE ABOVE OFFENCES IS A FINE OF \$250.

RELEASE AND INDEMNIFICATION AGREEMENT

For and in consideration of the City of Goshen allowing the undersigned to use the facility listed above, the undersigned, my executors, administrators, heirs and assigns, hereby release and agree to indemnify and hold harmless the City of Goshen, the Goshen Park Department, their agents and employees from any and all actions, causes of action, claims and damages whatsoever, which may hereby be made, instituted, filed or recovered against the City of Goshen, the Goshen Park Department, their agents and employees by the undersigned and any person or persons as the result of the suit of the above-named facility or any activity or event located on the premises. The City of Goshen, the Goshen Park Department, their agents and employees are relying on said release and indemnification and hold harmless the undersigned in allowing and permitting the undersigned to use the facility mentioned above.

The agreement is granted with the understanding that I will be responsible for and adhere to all policies listed above and the Release and Indemnification Agreement.

By signing/agreeing, I have read, understand and agree to all of the above.

Signature of Applicant: SM Date: 12/5/2020

Goshen Park and Recreation Department:

Revised 08/2019

1. Reserves the right to cancel the Permit if the Permittee is in violation of the terms and conditions of the Permit.
2. Reserves the right to postpone or cancel any organized events or field usage that could do permanent damage.

I, the undersigned, as the representative of my organization, hereby submit the Special Use Event Application-Event Reservation & Facility Rental for approval. The information and details that I have provided to the City of Goshen Parks and Recreation Department about my event are accurate to the best of my knowledge.

MSM _____ 12/5/2020

Signature of Applicant _____ Date

Signature of Superintendent _____ Date

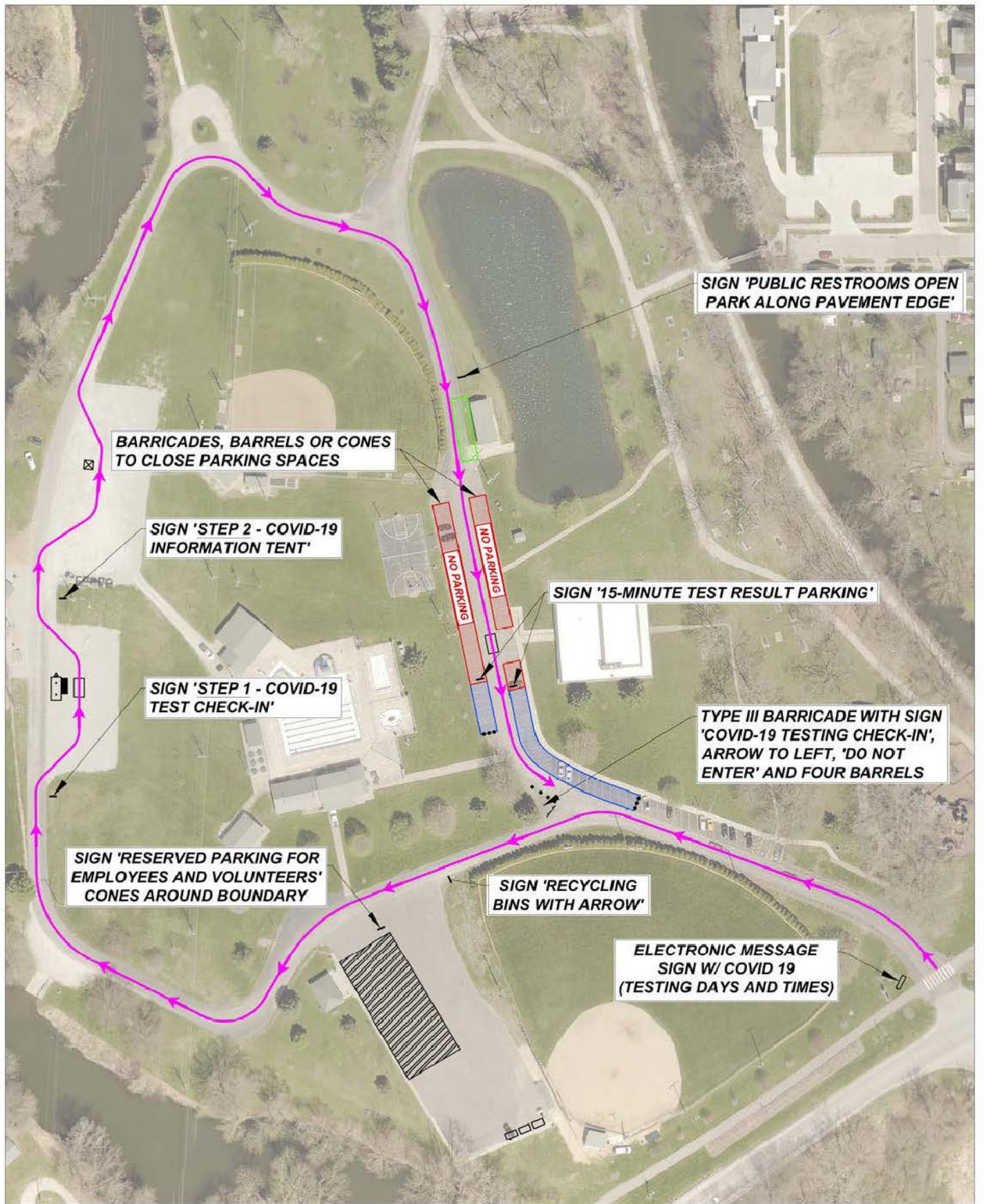
Thank you from the City of Goshen Parks and Recreation Department!

Park Board Signatures:
Approved this _____, 2020

Roger Nafziger, Member _____
Jennifer Shell, President

James Wellington, Member _____
Bill Veenstra, Vice President

Barbara Swartley, Secretary ATTEST: _____



**FOR INTERNAL
USE ONLY, NOT
FOR PUBLIC**

**SHANKLIN PARK TESTING SITE
GOSHEN, INDIANA
TRAFFIC CONTROL LAYOUT PLAN**



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

12/07/2020

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 MAX Insurance Agency, Inc. 4400 College Blvd Ste 250 Overland Park KS 66211 | | CONTACT NAME Wendy Struthers PHONE (A/C, No, Ext) (800) 832-4689 E-MAIL ADDRESS wstruthers@maxinsurance.com FAX (A/C, No) (913) 338-0085 | |
| INSURED Center for Healing & Hope PO Box 195 Goshen IN 46527 | | INSURER(S) AFFORDING COVERAGE INSURER A Arlington/Roe & Co., Inc. INSURER B INSURER C INSURER D INSURER E INSURER F | |

COVERAGES

CERTIFICATE NUMBER: CL2012700843

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 INSD | SUBR 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"/> CLA MS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER: | | | B4030583389 | 04/05/2020 | 04/05/2021 | EACH OCCURRENCE | \$ 1,000,000 |
| | | | | | | | DAMAGE TO RENTED PREMISES (Ea occurrence) | \$ 300,000 |
| | | | | | | | MED EXP (Any one person) | \$ 10,000 |
| | | | | | | | PERSONAL & ADV NJURY | \$ 1,000,000 |
| | | | | | | | GENERAL AGGREGATE | \$ 2,000,000 |
| | | | | | | | PRODUCTS - COMP/OP AGG | \$ 2,000,000 |
| | | | | | | | | \$ |
| | AUTOMOBILE LIABILITY <input type="checkbox"/> 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 NJURY (Per person) | \$ |
| | | | | | | | BODILY NJURY (Per accident) | \$ |
| | | | | | | | PROPERTY DAMAGE (Per accident) | \$ |
| | | | | | | | | \$ |
| | <input type="checkbox"/> UMBRELLA LIAB <input type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLA MS-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 | | | | | | PER STATUTE | OTHER |
| | | | | | | | E L EACH ACC DENT | \$ |
| | | | | | | | 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)

Event Certificate of Liability - If your event qualifies as "Special Event Usage", please obtain and submit a copy of your or your organization's "Certificate of Liability" that indicates proof of General Liability Insurance, and that lists City of Goshen, Parks and Recreation Department, 524 E Jackson St, Goshen, IN, 46526, as "additional insured", \$1,000,000 Bodily Injury liability and \$1,000,000 Property Damage liability Each Occurrence. This coverage is specific to your event only. A certificate of liability can be obtained with your insurance provider.

CERTIFICATE HOLDER**CANCELLATION**

| | |
|--|--|
| City of Goshen Parks and Recreation Department 524 E Jackson Goshen IN 46526 | 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  |
|--|--|

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