



**CITY OF CHARLESTON  
P. O. BOX 2749  
CHARLESTON, WEST VIRGINIA 25330**

A PERMIT AUTHORIZING YOU TO USE GATEWAY PARK FOR THIS SCHEDULED ACTIVITY WILL BE MAILED TO YOU UPON RECEIPT OF THIS COMPLETED FORM IN THE PUBLIC GROUNDS OFFICE.

**REQUESTING AUTHORIZATION FOR USE OF MARY PRICE RATRIE GREENSPACE PARK**

Mary Price Ratrie Greenspace Park is a public facility which may be used by individuals, groups, and agencies for the public benefit when authorized by personnel of the Public Grounds Department, P.O. Box 2749, Charleston, WV 25330.

Requests for authorization must be made by a responsible person three (3) weeks in advance of the desired date. Call (304) 348-6458. A signed permit will be mailed for the date approved.

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**REQUEST FOR AUTHORIZATION TO USE MARY PRICE RATRIE GREENSPACE PARK**

\_\_\_\_\_ requests authorization to use Mary Price Ratrie  
(group or individual name)

Greenspace Park on \_\_\_\_\_ from \_\_\_\_\_ am/pm to \_\_\_\_\_ am/pm for

(state briefly) \_\_\_\_\_

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I have received, read, and will abide by the Rules and Regulations governing the use of Mary Price Ratrie Greenspace Park.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Contract Person (please print)

\_\_\_\_\_  
Street Address, City, State, Zip code

\_\_\_\_\_  
Telephone number

**Please mail this form to the above address to the attention of the Public Grounds Dept. or you may fax to (304) 347-1825.**

## **RULES & REGULATIONS GOVERNING THE USE OF GATEWAY PARK**

### **PURPOSE:**

It is the intent of the City of Charleston to maintain Mary Price Ratrie Greenspace Park as a passive recreational facility where residents of, employees in and visitors to the City of Charleston can enjoy conversing, reading, eating, relaxing and other activities to the extent that they do not interfere with other park users.

### **USES:**

Groups, individuals, or agencies wishing to use Mary Price Ratrie Greenspace Park for promotions, educational displays, cultural activities, or other activities approved individually by the Public Grounds Department may do so to the extent that they enhance, without interfering with, public use of the facility.

### **FEES:**

At no time shall any fee be collected by anyone for anything within Mary Price Ratrie Greenspace Park nor shall any fees be required for ingress to or egress from the Park. Merchandise (see exception 1) or requests for donations will be limited to the paved sidewalk areas outside the Park adjacent to its entrances on Washington Street East and Leon Sullivan Way. Units employed for such purposes must be of such nature as to allow for normal flow of pedestrian traffic along the sidewalk and are to be limited to two units per entrance, one on each side.

### **VEHICLES:**

Only handcarts and dollies are permitted in Mary Price Ratrie Greenspace Park for the distribution of complimentary merchandise and for the transportation of equipment essential to scheduled activities. As fuel exhaust and engine noise conflict with the intended use of Mary Price Ratrie Greenspace Park, gasoline and diesel powered engines are prohibited (see Exception 2) beyond the paved walks outside the Park on Washington Street East and Leon Sullivan Way.

### **STRUCTURES:**

Any tables, carts, stages, stands or other structures brought into Mary Price Ratrie Greenspace Park must allow for the free flow of pedestrians across all paved areas. They must not block nor otherwise prevent the use of permanent benches, tables or the water fountain (see Exception 3).

### **RESPONSIBILITY:**

Users of Mary Price Ratrie Greenspace Park are responsible for:

- A. All landscape and/or structural damages to the Park which may be caused by or as a result of their activities.
- B. The removal of all decorations and other paraphernalia used during their scheduled activity.

- C. The removal of all litter generated during their scheduled event. They may use the existing receptacles within the Park for the disposal thereof.
- D. Maintaining a noise level compatible with users of the Park and neighboring businesses.

**NONDISCRIMINATION:**

Mary Price Ratrie Greenspace Park and all activities conducted therein shall be open to everyone regardless of race, color, sex, religion, national origin, age or handicap. Activities, educational or promotional which encourage such discrimination are expressly prohibited.

**EXCEPTIONS:**

1. Handmade cottage industry items arts and crafts may be sold within Mary Price Ratrie Greenspace Park provided that they are exhibited as part of a scheduled Park activity and that a majority of the proceeds go directly to the artist with the remainder to cover promotional costs.

Proceeds in excess of promotional costs may only be collected by a sponsoring organization if that organization operates primarily within the Charleston Municipality and those funds will be used to enhance the aesthetic and/or cultural quality of life within the Municipality. Examples of such groups are theater, opera/ballet, raising funds for their operations within the Municipality, or civic groups raising funds to purchase art objects for the City or to improve, expand or acquire Beautification Projects or Parks within the corporate limits of the City of Charleston.

2. Gasoline or diesel powered equipment may be used within Mary Price Ratrie Greenspace Park when its sole purpose is for the operation, maintenance, repair, or improvement of the facility.

**PENALTIES:**

Failure to abide by the above rules and regulations will result in the withdrawal of the permit authorizing use of Mary Price Ratrie Greenspace Park and in the immediate cancellation of the scheduled activity.

Repairs to structures or landscaping in Mary Price Ratrie Greenspace Park necessitated by damage caused by or as a result of scheduled activities will be performed at the expense of the individual, group, or agency authorized to use Mary Price Ratrie Greenspace Park at the time such damage occurred.