

Patterson Trailhead
32 Fellows Avenue
Wellsboro, PA 16901
www.tiogacountypa.us

PATTERSON TRAILHEAD POLICIES

SECTION 1. HOURS OF USE AND PARKING

1.1 Normal park operating hours shall be sunrise to sunset.

1.2 Exceptions may be made for special events, public programs and general business operations that require extended hours.

1.3 Overnight occupancy or camping is prohibited on the Patterson Trailhead property.

1.4 Overnight parking of any vehicle or trailer shall be by permit only and may be authorized for trail users staying overnight at a destination outside the Patterson Trailhead property.

SECTION 2. SMOKING

2.1 Smoking and vaping are prohibited on the property of the Patterson Trailhead.

SECTION 3. ALCOHOL

3.1 It is unlawful to possess or consume any alcoholic beverages including beer on the grounds and buildings of the Patterson Trailhead without a permit issued by the Board of Commissioners or their designee.

3.2 Permits authorizing alcohol shall require an on-site bartender and compliance with all applicable state laws governing the service of alcoholic beverages.

SECTION 4. FIRES

4.1 Gas grills and cook stoves are permitted in the pavilion area cooking station.

4.2 All other fires, including the use of charcoal or wood, are prohibited without a permit issued by the Board of Commissioners or their designee.

SECTION 5. SIGNS AND SOLICITING

5.1 Posting signs or soliciting on the grounds or in the buildings of the Patterson Trailhead is prohibited without prior approval from the Board of Commissioners or their designee.

5.2 Signs related to special events and pavilion use shall be regulated by the issued permit.

5.3 Soliciting in relation to special events shall be regulated by the issued permit.

SECTION 6. PETS

6.1 Domesticated pets (dogs and cats) must be kept on a leash not to exceed six (6) feet in length.

6.2 Pet owners must pick up after their pets and dispose of pet waste properly.

6.3 Pets must be attended and under control at all times.

6.4 Pets that are considered vicious, aggressive, or that display hostile behavior will not be permitted on the property.

6.5 Pets shall not create a disturbance or nuisance, including excessive barking.

6.6 No other animals may be brought onto the property without a permit issued by the Board of Commissioners or their designee.

6.7 Pets that are potty trained and on a leash are permitted inside the Patterson Trailhead building. No pets will be permitted in the interior restrooms or kitchen. Pets may be brought into the single occupancy outside restroom when they can't be given to another handler.

6.8 Service animals, as defined by the Americans with Disabilities Act, are exempt from leash restrictions if the handler's disability prevents the leashing of the animal. Service animals are exempt from location restrictions. Comfort and emotional support animals do not fall under the Federal and State ADA guidelines and are not exempt.

SECTION 7. PROPERTY USE

7.1 The property and facilities shall be used for those purposes designated or implicit in their character.

7.2 Any deviation from the appropriate use shall require permission from the Board of Commissioners or their designee.

7.3 Scheduled group activities, other than small gatherings contained to the pavilion, shall be reviewed in advance to determine whether a small activity permit or special event permit is required.

7.4 The Board of Commissioners or their designee may grant a permit if it appears that the group, association or organization will not interfere with the general use of the property by individual members of the public, and if the group, association or organization meets all the conditions contained in the application.

7.5 When necessary, the Board of Commissioners or their designee may close portions or all of the property to public use under special permit conditions, maintenance or emergency needs.

SECTION 8. SPECIAL EVENT PERMIT

8.1 The permit shall contain the appropriate organizer contact information as well as key event information.

8.2 When applicable, liability coverage and risk management plans will be required for issuance. Additional requirements may be added based on event size, duration, available staffing, impact to the community and surrounding housing, impact to the facility and natural resources, adjoining property considerations, parking, and other factors reasonably related to the proposed event.

8.3 Special event permit applications may also require contingent approval from the Borough of Wellsboro, DCNR, PennDOT or any other official agency or political subdivision that poses requirements on such events under their jurisdiction.

8.4 Special events should be requested no more than 11 months and no less than 90 days prior to the event date. Exceptions to the 90-day requirement may be granted, but are not guaranteed due to administrative, programming and maintenance constraints.

8.5 Contingent approval will be given based on scheduling availability. Contingent approval means the facility does not have an existing conflict but does not guarantee approval until a permit is issued.

8.6 Any associated fees must be paid at the time of contingent approval.

8.7 Permit application requirements must be fulfilled no less than 30 days prior to the event, or the event will be canceled and the application fee will be refund.

SECTION 9. SMALL ACTIVITY PERMIT

9.1 Where group meetings and events do not meet the same size and/or scope of a special event, a small activity permit may be issued by the Board of Commissioners or their designee.

9.2 The small activity permit shall contain the terms and requirements of the permit and may include any of the requirements applicable to a special event permit, as determined appropriate.

9.3 The Board of Commissioners or their designee shall determine whether a special event permit or a small activity permit is required .

SECTION 10. PAVILION USE

10.1 The pavilion has a seating capacity for 52 people, 4 of which may be ADA accessible.

10.2 From May 1st through October 31, the pavilion may be reserved for use.

10.3 Reservations may be made no more than three months and no less than three days before the reservation date.

10.4 If the pavilion is available, payment must be made at the time of application for the pavilion to be tentatively blocked from future reservations. Only when the application is approved will the block be permanent.

10.5 Except for uses authorized by permit, pavilion reservations will not be accepted for Sundays.

10.6 Staff may reject applications that are incomplete, unpaid, conflict with facility maintenance or another rental, or request a use outside of the intended or proper use of the facility.

10.7 First-come, first-served use - If the pavilion is not reserved in advance, it is available on a first-come, first-served basis starting at sunrise, unless otherwise posted by staff.

10.8 To hold an unreserved pavilion, at least one member of the group must remain physically present in the pavilion until the group is finished using the pavilion.

10.9 The park staff retain the right to remove occupants and/or equipment when deemed necessary. Examples include maintenance, rule violations, emergencies, user conflicts, etc.

10.10 Events larger than birthday parties and small gatherings must be coordinated at least 90 days in advance to obtain a small activity permit or special event permit.

SECTION 11. GENERAL PAVILION USE RULES

11.1 Camping or overnight occupancy is prohibited.

11.2 The pavilion must be vacated by sunset.

11.3 Unless reserved, setting up equipment and leaving to hold the pavilion is prohibited.

11.4 Signs and decorations may be affixed only to tables. Only tape is permitted; staples tacks, and nails are prohibited.

11.5 The use of confetti, rice, bird seed or similar material is prohibited.

11.6 All trash, signs, and decorations shall be removed and placed in the proper trash receptacle prior to leaving.

11.7 The use of charcoal and wood-burning grills is prohibited.

11.8 The use of gas grills on the composite picnic tabletops is prohibited.

11.9 Picnic tables shall not be moved.

SECTION 12. FEES

12.1 The Board of Commissioners or their designee shall have the authority to set a fee schedule based on a set range of $1 to $300 plus any additional associated costs directly related to such event or permitted occurrence.

12.2(a) Daily parking fee: $0.00 - $10.00

12.2(b) Daily conference room reservation: $0.00 - $25.00

12.2(c) Daily pavilion rental permit: $35.00

12.2(d) Small activity permit: $40.00

12.2(e) Special event permit: $50.00

12.2(f) Daily administrative fee: $0 - $150 (program expense, etc.)

12.3 Products and services offered for sale shall be based on reasonable profit margins.

SECTION 13. WAIVERS AND REFUNDS

13.1 Waivers - Partial or full fee waivers shall be at the discretion of the Board of Commissioners or their designee and should be based on services provided in lieu of payment and frequency of use.

13.2 Refunds - Partial and full refunds shall be at the discretion of the Board of Commissioners or their designee. If a refund is to be issued for an event or pavilion rental, it must be requested no less than 7 days prior to the event or rental date. Weather shall not be a factor in determining refunds.