

SPECIAL INSTRUCTIONS FOR THE USE OF EMMAUS TRIANGLE PARK

Emmaus Triangle Park is a special place, which has been built to be a centerpiece of the Emmaus community and to be used as a community gathering place. As a result, it is equipped with unique facilities and, though it is a park, it is subject to special rules and regulations that apply to it and no other Borough parks. If you are seeking to have an event at the Triangle, please become familiar with the Rules and Regulations for Triangle Park, attached hereto, and these Special Instructions for the Use of Triangle Park. Your cooperation will be greatly appreciated and will ensure that your event is as successful as it can be.

Required Approvals. Any person or organization that wants to use Triangle Park for an organized event needs to obtain permission from Emmaus Borough Council and complete a Community Event Information Sheet. Please read the Information Sheet carefully, as it identifies matters for which you may need other approvals from the Mayor or the Borough Council. If you have any questions about what approvals may be necessary, contact the Borough Manager at 610-966-6357.

Electric Usage. Electric facilities are available on the Triangle. However, you need to plan your electric usage carefully. You should thoroughly review all electric needs well in advance of the event. Attached hereto is an electric plan that generally depicts where outlets exist. Power requirements should be distributed among the outlets on the Triangle so that circuits are not overloaded and all connections and cords are safe and secure, with no tripping hazards being created. If you have questions about available electric power, call the Borough's Public Works Director at 610-965-9288.

All circuits are protected by GFI outlets, which are extremely sensitive to any variation in electric current. Any internal problems with electric equipment may cause the outlet(s) to shut off as a safety measure. You should check all of your equipment prior to the event; but, even if it works beforehand, it does not guarantee that there may not be an internal electrical problem during your event. Extension cords should be of good quality and not excessive length, which can help avoid a GFI power shut off.

Because of the possibility of GFI shut off, we highly recommend that you have a standby generator, or generators, on site to be used in case of a power interruption. If there is an electrical problem during the event, the Borough will not provide personnel to investigate or correct the issue.

Refuse, Garbage, and Recyclables. The event organizer shall ensure that all refuse, garbage, and recyclables are placed into bags and containers provided by the Borough. The Borough will provide garbage barrels with plastic bags already installed, and with extra bags in the bottom of each barrel. At the end of the event, all bags shall be securely tied closed and stacked adjacent to the barrels for pick-up by Borough personnel. The Triangle shall be cleaned so as to be free of any loose or scattered trash, and shall be left in as neat and clean of a condition as it existed prior to the event.

Tents, Canopies, and Stages. Tents, canopies, and stages cannot exceed 12' x 12' in size. Each such structure shall retain a minimum of a 3' wide walking area on three sides and a minimum of 5' between each structure, unless a tent or canopy is over a stage, in which event the tent or canopy can be installed directly over the stage. All structures shall be erected in strict accordance with the manufacturer's recommendations and erected completely on the concrete surfaces of the Triangle. No structure may straddle the edge of a concrete surface, as such an installation is a tripping hazard. The Borough reserves the right to remove any such structure if it is installed or erected in a manner inconsistent with these or any manufacturer's instructions.

Barricades/Parking Blocks. The Borough may provide barricades and/or parking blocks for an event, if requested. The event organizer shall prevent damage to any such items during the event. The organizer shall be responsible for placing, maintaining, and removing the items in accordance with the locations, dates, and times approved by the Borough.

Inflatable Devices. No inflatable devices, whether for recreational, decoration, or other purpose, are permitted on the Triangle.

Rules of Conduct for Triangle Park. Attached is a copy of the Borough Code of Ordinances Chapter 16, Section 109 governing conduct on Triangle Park. The event organizer shall abide by and ensure that everyone attending the event adheres to the Ordinance. Failure to secure compliance with the Ordinance may result in cancellation of the event, even if it is in progress, and could result in citations being issued for violations of the Code of Ordinances.

An event organizer who desires to conduct any activity that is prohibited under the Code of Ordinances may apply to Borough Council to engage in such activity. Be advised, though, that any such request should be submitted to Emmaus Borough Council at least 60 days prior to the event.

Questions and Comments. If you have questions or comments about any of these matters, or other matters concerning the use of Triangle Park for an event, contact the Borough Manager at 610-966-6357, or the Public Works Director at 610-965-9288. Working together will help your organization have a fun and successful event.