

Liberty Lands Use Guidelines 2023

For Private Parties

Updated January 2023

Failure to observe any of these guidelines may result in you (and your party) being required to leave the park, loss of security deposit, and/or exclusion from our reservation system. Liberty Lands is privately owned property.

All uses of the park – even with a reservation – are subject to cancellation based on public health changes.

Parties must be 40 people or fewer (excluding lap infants/children under 2) and are limited to one time slot of 3 hours including any necessary set up and clean up times. There are three designated party areas: the “stage tables” are two tables at the north end of the park, closest to the stage; the “swing tables” are two tables centered at the south end of the park, closest to the swings; and the “toddler tables” are two tables at the southeast side of the park, close to the toddler playground and potty.

Who needs a reservation?

Any event at Liberty Lands that is planned in advance should make a reservation. This ensures that there's enough space at the park and that events don't interfere with each other. Reserved events always take priority over unreserved events. Wedding ceremonies are a delightful use with some specific issues: please contact the park organizers at park@nlna.org for more information.

What does it cost?

Liberty Lands is owned and maintained by the neighborhood and receives no city funding for its operations. A small fee per reserved use is requested to help offset the costs of park maintenance.

Unless the event makes an unusual drain on park resources, we ask for a \$45 donation for the basic use. Extra charges would only apply for unusual events that generate a lot of trash or that may cause damage to the grass. As explained below, we also ask for a \$50 security deposit related to trash to complete your reservation. Rental includes the use of the park port-a-potty.

Finally, we ask for a \$50 deposit with **every** reservation. The deposit is to ensure proper trash removal/clean up after your party. The deposit is refundable after your party **AT YOUR REQUEST**. To get a refund, before and after pictures of the party location including nearby trash containers/corrals to demonstrate that you've cleaned up thoroughly using your own trash bags/recycling cans rather than the park cans must be sent to park@nlna.org. Requests must be made within 15 days of the event. Refunds are also dependent upon the NLNA not receiving complaints. Of course, if you are willing to leave any portion of your deposits as a donation, we'll be grateful for it!

The security deposit is due upon booking the event.

What do I get?

A reservation ensures use of one of the park's designated “party areas” as described above for the reserved purpose at the date/time specified. Please be sure to include time to set up and clean up your event in the reservation time. Rain dates are not automatic – a specific rain date reservation must be rebooked in the reservation system.

Access to electrical hookup and to park water is available for reserved events with prior permission. Electrical hookup is available free of charge at the wall shared with Kaplan's Bakery. Electrical hookup at the stage area will incur an additional \$25 fee.

Reserved uses have priority over unreserved uses, and if necessary, you may ask unreserved users to leave the reserved space/picnic table area. You are welcome to mark the tables with a sign on the day of your party stating the time during which they are reserved if you wish, but please remember that there may be reserved uses before yours.

No use of the park can ever restrict public access to the playground and community gardens. Park uses that restrict or reduce public access to the other open areas of the park are limited to a few per season.

All reservations are made on a first-come, first-served basis, with special priority given only to events sponsored by Liberty Lands or NLNA. Bookings can be made automatically on the nlna.org website.

Special Requests

In general, the party areas can be reserved for 3-hour slots per day (morning 9-12, afternoon 1-4, and evening 4-7). This is to ensure that as many people can use the park as safely as possible and that larger gatherings do not occur at the same time. During the summer, no reservation should go past 8:00 p.m., including clean up time. (Liberty Lands is closed after dusk.) If you have any questions about your event please contact park@nlna.org.

Condition of Park and Trash/Clean Up

A reservation **does not** guarantee the physical condition of the park on the day of your use. While the park volunteers do their best to keep the lawn mowed, trash picked up, and gardens weeded, limitations of time, money, and weather may affect what the park looks like any particular day. If your event requires certain conditions (such as a recently mowed lawn), you may be able to make arrangements with the park volunteers to schedule (and pay for, as necessary) those conditions to be met. This will not always be possible, but earlier notice makes it more possible.

While recycling bins and trash cans are at the park, **we ask parties to supply separate trash bags for their event so that the park trash cans are not overwhelmed.** These bags can be placed in the large green cans in the trash corral on American Street after an event. All park users are expected to clean up after themselves and to make a sincere effort to recycle their disposables. There are extra recycling bins available in the trash corral also: you are encouraged to use them and return them (full) to the corral at the end of your party.

What else?

Event organizers should ensure that their guests observe all park rules and guidelines.

All park users should be respectful of and courteous to the residents who are the park's immediate neighbors. Please honor their requests about volume or nature of activities.

The communal nature of our neighborhood means that many children assume that activities at the park are publicly available. While you are, of course, not required to make your party available to uninvited children, we encourage you to make very attractive party activities such as clowns/magicians open to all. Please ask before you rent any special equipment for your gathering.

Park users assume personal liability for any injury or loss that they may sustain during their use of the park. The organizer of an event assumes liability for the actions of and injury to any one attending that organizer's

event at the park.

Allowed but restricted:

Alcohol may be consumed in the park within the legal restrictions of the City and State and with discretion. Alcohol-based events (such as “beer olympics”) are not allowed and public drunkenness is illegal.

Party equipment such as chairs, tables, and tents are allowed but require specific permission – please note on your application if you plan to bring more than one or two chairs or tables. Please be aware that rental companies may try to drive onto the park to deliver the equipment and may not have specific delivery and pickup times. The park renter is responsible for ensuring that the companies observe park rules AND is responsible for any damage to the park grounds that may be caused by rental companies or their agents. Be sure that reservations include time to accommodate equipment set up and cleanup – access to the space is only guaranteed for the reserved times.

Acoustic music is allowed during daylight hours only. Musicians should be considerate of neighbors in terms of volume. Amplified music is NOT allowed except for specific, special occasions.

Events renting port-a-potties should confirm the potty location with the park organizers AND the rental company. Not all locations are suitable for port-a-potty placement, so please be sure to have the site approved!

Prohibited:

Off-leash dogs. All must be leashed at Liberty Lands at all times. Period. No exceptions. Owners must also pick up after their dogs in all locations at the park.

Amplified music of any kind, including bluetooth speakers, is not allowed except with specific prior permission. The acoustics of the park and its surrounding buildings mean that amplified music is annoying to neighboring residents and other park users even when the volume seems barely audible to those near it. “Background” music just doesn't work at Liberty Lands. Sorry.

Electronic amplification other than music (i.e.: microphone-amplified voices) is allowed only in special circumstances and with specific prior permission.

Motorized vehicles cannot be on the park AT ALL, even to deliver or pick up party supplies.

Slip-and-slides destroy the lawn and are prohibited.

Bonfires or other fires may only be held at NLNA events. .

Damaging park plantings by picking flowers, pulling on or breaking tree limbs, or walking off garden paths.

Using the hose outlets, electrical outlets, compost bins, or anything marked Authorized Use Only without specific permission.