



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

A PERMIT AUTHORIZING YOU TO USE RUFFNER MEMORIAL 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 RUFFNER MEMORIAL PARK

Ruffner Memorial 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.

REQUEST FOR AUTHORIZATION TO USE RUFFNER MEMORIAL PARK

_____ requests authorization to use Ruffner Memorial Park
group or individual name

on _____ from _____ am/pm to _____ am/pm for

(state briefly) _____

I have received, read, and will abide by the Rules and Regulations governing the use of Ruffner Memorial 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 RUFFNER MEMORIAL PARK

(a) Establishment By deed dated February 12, 1831, Daniel Ruffner conveyed to the city a certain parcel of land located on what now is called Kanawha Boulevard, said parcel of land is commonly known as "Ruffner Memorial Park." A description of the property can be found in the office of the clerk of the county court of Kanawha County, West Virginia, Deed Book H, at page 3.

(b) Misconduct In order to protect and preserve the property, peace, order, tranquility and the historical significance of Ruffner Memorial Park, it shall be unlawful for any person to drink beer or alcoholic beverages, to litter or dispose of any trash or other material other than in the proper trash containers located inside Ruffner Memorial Park, play games or sports or ride bicycles or other vehicles on the grass portion of Ruffner Memorial Park, to lounge or sit on any of the monuments or to make loud noises that disturb the peace and tranquility of the area in or surrounding Ruffner Memorial Park.

(c) Hours In order to protect and preserve the property, safety, peace, order and tranquility of the Ruffner Memorial Park and the adjacent residential area, the park shall be closed to the public between the hours of 11:00 p.m. and 6:00 a.m. (Order No. 1693, 7-21-75).

PURPOSE:

It is the intent of the City of Charleston to maintain Ruffner Memorial 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 Ruffner Memorial Park for organized activities approved individually by the Director of the Public Grounds Department may do so to the extent that they enhance, without interfering with public use of the facility. A permit issued by the Director is required.

FEES:

At no time shall any fee be collected by anyone for anything within Ruffner Memorial 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 Kanawha Boulevard.

VEHICLES:

Only handcarts and dollies are permitted in Ruffner Memorial Park for the transportation of equipment essential to scheduled activities. As fuel exhaust and engine noise conflict with the intended use of Ruffner Memorial Park, gasoline and diesel powered engines are prohibited (see Exception 2) beyond the paved walks outside the park on Kanawha Boulevard.

STRUCTURES:

Any tables, carts, stages, stands or other structures brought into Ruffner Memorial 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.

RESPONSIBILITY:

Users of Ruffner Memorial 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 disposal thereof.
- D. Maintaining a noise level compatible with users of the facility and neighboring businesses.

NONDISCRIMINATION:

Ruffner Memorial Park and all activities conducted therein shall be open free 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 items, arts and crafts may be sold within Ruffner Memorial Park provided they are exhibited as part of a scheduled park activity.

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 neighborhood associations raising funds for their operations within the Municipality or 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 Ruffner Memorial 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 Ruffner Memorial Park and in the immediate cancellation of the scheduled activity.

Repairs to structures or landscaping in Ruffner Memorial 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 Ruffner Memorial Park at the time such damage occurred.

