

Guidelines for using Eastern State Penitentiary Park (ESPP):

Please remember that Eastern State Penitentiary Park (ESPP) is a neighborhood park - be considerate of neighbors in your use.

No use of the park can ever restrict public access to the playground and grounds.

The primary use of the park is for day-to-day enjoyment by neighbors, including small gatherings and occasional parties. Rentals by businesses or non-profit organizations, performances, and other events intended to draw participants to the park are exceptional uses. Please read through this information carefully to make sure your use is allowed.

An event reservation ensures that you may use the park for the reserved purpose at the date/time specified. If other users wish to reserve at the same time, you'll be given the opportunity to approve their reservation. All reservations are made on a first-come, first-served basis, with special priority given only to events sponsored by the Friends of Eastern State Penitentiary Park (FESPP). If your event is rained out, you must make a new reservation.

To make a reservation: Email the FESPP events committee at fespp19130@gmail.com with your reservation request. Please include the date and times you would like to reserve and details about your event (number of people, type of event, any special permissions you would like to receive or park amenities you would like to use). You should receive a response within two days (if you do not receive a response, please email again).

Reservations are recorded on the FESPP events calendar (publicly accessible www.fespp.com).

Users are expected to clean up after their event and to supply separate trash bags so that the park trash cans are not overwhelmed. All users should make a sincere effort to recycle their disposables. Tied trash bags and recycling containers should be placed next to the trash cans on Brown Street at the end of an event.

Park users are responsible for any damage to the park (trees, gardens, and playground equipment) caused during their event. Normal wear-and-tear on the lawn is expected for park use, but events that cause extra damage to the grass may be charged a fee to offset that damage.

No motorized vehicles can be brought into the park.

All general park rules must be respected by all users. In particular, users should be sure to enforce the policy that all dogs must be leashed at all times in Eastern State Penitentiary Park.

Access to park water is available for reserved events, with prior permission.

Eastern State Penitentiary Park is considered closed at dusk and events should be planned to end at dusk unless prior permission is obtained. During the summer, no event should go past 8:00 p.m. Sunday through Thursday or 10:00 p.m. Friday and Saturday, including clean up time.

Alcohol may be consumed in the park within the legal restrictions of the City and State.

Recorded music and live, un-amplified music is allowed during daylight hours, but users must be considerate of neighbors in terms of volume. Music must be turned off at dusk unless specific prior permission is obtained. Live amplified music is occasionally allowed for special events and with specific permission.

Specific permission is necessary for rented carnival equipment (such as moon bounces) due to potential additional insurance requirements.

All park users should be respectful of and courteous to the residents who live immediate adjacent to the Park. Please honor their requests about volume or nature of activities.

Costs for use are determined on a case-by-case basis, depending on the length and type of use, the number of people involved, and the strain on park amenities. Most neighbors have offered donations ranging from \$25-\$100. Fees are used to offset the cost of increased trash and to support the ongoing maintenance of the park.

Park users assume personal liability for any injury or loss that they may sustain during their use of the park. The organizer of an event assumes liability for the actions of and injury to any one attending their event at the park. Organizers of large public events will be asked to carry liability insurance for their event and to list FESPP as "additional insured" on the policy.

Fees for use should be payable to "FESPP" and sent to FESPP, P.O. Box 56080, Philadelphia, PA 19130.

Special Notification requirement for some events:

If your event's size, hours, or nature is unusual for park activities, you must notify the surrounding neighbors one week prior to the event itself. An email list will be available in the future, but currently you must flier every residence in the area designated below. The fliers distributed should clearly explain what your event is, when it will occur (date and hours), what activities it will include (such as amplified music, number of people, etc.), and a cell phone number for someone on site at the day of the event should there be noise complaints. Please send a copy of the flier to FESPP (at the email address or PO Box above) before distribution.

Flier distribution should cover at least these addresses:

- Brown Street: between 22nd Street and Corinthian
- 22nd Street: Aspen to Parrish
- Beechwood Street: Brown to Parrish
- 21st Street: Brown to Parrish
- Woodstock Street: Brown to Parrish