

Pumpkinvine Nature Trail Event Guidelines, Registration and Requirements

Purpose of these Guidelines

The Pumpkinvine Nature Trail (PVNT) is a recreational resource funded through private and public funding initiatives, is open to the public, and operated for the benefit and enjoyment of all its users. The PVNT is owned by four municipal Agencies depending on where you are on the trail; City of Goshen, Elkhart County Park Board, Town of Middlebury, and Town of Shipshewana. These four Agencies along with the Friends of the Pumpkinvine Nature Trail (Friends), a not-for-profit organization dedicated to the development and sustainability of the PVNT, have formed a partnership called the Pumpkinvine Advisory Committee (PAC).

On occasion groups or individuals may wish to hold a special event on the trail. Proposed Trail Events held for the benefit of schools, youth groups, charities or non-profit organizations, as well as events simply to encourage exercise, fitness, and enjoyment of the trail fit the mission of the PVNT. The Pumpkinvine Advisory Committee (PAC) developed these guidelines for Trail Events in an effort to balance the needs of all the trail users with those of groups wishing to hold an organized Trail Event that is open to the public. These guidelines outline the requirements for holding a Trail Event and describe the registration process for having such an event. These guidelines are based on the adopted policies of the four Agencies for use of public parkland and facilities.

Who Must Submit a Registration Form?

A Trail Event Registration Form must be submitted for any formal activity wishing to use the PVNT that is planned in advance, organized by an agency, corporation or organization, and is open to the general public. A Trail Event may not be for the benefit of a for-profit entity or individual. Informal, non-fundraising events (small walks, runs, or rides) not advertised or formally organized for the general public are encouraged. These informal groups do not require the submission of a Trail Event Registration Form but need to be aware of possible conflicts with other events.

All events, formal or informal, must follow the following guidelines;

- a. Only non-profit organizations may utilize the trail for fundraising.
- b. The event will be conducted in a manner not to disrupt the normal operation of the trail.
- c. Outside vendors are not allowed to sell food, beverages, or other items.
- d. The event causes no restrictions on the trail or parking lot usage by other trail users who are not part of the event.
- e. Usage of trail property is in accordance with all trail rules and etiquette, and the event is conducted in accordance with these guidelines.
- f. All trash generated from the event will be removed by the organization and not placed in trail trash receptacles. Failure to do so may prevent use of the trail for future events.

Trail Event Registration Process

- Organizations desiring to hold a Trail Event on the PVNT must fill out a Registration Form that can be downloaded and printed from the Trail Event Registration link at www.pumpkinvine.org, or copies can be obtained from the offices of the Goshen Park Department, the Elkhart County Park Department, the Shipshewana Town Hall or the Middlebury Town Hall. Persons registering a Trail Event must be at least 21 years of age.
- Registration Forms must be submitted at least twelve (12) weeks prior to the event. This allows the PAC to coordinate with the Event Organizer on the event requirements and for the acquisition of all required event approvals from the appropriate Agencies. The Event Organizer may be asked to meet with the PAC to discuss the event.
- Completed Registration Forms and supporting materials should be mailed to the Friends of the Pumpkinvine Nature Trail, Event Request, PO Box 392, Goshen, IN 46527 or emailed to friends@pumpkinvine.org as an attachment. When emailing an application, the signature page must be scanned as an image so that the registrant's signature is captured.
- The Event Organizer will receive within three (3) weeks from the date of receipt of their registration materials a Notice of Trail Use stating whether the event:
 - a. Meets the requirements in these guidelines;
 - b. Does not require any trail closure or unusual considerations;
 - c. Does not conflict with other events;
 - d. If changes are needed to the event to minimize disruption to the use and enjoyment of trail by users who are not part of the event; and
 - e. Fits the mission for the use of the Pumpkinvine Nature Trail.
- A Trail Event may be denied use of the PVNT by one or more of the Agencies if:
 - a. The Trail Event or Event Organizers cannot meet all the requirements in these guidelines; or
 - b. The event would unduly interfere with general trail usage or another event or events already scheduled for the same time.

Trail Event Requirements

1. Events may not require closure of any part of the trail.
2. Trail Events should not be advertised prior to the issuance of the Notice of Trail Use. Advertising prior to issuance of the notice is at the risk of the Event Organizer in case the application is denied or in conflict with another event.
3. **Trail Rules and Etiquette**

The Event Organizer must take full responsibility to have knowledge of and comply with all PVNT rules, as well as all applicable federal, state, and local statutes, rules and regulations. Trail Events must comply with the following PVNT rules and etiquette established by each Agency:

 - a. Trail is open sunrise to sunset;
 - b. No unauthorized motor vehicles, mobility assisted devices are authorized;
 - c. Stop and look for cross traffic at intersections;

- d. Leave plants and wildlife in their natural settings;
 - e. No hunting or trapping;
 - f. No weapons; with the exception of firearms that may not be discharged;
 - g. Horses are prohibited;
 - h. Pets must be on a leash (maximum six feet), clean up pet waste;
 - i. Alcoholic beverages are not allowed;
 - j. No littering or disposing of refuse;
 - k. Fireworks are not allowed;
 - l. No fires and camping;
 - m. Stay on the trail and respect the rights and privacy of adjacent neighbors;
 - n. Walk and ride on the right and pass on the left after sounding an alarm;
 - o. Walkers and runners have the right-of-way;
 - p. Be cautious and stay to the right on curves, underpasses, bridges and intersections; and
 - q. Do not block the trail
4. The Event Organizer shall fully coordinate this activity with the designated PAC member(s) whose property the event is taking place on.
 5. The Agencies have full authority to place further conditions on, suspend, or terminate the Trail Event as deemed in the best interest of the trail and its users – including cancellation if dangerous weather conditions exist. In addition, the Agencies shall have authority to resolve any conflicts between the proposed event and normal recreational activities carried on by the public on the trail.
 6. The Event Sponsor shall indemnify and hold harmless the Agencies listed in the first paragraph of these guidelines from and against damages to property or injuries including death to any persons and other losses, damages, expenses, claims, demands, suits, and actions by any party against the Agencies in connection with this activity. **An authorized representative of the Sponsor must sign the Indemnification Statement on the registration form.**
 7. **Liability Insurance**
The Event Organizer understands that neither the PAC nor its Agencies assumes any responsibility or liability for the safety of the Event Sponsor or the safety of participants in or spectators of the Trail Event. The PAC assumes no responsibility for the consequences of the Event Sponsor's activities. **The Event Sponsor must carry Commercial General Liability Insurance or comprehensive Public Liability Insurance with a minimum coverage of one-million dollars (\$1,000,000) per occurrence and provide a separate Certificate of Liability Insurance of said insurance naming each Agency that is involved in the Trail Event as an additional insured. Outside contractors being used by the Event Organizer for the Trail Event are also required to provide Certificates of Insurance naming the each Agency as additional insured. The Certificates of Insurance must be submitted with the registration materials.**
 8. The Event Sponsor agrees to ensure that all participants are made aware of the trail rules and that minors will be provided with sufficient adult supervision. If event handouts are provided to participants, Friends of the Pumpkinvine Nature Trail membership material is encouraged to be included in the handouts.

9. **Trash & Equipment**

There are few trash cans on the trail or at trail access areas. For large events the Event Organizer may be requested to provide extra trash receptacles. The Event Organizer must provide a clean up team for the trail and staging area(s) for litter during and after the event. The Event Organizer is responsible to ensure that all equipment, litter and other debris resulting from the activity is removed. Upon completion of the event there will be an inspection of the trail and staging area(s) by a PAC member.

10. **Signage**

- a. All signs to be located on the trail or on public property, including the locations of the signs must be included in the registration materials.
- b. DO NOT mark your route directly on the trail surface. Mark your route on the side of the trail with staked signs, traffic cones, or something similar. PLEASE RESPECT THIS REQUEST. Trail marks such as paint and chalk deface and damage the trail surface and encourage graffiti. A Trail Event that incurs such damage will cause the Event Sponsor to incur costs for clean-up.
- c. All signs must be at least three (3) feet from the trail and not pose any obstruction or danger to trail users.
- d. Any signs and trail markers used for the event must be temporary and removed by the Event Organizer immediately after the event.

11. **Restroom Facilities**

Depending upon the location, duration, and size of the event, the Event Organizer is responsible for providing portable restroom facilities at their own expense. Please be prepared for requirement, if necessary.

12. **Vehicular use**

Unauthorized motorized vehicles are not allowed on the PVNT and events should be planned accordingly. Limited use of motorized vehicles may be requested for event set-up and breakdown. If authorized, vehicles must be operated in a manner that is safe and considerate of trail users. This includes yielding to them, minimizing dust creation and driving with the vehicle's headlights on. A maximum speed limit of 10 mph must be observed at all times.

13. **Gates and Locks**

Leaving gates open for ease of access for large groups or appropriate uses may be requested. The Agencies reserve the right to withhold permission to open gates for any event.

14. **Parking & Registration**

Consider staging your event at a location that is convenient to parking, but please remember that you will need to receive additional permission and possible rental fees of an adjoining park or private facility for the location you choose. All registration tables and sign in booths must be at least three feet from the edge of the trail.

15. **Sound**

Any sound amplification system proposed to be used during the event must be included in the registration materials. All requests for use of a sound amplification system must comply with the applicable local noise ordinances and/or regulations.

16. Safety

Event Sponsors are responsible for participant safety. Event Organizers should coordinate with the local EMS and police departments for service closest to you and alert them of your event.

17. Outside Vendors

Outside vendors are not allowed to set up or sell items at events along the PVNT. Not-for-profit Event Sponsors may request to sell t-shirts or food in the registration materials. Any selling of food must comply with the applicable health department regulations.

18. Donations

Ongoing operation and maintenance of the PVNT is made possible by volunteers, donations and PAC member budgets. Organized Trail Events that are open to the general public and used as fundraisers are requested to make a tax-deductible donation to the Friends of the Pumpkinvine Nature Trail to assist with ongoing maintenance of the trail. The suggested donation amount is \$1.00 per participant in the Trail Event. As a special thank you to groups that donate toward the upkeep and enhancement of the PVNT, the Friends of the Pumpkinvine Nature Trail will feature your event on their website, Facebook page and in the Pumpkinvine Trail Talk newsletter. All donations should be made to payable to;

Friends of the Pumpkinvine Nature Trail, Inc.
Trail Event
PO Box 392
Goshen, IN 46527.

Thank you for the support.

Trail Event Registration Checklist

- Completely read the Trail Event guidelines.
- Check the event calendar on the www.Pumpkinvine.org website to avoid possible conflict with another event (note: this does not mean that another application isn't being made simultaneously for the same date.)
- Plan the trail route and reserve/rent the necessary trail heads for your event:
 - Goshen:
For Abshire Park, Schrock Park or other parking lots and trail heads, contact the Goshen Parks and Recreation Department administrative office at 574-534-2901
 - Middlebury:
For Krider Gardens, the Greenway Pavilion or other Middlebury parking lots and trail heads contact the Middlebury Parks/Town Hall at 574-825-1499
 - Shipshewana:
For the Shipshewana Town Hall and other Shipshewana area parking lot and trail heads contact 260-768-4743
 - Elkhart County:
For Elkhart County Parks parking lots and trail heads call 574-535-6458
- Secure Certificates of Liability Insurance
- Complete and Sign the Trail Event Registration Form, Sign the Indemnification Statement and submit the form with the related materials