

EarlyON Outdoor Programming Considerations – Public Park Space

Effective November 1, 2021

The Recreation Division is responsible for the Permitting of park space, required under City of Hamilton bylaw for all organized programs/gatherings on public property.

Through the Coordinated Service Agreement 2021/22 any EarlyON Operator is eligible to permit a park for programming (not just those authorized for recreation facilities), with any required fees transferred between Children's Services and Neighbourhood Development Division (CSND) and Recreation.

Those EarlyON operators planning to offer outdoor programming on local park locations, should:

1. Assess park locations with suitable assets and amenities for programming. City owned and maintained parks with amenities can be found at <https://www.hamilton.ca/parks-recreation/parks-trails-and-beaches/parkfinder>
2. Receive approval from Manager, Community Strategies (Children's Services and Neighbourhood Development Division) for the outdoor programs/services planned.
3. Forward approval, with completed rental request form and organization insurance to: recreation.rentals@hamilton.ca
 - a. Rental Request forms and information regarding outdoor space bookings can be found at <https://www.hamilton.ca/recreation/recreation-facility-rentals>
 - b. Clearly identify on the Rental Request form "EarlyON Program" as reason for rental

Note that a number of park locations have access to washroom facilities, however not all are open to the public or cleaned regularly. EarlyON operators are permitted to be keyholders and assist with maintaining washroom facilities for EarlyON program participants and staff, where available. To inquire on washroom availability, e-mail recreation.rentals@hamilton.ca