

ASBURY STREET PARK MAINTENANCE AND OPERATIONS PLAN

The City of Oxford Parks and Recreation Department

City of OXFORD
BIRTHPLACE OF EMORY UNIVERSITY

Introduction

Welcome to the Oxford Parks and Recreation Department. This Asbury Street Park Maintenance and Operations Plan is intended for use by employees, citizens, and administrative staff as a source of important information about Oxford City Park.

The purpose of this manual is two-fold:

1. To provide each employee with a learning tool which will guide them in doing an effective and efficient job in the maintenance of the city's park.

2. To provide all personnel with a guide for interpreting policies and procedures related to the delivery of services within parks and facilities managed by the city's Parks and Recreations Department.

All of the information contained herein can also be found on the city's website (www.oxfordgeorgia.org) under the Departments Tab.

Asbury Street Park

Asbury Street Park is the city's first active park equipped with a playground, jogging track, and pavilion. Contained within a full city block, Asbury Street Park is located along SR 81, between the historic cemetery and the city's maintenance facility. The park is meant to serve all age groups within Oxford and the surrounding area.

In 2015, the city formed a park committee to design the park and oversee its construction. The committee consisted of 20 local citizens assisted by city staff. From the beginning, their goal was to provide a place of meeting and enjoyment for all citizens, while preserving much of the area's natural landscape. To that end, the park is littered with natural elements including two elevated boardwalks, natural playground features, and a large greenspace.

Asbury Street Park boasts several key amenities. They are listed below:

- Pavilion
- Walking Trail
- Jogging Track
- Playground
- Gaga Ball Pit
- Restrooms
- Grills
- Picnic tables
- Pet Sanitation Stations
- Water fountains (adults, children, and pets)

Asbury Street Park Rules

The city adopted the following park rules to ensure that all users have a safe and enjoyable experience. The list of rules will be posted at different locations throughout the park. They are listed below:

Park Hours: The park is open from sunrise to sunset.

1. Do not deface, destroy, or remove City property.

2. When the pavilion is reserved, only those affiliated with the reservations are allowed in that area.

3. Possession, use, or consumption of alcoholic beverages, tobacco products (including e-cigarettes and smokeless tobacco), and controlled substances is prohibited.

4. Littering is prohibited.

5. The possession and carrying of weapons are governed by applicable Georgia law. The unlawful use or discharge of a weapon is prohibited.

6. Fires are restricted to park grills only.

7. All pets must be on a leash. Owner must always have physical control of their pet.

8. Place animal waste in designated pet sanitation containers.

9. Parking is limited to designated areas and by recreation facility users only.

10. No motorized vehicles are allowed on the sidewalks, elevated boardwalks, or jogging track, except for motorized wheelchairs.

11. No amplified sound.

12. Commercial activity is restricted. It is unlawful to offer items for sale except by permit.

13. Gambling is prohibited.

Call 911 for emergency assistance.

For a complete copy of the City of Oxford Parks, Recreational Facilities and Trail Ordinances, contact City Hall at 770-786-7004 or visit the city's website at www.oxfordgeorgia.org.

Playground Rules

The City wants our parents and children to be safe and have a great time while using the equipment.

- Children must be accompanied by an adult at all times.
- No pets allowed at the playground area.
- All playgrounds are tobacco-free play zones.
- Please use playground components that are appropriate for the age and ability of the child.
- No skateboards or roller blades on playground.
- Please play safely, share, and enjoy.
- Please report damaged or unsafe items to City Hall at 770-786-7004.

Asbury Street Park Pavilion Rental Rules

INTRODUCTION

The pavilion at Asbury Street Park is available for rent by Oxford and Newton County residents, non-profit organizations, government entities, and commercial enterprises. Rental rates and regulations are established by the city. City employees are not authorized to change the rates or waive any rule or regulation.

REQUIREMENTS FOR RESERVING THE PAVILION

1. **The Pavilion Use.** The use of the pavilion is free. However, if an interested party wants to guarantee the availability of the pavilion, they must reserve it in advance.

2. **Renting the Pavilion.** The pavilion will be rented on a first-come, first-served basis. Reservations may be made up to six months in advance. Reservations will not be confirmed until a completed application is received and approved. Reservations do not include the seating and tables outside the pavilion – these are available on a first come, first-served basis. If a dispute over the use of the pavilion occurs, you may be required to provide your proof of reservation to city employees patrolling the park.

3. **The Use of Picnic Tables.** The pavilion is equipped with four 8' picnic tables. The reservation may include the use of all available picnic tables and one of the grills. Interested parties must specify on the application how many picnic tables they will require and if they will need the use of one of the grills.

4. **The Rental Rate.** The rate to rent the pavilion is $25 an hour, with a two-hour minimum. The rental fee must be paid in advance. The rental time includes the set up and take down of the event. Reservations are limited to a maximum of four hours on weekends and holidays. A $50 cleanup deposit must accompany all applications. Requests for refunds must be approved in writing and will be prorated according to a published schedule.

5. **Cleanup Deposit Refund.** Upon completion of your event, please take pictures once you have cleaned the area. Email the pictures to City Hall at smullen@oxfordgeorgia.org. A check for your cleanup deposit will be mailed to you within 14 business days.

6. **The Event Signage.** Before the scheduled event, City employees will post colored signage on the pavilion columns and the tables reserved for the event. An example of the signage will read, "RESERVED FOR SMITH PARTY – January 1st, 2019 from 2:00 PM-4:00 PM". The city will remove the signage once the event is finished.

7. **The Park Schedule.** All scheduled events and activities taking place at the pavilion must end by the time the park closes at sunset.

PROHIBITED ACTIVITIES

Flea market or similar activity is prohibited.

Smoking or use of other tobacco products in the park is prohibited.

Possession of alcohol anywhere on city property is prohibited.

The possession and carrying of weapons are governed by applicable Georgia law. The unlawful use or discharge of a weapon is prohibited.

No commercial products may be offered for sale on the premises except by permit.

Loud music or other noise that might disturb neighbors is prohibited.

Attaching items to walls is not allowed, except for scotch tape for streamers, balloons, etc. All tape must be removed from the walls before leaving the facility.

Do not attempt to enter the storage room.

REQUIRED ACTIVITIES

The city will make a deduction from the deposit if the party fails to comply with the following rules:

- Restore the area to the condition it was in when you arrived. Put all trash in trashcans.
- Remove all items that you brought with you as items left become the property of the city and will be disposed of as appropriate.
- Notify on duty Oxford representative, if available, when you are ready to leave.

DEPOSIT REFUND SCHEDULE EFFECTIVE JULY 18, 2019

The city will refund the deposit amount when we receive written notice of cancellation from the party that has reserved the pavilion. The deposit refund schedule with the detailed amount is listed below:

- Cancellation of 30 or more days prior to the scheduled event – 100%
- Cancellation 8 to 29 days prior to the scheduled event – (50%)
- Cancellation 7 or less days prior to the scheduled event – No refund.

The city will refund the cleanup deposit in full if the pavilion is not used.

SCHEDULE OF RENTAL FEES IS A SEPARATE DOCUMENT.

City of Oxford

110 W. Clark Street
Oxford, GA 30054

Telephone: 770-786-7004
Fax: 770-786-2211

City of Oxford Website
www.oxfordgeorgia.org

Rental Fees for the Asbury Street Park Pavilion

A	B	C	D
User Classifications	Normal Business Hours	Additional Hours	Cleanup Deposit
	2 Hours	Per Hour	Per Rental
City of Oxford and Newton County Residents for Non-Commercial Use	50.00	25.00	50.00
Commercial Users	100.00	50.00	50.00
Government Agencies	100.00	50.00	50.00

AVAILABLE RENTAL HOURS	Spring/Summer (Apr.-Sept.)	Fall/Winter (Oct.-Mar.)
	8:00 AM - 6:00 PM	8:00 AM - 4:00 PM

Reservations may be made up to six months in advance. Payment of all fees and deposits must accompany the application. Refunds for cancellations will be made per published schedule available from the City Clerk's Office.

* Only Newton County residents and those with a business located in the county may rent the pavilion.