

Tents, Canopies, and Miscellaneous Requests in Parks Policy

Purpose:

The following policy is adopted by the Borough of Emmaus Council to provide regulations and procedures for tents, canopies, and items located outside pavilions and throughout Borough-owned parks in the Borough of Emmaus. The purpose of this policy is to provide an equitable and consistent process in authorizing the Borough Manager and / or his / her designee to handle the above requests.

Scope:

This policy applies to all parties who desire to have tents and canopies in Borough of Emmaus parks and Emmaus Borough-owned property. This policy also addresses requests to have items outside pavilions. The policy enacts regulations and procedures for such requests.

This policy shall not repeal or amend any relevant provisions of any ordinance that may be in conflict with this policy.

Policy Statement:

It is the policy of the Borough of Emmaus that all requests for placement of tents, canopies, and other miscellaneous items (such as but not limited to pig roasts or outdoor weddings located outside pavilions) shall be made in writing to the Borough Manager and / or his / her designee at Emmaus Borough Hall. The Borough Manager and / or his / her designee shall be authorized to approve or reject any and all requests based on the procedures outlined below.

It is the policy of the Borough of Emmaus that the Borough may, at its discretion enact fees in the yearly fee schedule to allow for additional billing for tents, canopies, and other miscellaneous items (such as but not limited to tables and chairs) that are located outside the pavilion area.

It is the policy of the Borough of Emmaus that any person who desires to appeal a decision made by the Borough Manager and / or his / her designee may do so in writing as per the procedure outlined below.

Procedures:

If a party who has booked a pavilion requests to have items such as pig roasts, coolers, or other reasonable items outside the pavilion, the Borough Manager and / or his / her designee has the authority to approve such requests, as long as the items are located within the direct vicinity of the pavilion and do not encroach upon other pavilions or parties and the requests are reasonable in nature.

If a party has not booked a pavilion or has not been granted permission by the Borough of Emmaus and makes such a request, then the request shall be denied. If such a party does not make that request and has not been granted permission and is found violating this policy, they shall be asked to immediately discontinue their event by the Emmaus Police Department.

The Borough Manager and / or his / her designee shall be authorized to approve tent and canopy requests according to the following provisions:

- Canopy requests may be approved if the party requesting the canopy has rented a pavilion.
- Canopy requests by Borough Organizations may be approved.
- Canopy requests may be approved if they are part of a larger event already approved by Borough Council.
- No other canopy requests shall be authorized unless approved by Borough Council.
- Determination of approval is based on size, impediment upon other parties, and location of the tent / canopy.

Any person who desires to appeal the decision made by the Borough Manager and / or his / her designee shall do so in writing to the Emmaus Parks and Recreation Committee. The individual shall be summoned to attend the next regular meeting of the committee. The individual shall be given the opportunity to plead their case with the committee. The committee shall make the final decision of the appeal. Failure to attend the committee meeting may result in automatic rejection of the request.