



Rose Kennedy Greenway Park Use Guidelines for Public Programming, Special Events and General Use

Rose Fitzgerald Kennedy Greenway Conservancy
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TABLE OF CONTENTS

- I. The Rose Kennedy Greenway Conservancy
4

PUBLIC USE AND ENJOYMENT

- II. Definition of Greenway park property; Open Hours and Park Regulations;
5
Emergency Contact Information
- Organized Athletics
Unauthorized vehicles, skateboarding, rollerblading, biking, personal
motorized devices, scooters, horse drawn carriages
Fires
Other prohibitions
Dog Policies
Alcohol
Care of Park Infrastructure and Plant Materials
Green policy-recycling
Photography and
Vandalism
Emergency Contact Information

PUBLIC PROGRAMS AND EVENTS: GUIDELINES AND APPLICATION PROCSS

- III. Program Vision for the Greenway
7
- IV. Purpose of these Guidelines for Public Programs and Events
7
- V. Guiding Principles for Use of the Rose Kennedy Greenway
7
- VI. General Guidelines for Planning Public Programs and Events
8
- Inclement Weather
Charging Fees to Event Participants
Conservancy Staff Assistance
Green Policy on Recycling
Catered Events and Service of Alcoholic Beverages
- VII. Application Process - Reservations, Permits and Event Management Costs
9-10

- Conservancy Reservation
- City of Boston Permit Process (if required)
- Other Information about the Application process
- Eligibility
 - Insurance
- Approval process
- Fees for Services
- Payment requirements

VIII. Event Policies

10-12

- ADA compliance
- Amplified sound
- Catering & food preparation
- Clean up & trash/ recycle removal
- Decoration & event signage
- Documentation
- Electricity
- Inclement weather
- Lighting
- Parking & traffic
- Protests & other expressions
- Restrooms
- Staging, tents and other structures
- Trees and other vegetation
- Vehicular access
- Water

IX. APPENDICES

- Appendix A: The Rose Kennedy Greenway Parks

I. THE ROSE FITZGERALD KENNEDY GREENWAY CONSERVANCY

The Rose Fitzgerald Kennedy Greenway Conservancy (the Conservancy) is a private, non-profit corporation dedicated to raising broad-based support to ensure standards of excellence in the design, sustainability and use of the Rose Kennedy Greenway (the Greenway). To secure the Greenway's future as one of America's foremost urban parks, the Conservancy will advocate standards of consistency and excellence in design; manage its operations, work collaboratively to create, finance, promote and coordinate public programs and events; and to raise adequate and stable funding to support the long-term sustainability of its public uses.

The Massachusetts Department of Transportation (MassDOT), owner of the Greenway, has entered into a lease agreement with the Conservancy in accordance with Chapter 306 of the Acts of 2008 for the management, maintenance and operation of the Greenway.

PUBLIC USE AND ENJOYMENT

II. DEFINITION OF GREENWAY PARK PROPERTY; OPEN HOURS AND PARK REGULATIONS; EMERGENCY CONTACT

The Greenway park property is defined by statute (Chapter 306 of the Acts of 2008). The statute can be found on the Conservancy website www.rosekennedygreenway.org).

Park Operating Hours: To maintain a safe secure environment at all times within the park, general operating hours for the park grounds will be from 7:00 AM to 11:00 PM. Public access and movement through the parks will be permitted on a 24 hour /7 day a week basis. No overnight sleeping is allowed

Park Operating Rules and Regulations: Park rules are posted in the parks for the information of park visitors and must be followed by all park visitors. Members of the Conservancy staff are available to answer questions and assist park visitors.

Organized Athletics: To avoid wear and tear on the parks, and probable conflict with other park users, no organized team sports will be permitted. Please note that there are no athletic facilities on the Greenway.

Unauthorized Vehicles: Driving unauthorized vehicles of any type is prohibited in the parks. Skateboards, rollerblades, bicycles, Pedi cabs, scooters, personal motorized devices, horse drawn carriages: To ensure the public's safety and to protect park furniture and planting beds, skateboarding, rollerblading, bicycling, and driving Segways, pedi-cabs, scooters or horse drawn carriages, are prohibited. Motorized personal devices required by persons with impaired mobility are permitted.

Park visitors with a bicycle, skateboard, scooter, etc. must dismount and walk with it while in the parks.

Fires: Unauthorized fires of any type are prohibited in the parks.

Dog Policies: Because of the desire to provide clean, safe spaces for a wide variety of users, strict on-leash and clean-up policies will be enforced in the parks. "Curb your dog" practices are required. For public health and maintenance considerations, dogs will not be allowed to go into any of the park fountains. As per City ordinance, dogs must be kept on a leash no longer than eight feet.

Alcohol: The consumption of alcohol is strictly prohibited in the parks by law.

Other safety-related prohibitions: For the safety of park users and members of the public, it is forbidden to throw stones or any other objects; or drop a lighted match, cigarette, cigar or other burning substance; or have or discharge any firecracker or fireworks; or discharge any firearm or destructive weapon. All activity in the parks shall be subject to all city rules and regulations and all state

law

Care of Park Infrastructure and Plant Materials: The following rules are in effect in order to protect the Greenway parks and the safety of park visitors.

Seating is restricted to grass areas, park furniture, park benches and walls designed for such purpose (granite and seawall areas). It is prohibited to sit, lie or climb on any balustrade, railing, fence, wall, roof, statue, monument, fountain, bush or tree.

Visitors are not allowed to go into or upon any flower bed or cultivated area; or dig up, cut, break, remove, deface, defile, or take any tree, bush, plant, turf, rock, gravel, building, structure, fence, railing, sign or other thing connected with the parks.

It is forbidden to disturb any bird's nest or eggs; injure or have possession of any wild animal or bird; or set any trap or snare.

Photography and filming: Groups who wish to use the Greenway for commercial photography, film projects or videography must apply for a reservation from the Conservancy. There may be a fee, based on complexity of set-up, amount of equipment brought into park, and space used.

If you are taking wedding or family photos you must leave the park space completely clean and must adhere to all other park rules

Vandalism is illegal and those vandalizing will be prosecuted.

Public Safety, Emergencies: Policing in the park will be performed by the Boston Police Department. In the event of an emergency call 911.

PUBLIC PROGRAMS AND EVENTS: GUIDELINES AND APPLICATION PROCESS

III. PROGRAM AND EVENT VISION FOR THE GREENWAY

The long-standing vision for the Rose Kennedy Greenway is to offer beautiful, well-cared for spaces where people can relax and refresh and, at times enjoy fitness activities, concerts, performances, exhibits, and celebrations of all sorts.

The Conservancy both creates and funds a select number of activities and events, and works collaboratively with other groups to help them to hold public events.

IV. PURPOSE OF THESE GUIDELINES FOR PUBLIC PROGRAMS AND EVENTS

These guidelines provide a framework to both assist those wishing to hold events on the Greenway with useful planning information and ensure continual informal enjoyment of the parks. With its diverse open gathering spaces, innovative landscapes, and its connections to the harbor, waterfront, and downtown Boston, the Greenway offers the people of the Commonwealth a unique outdoor space.

The Conservancy and the City of Boston are committed to developing an optimal level of public programming for the Greenway Parks that will engage citizens, neighbors and tourists to use the parks year round. At the same time, the Conservancy and the City will balance the desire for special events and gatherings with the commitment to ensure unobstructed public access to the parks and the need to provide excellent care of the horticultural collections, the sidewalks and paved areas, the fountains, and the lawns.

V.. GUIDING PRINCIPLES FOR THE USE OF THE ROSE KENNEDY GREENWAY

The Conservancy works to ensure that the Greenway is a thriving and welcoming public amenity that is open to all. The Conservancy will carefully consider proposals for events in the park in light of their potential to support this commitment.

Activities and programs must be open to all members of the public. Programming that could limit or obstruct public use, including obstructing traffic flow or closing a component of the park to the public, is prohibited. Programming that does not meet this criteria may be considered on a case by case basis, subject to review and approval by MassDOT.

These guidelines and application procedures have been reviewed by the Leadership Council of the Conservancy, consisting of members of the public and the neighborhoods and representing the public voice for the Greenway, and MassDOT in accordance with the requirements of the legislation and the lease.

Program execution will be managed by the Conservancy staff in coordination with MassDOT and all appropriate City departments including the Boston Parks and Recreation Department, the Boston Police Department, the Boston Fire Department

and EMT Services, the Department of Transportation, the Health Department, the Special Events Office and any other City entities that play a role in citywide events.

Information about public programming will be distributed through the use of the Conservancy and City of Boston website, periodic brochures and postcards and direct community outreach at community meetings and Conservancy public meetings.

See the maps of each park in Appendix A for easy visual reference and dimensions. For event planning, the numbers indicating maximum capacity provide a better understanding of the relative size of each park, and are useful only for preliminary planning. Conservancy staff will advise you during the approval process.

VI. GENERAL GUIDELINES FOR PLANNING PUBLIC PROGRAMS AND EVENTS

The constant use of a park for special events causes wear and tear, requiring special maintenance on lawns and other surfaces. Decisions to limit or relocate an event will be made on a case by case basis, depending on the nature of the event, size, and location.

Inclement Weather: The availability of all lawn areas depends on weather conditions on the day of and days prior to the event. Standing water and slippery surfaces are the main reasons for lawn restrictions. Wet lawns are extremely sensitive to foot traffic that can damage roots and cause bare spots and brown spots. If you plan to use a lawn area as a part of your event, it is advisable to have an alternate plan in case it is unavailable. In case of wet conditions, the Conservancy will have final say on whether the event is to be modified, cancelled or postponed.

Charging Fees to Event Participants: The Conservancy generally prohibits applicants from charging participants for events. However, requests for permission to charge will be considered in limited situations on a case by case basis, subject to review and approval by MassDOT.

Conservancy Staff Assistance: At least one Conservancy staff person is assigned to each event leading up to and during an event. Conservancy services may include:

- on-site meetings and visits to review program needs;
- assistance to obtain appropriate permits;
- telephone and email correspondence;
- on-site staffing during the event installation; and,
- break down and additional clean up as required.

In addition, Conservancy may assist in marketing and community outreach efforts for the event.

Green policy recycling: In keeping with the Conservancy's commitment to environmentally responsible practices, at special events hosted by any third parties, we require recycling of all products that are used in the parks. Visitors must be able to easily separate their waste products into trash, glass, metal and plastic.

Catered Events and the Service of Alcoholic Beverages: The consumption of alcohol is strictly prohibited in the parks by law. Event planners considering the service of alcoholic beverages should work with nearby hotels and restaurants to create their events.

VII APPLICATION PROCESS - RESERVATIONS, PERMITS AND EVENT MANAGEMENT COSTS

The following protocols have been established to promote the widest range of public enjoyment of these parks, and to guide the development of public events and programs.

Reservations

The first step is to submit a Reservation Form to the Conservancy (<http://www.rosekennedygreenway.org/events/event-proposal.htm>). The Conservancy requires groups to apply for a reservation to use the Greenway parks in order to manage the overall park schedule and to avoid a possible conflict with existing permitted events, or with scheduled maintenance by the MassDOT or the Conservancy. All events, including those that do not require set ups (tents, tables, etc.), should also apply for a reservation for these reasons.

Event Proposals requiring City of Boston Permits

Anyone who wishes to hold an event, concert, performance or activity that requires the use of physical set ups (typically an activity that includes music or entertainment, and requires a physical set up such as stages, tables and tents, and amplified sound system) on the Greenway will also need a written permit granted by the Boston Parks and Recreation Department (www.cityofboston.gov/parks/pdfs/Parks_SpecialEvent.pdf).

Further Information about the Application Process

Eligibility

If the permit is granted, the applicant shall be subjected to the rules and regulations of the Greenway Conservancy, and to all regulations, ordinances, and other laws of all other City, State, and Federal Departments insofar as they may apply, and to the specific terms of the permits.

If the applicant is an individual, he or she must be at least 18 years of age.

Insurance

Insurance requirements will be determined during the application process. In the event insurance is required, the City of Boston, MassDOT, and the Rose Fitzgerald Kennedy Greenway Conservancy must be named as additional insured. On a case by case basis a bond may be required.

Approval Process

The following information is designed to help you through the process of securing a reservation and/or a permit for your event.

1. Fill out a reservation form for the Conservancy (found on the website at <http://www.rosekennedygreenway.org/events/event-proposal.htm>). If physical set ups and a sound system are needed, steps 2 and 3 are required.
2. Complete a Boston Parks and Recreation Department special event permit form (found on the website at www.cityofboston.gov/parks/pdfs/Parks_SpecialEvent.pdf)
3. If the nature of your proposed event requires it, you will be directed to other City departments. Conservancy and Boston Parks Department approval does not constitute permission from other agencies. It is the responsibility of the applicant to secure all necessary City of Boston permits and to pay any required fees and payments required by the City of Boston.

Event Management Costs: Possible Fees for Services

In the event that a proposed event requires extended Conservancy staff time or extra services, a fee for services will be determined according to the nature of the event detailed in your proposal.

The menu of services for which a fee may be charged includes but is not limited to: set-up, clean-up and maintenance, extra electrical needs, security, trash hauling, recycling services, and extended staff time above and beyond the Conservancy's day-to-day operations or outside of its usual business hours. Revenue generated from event fees will be used to offset the Conservancy's costs for public programs.

The more detailed your proposal, the more quickly and accurately we can estimate your fees for services so that they may be part of your organization's budget development. Estimated fees will only be given after a completed the Greenway Conservancy Reservation Form is submitted and reviewed.

A possible fee is also determined by the following, among other considerations:

- Whether the event is corporate, promotional, informational, non-profit, or neighborhood;
- The duration and complexity of load-in and load-out procedures requiring the presence of one or more Conservancy staff required beyond normal working hours to assist; and,
- Sliding scale – non-profit organizations or community organizations will be eligible for reduced fees (based on documentary evidence). The Conservancy has implemented a sliding fee scale to remove financial barriers prohibiting smaller non-profits, community, educational groups, and nearby neighborhood groups from holding events on the Greenway. Additionally, if any fee represents a hardship, please contact the Conservancy.

Payment requirements

All costs associated with any event are payable within thirty days of the event. A 50% deposit of the total estimated costs is required three weeks in advance of the event.

VIII. EVENT POLICIES

ADA Compliance

All events must be held to ADA standards.

Amplified Sound

There are fees, restrictions and City of Boston sound ordinances relating to amplified sound. Your event may be subjected to sound metering for compliance with state and local law.

Catering & Food Preparation

All food uses must comply with relevant city and state health and safety policies and procedures.

Clean up, Trash Removal & Recycling

The applicant is responsible for site clean up. The site shall be cleared and cleaned immediately following the event. All trash generated from an event must be bagged and removed from the park at the end of the event. Trash cannot be left next to garbage cans or on the curb. Recycling is mandatory for all events on the Greenway. If you need assistance with identifying trash removal and recycling services, please contact the Conservancy. Please sweep any plaza areas that were used with brooms & dustpans (No metal rakes or tools are allowed for clean-up) and wash off the pavement and surfaces as needed.

Decoration & Event Signage

- The size and location of decorations must be approved by the Conservancy.
- Decorations may not be affixed to any trees, plants, or other surfaces, walls, or built structures within the parks.
- Because of clean-up issues and the health of small animals, decorating with, and throwing of small confetti-like items such as rice, birdseed, glitter, confetti, rose petals, etc., is not permitted.
- Due to the negative impact on wildlife and the marine environment, balloons are not permitted on the Greenway.
- There are no fireworks, pyrotechnics or explosives of any kind allowed on the premises.
- Candles must be enclosed in glass, metal, or ceramic. Votive and "drip-less" candles are recommended.
- Arrangements may be made with the Conservancy's Events Coordinator to display banners or signs.
- No signs or related hardware (ropes, wires, nails, staples, etc.) are to be attached to any tree.

Documentation

The permit holder must have the original approved permit and all documentation required by the City of Boston in their possession at the site while the event is taking place

Electricity

Electrical needs will be assessed when the applicant makes a site visit with Conservancy staff. Most of the parks in the Greenway are equipped with electricity. It is the

responsibility of the applicant to supply additional electricity if needed. Note that use of a generator requires a special permit from the Boston Fire Department. All equipment for the event, electrical cords, speakers, etc. shall meet the Massachusetts electrical code.

Lighting

All of the parks are well lit. It is the responsibility of the applicant to supply additional lighting if needed. All additional lights need to be free standing and may not be attached to any park infrastructure.

Parking & Traffic

Getting to and from all portions of the Greenway is very convenient by public transportation, please check our website at www.rosekennedygreenway.org for details. For directions from the closest MBTA station, please see the specification pages for each individual park in Appendix A.

Protests & Other Expressions of Free Speech

Protests and other expressions of speech are guaranteed by the Constitution of the United States. Protests and free speech taking place at or near programs, events, or other activities are allowed so long as such protest is not disruptive to the public or the event. Rules for public assembly established by the City of Boston will apply.

If a protest or other expression of free speech requires any set up including but not limited to tables and chairs, tents, podiums, or amplified sound, a City permit is required.

Restrooms

There are no public restrooms on the Rose Kennedy Greenway. Portable toilets must be provided by the event applicant if desired. North Station, South Station, and Faneuil Hall Marketplace offer public restrooms. Neighboring hotels and restaurants may offer public restrooms as well.

Staging, Tents and Other Structures

Placement of staging, tents, and other structures requires approval from the Conservancy prior to event. All canopies must be weighted instead of staked to avoid damage to electrical, irrigation, and water lines. A stage must be free-standing and not attach to any existing structures for support. No nails or staples can be attached to any existing surface. Surfaces must be protected at all times. Plywood sheets or other protective barriers must be placed on the ground underneath the stage. All equipment for the event, electrical cords, speakers, etc. will be secured to keep the public safe at all times.

Tents, decorations or other equipment must be installed and removed the day of the activity. The Conservancy will not be responsible for any decorations, signs or other items left after an event.

Please note: After an event is over, if any event infrastructure remains after the agreed upon removal time, a charge of \$250.00 per hour will be assessed to the permit holder until the tent and/or other equipment is removed.

Trees and Other Vegetation

It is unlawful for any person to cut, injure, deface or damage any tree or plant on park property. No signs or related hardware (ropes, wires, nails, staples, etc.) are to be attached to any tree. Animals or bicycles shall not be attached or tied/locked to tree. No chemicals, cleaners, pesticides, or other liquids are to be deposited near trees or plants. BBQ's, portable gas grills, heat generating equipment, or materials shall not be placed near any tree trunks or under the branches of any tree. Because the tree root zone is critical to the overall health of the tree, particular attention will be paid to protection of this vulnerable area from vehicles, turf aeration, material storage, special event equipment, heavy pedestrian traffic and dog damage. *All park grounds must be protected from damage during load-in, load-out, and throughout your event. We will work with you to devise an appropriate protection plan.*

Lawn areas will be given a regeneration "resting" period between all major scheduled events. The Conservancy will determine the appropriate interval.

Vehicular Access

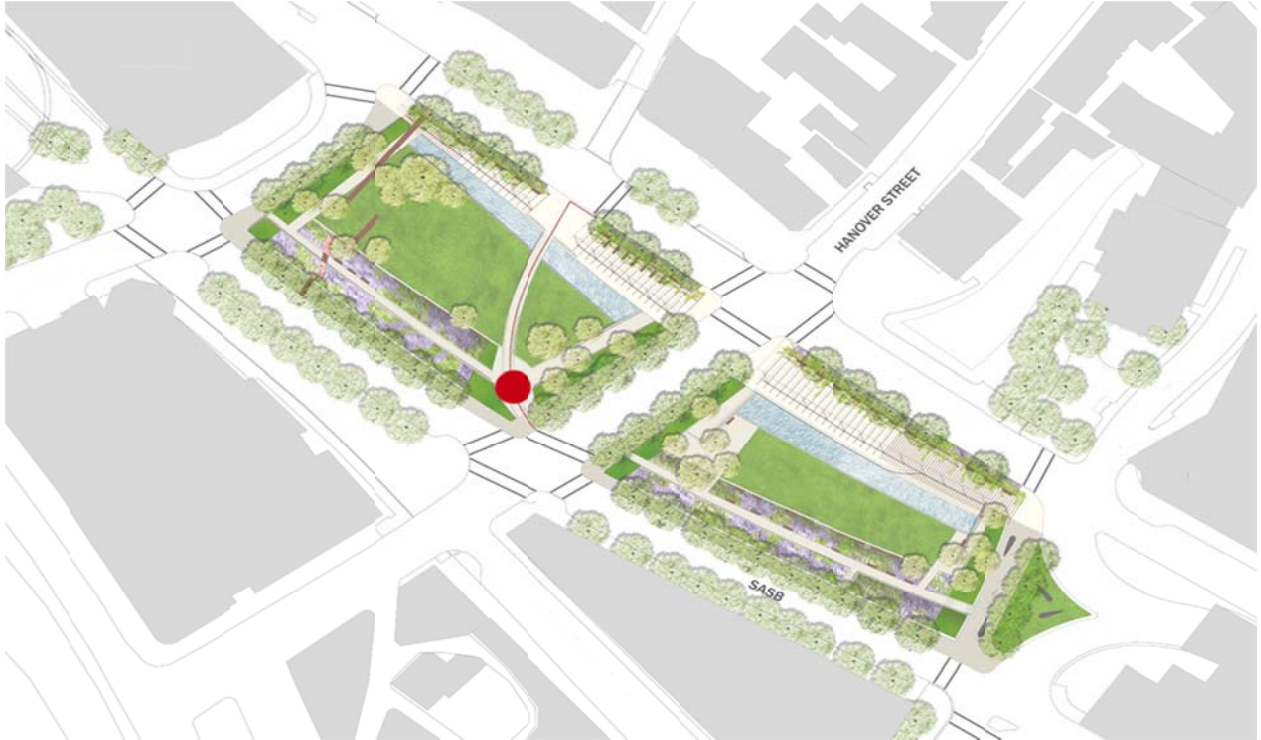
There is no vehicular access in any of the Greenway parks without approval from the Conservancy.

Water

There is no access to potable water on the Greenway. All water must be provided by the applicant.

North End Parks

New Sudbury Street and Hanover Street
Hanover and North Street



North End Parks

Accessible by MBTA:

Orange Line: Haymarket Station

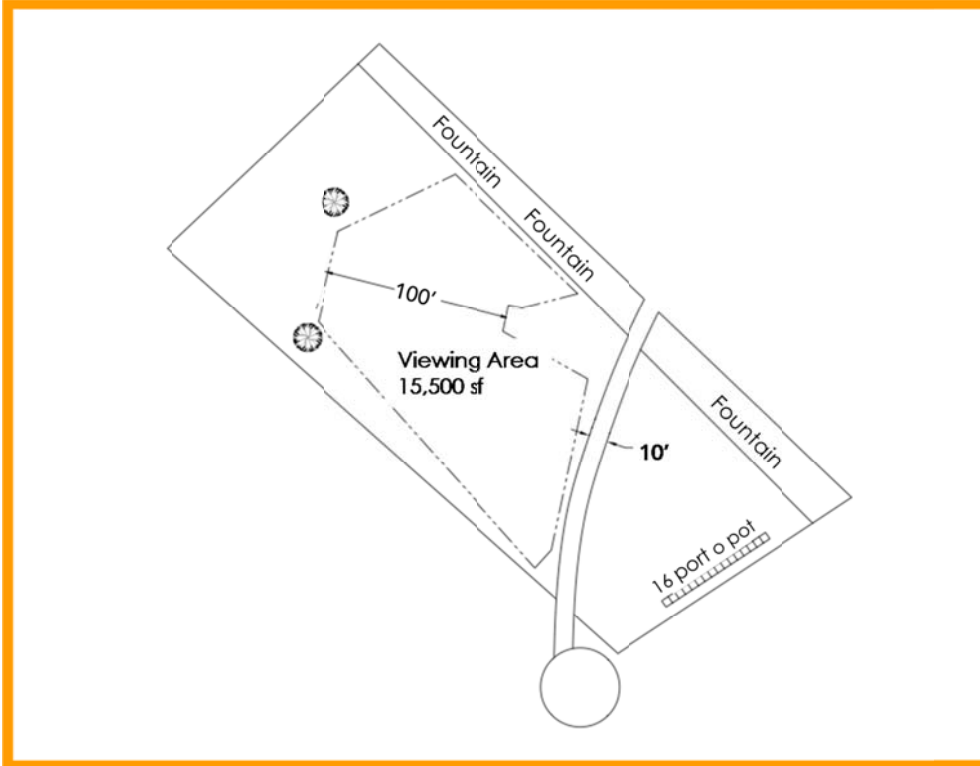
Green Line: Haymarket Station

Purple Line: North Station

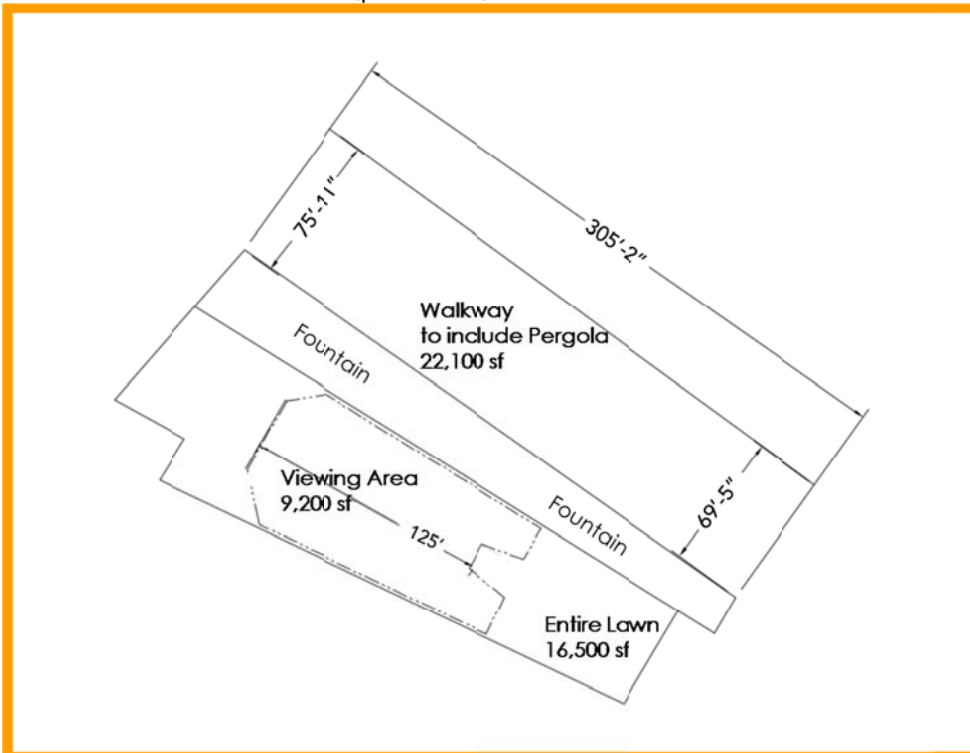
Blue Line: Aquarium Station

North End Parks

New Sudbury Street and Hanover Street



Hanover and North Street (parcel 10)



North End Parks

North Street and Commercial Street



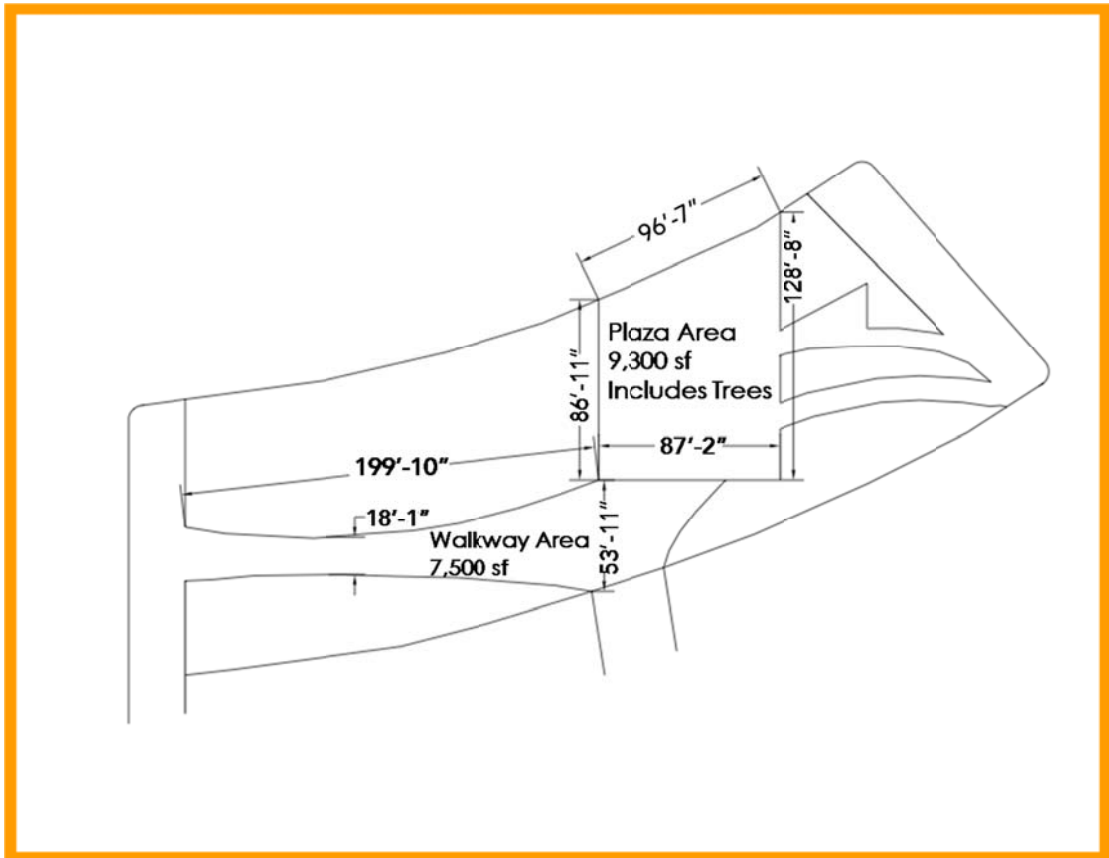
Armenian Heritage Park

Commercial Street and Atlantic Avenue/Christopher Columbus Park



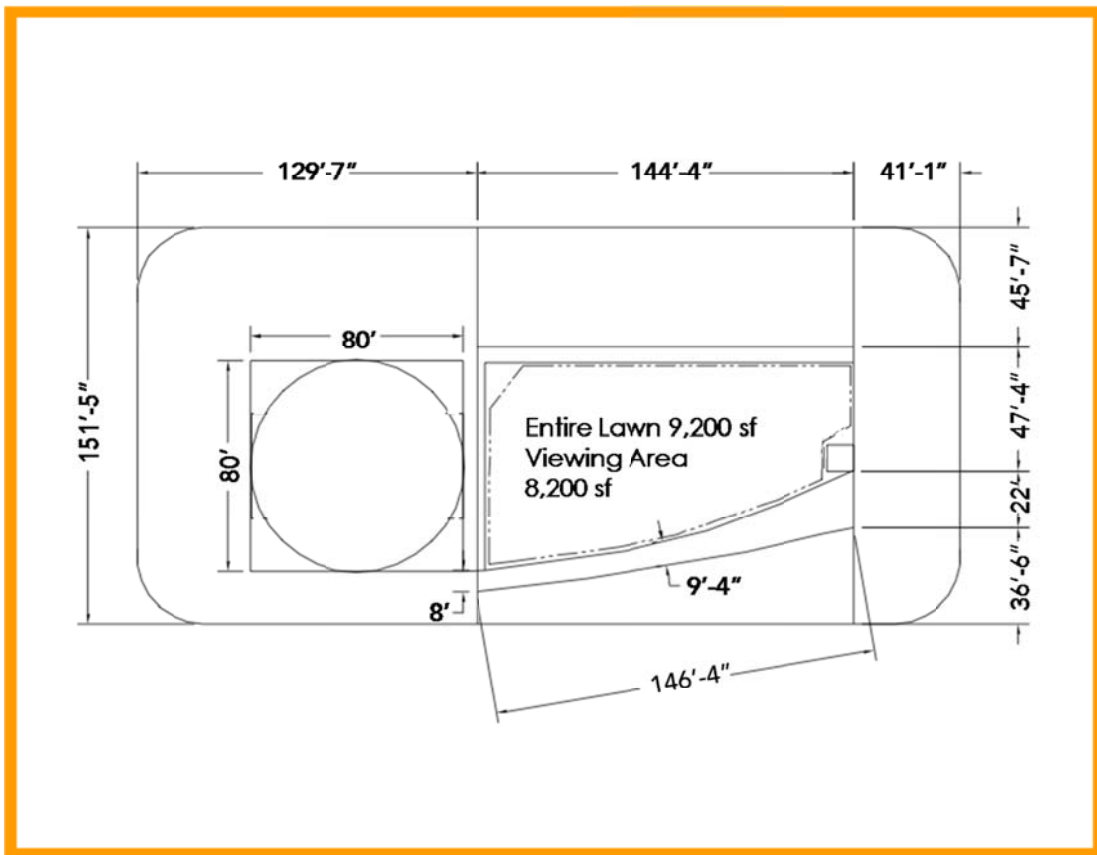
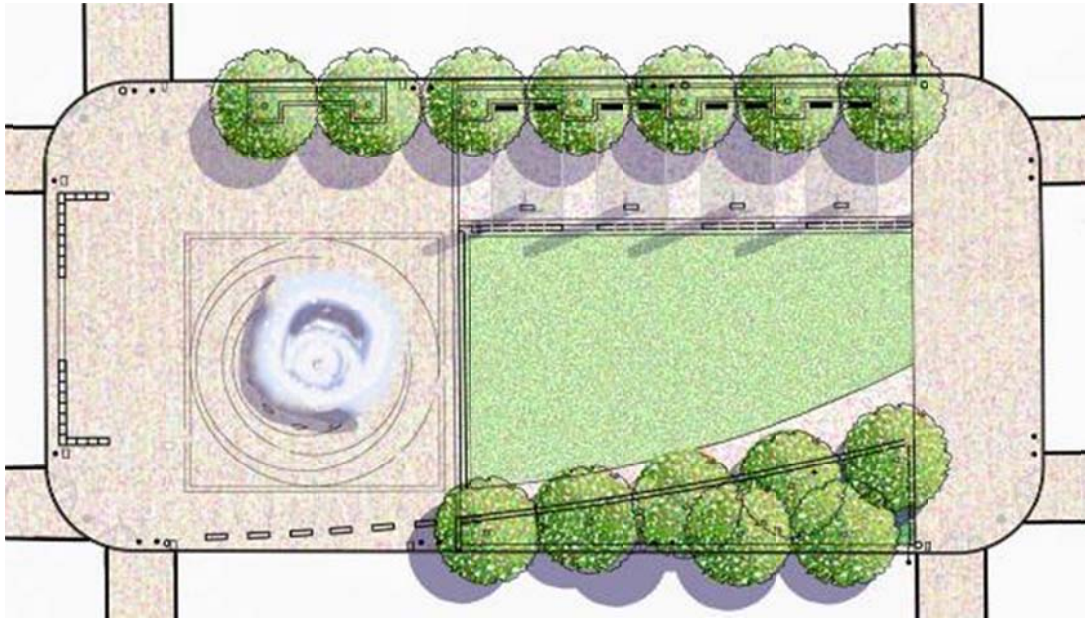
Wharf District Parks

Atlantic Avenue and Christopher Columbus Park to State Street



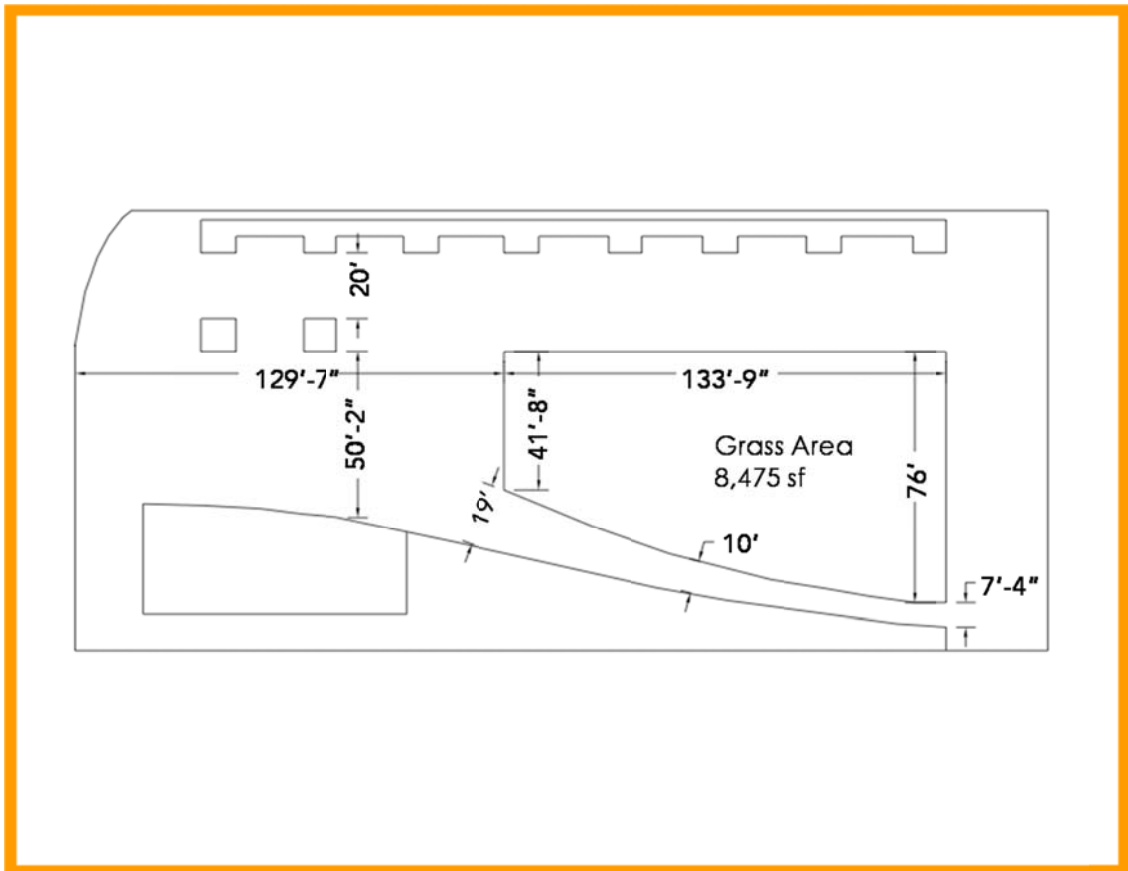
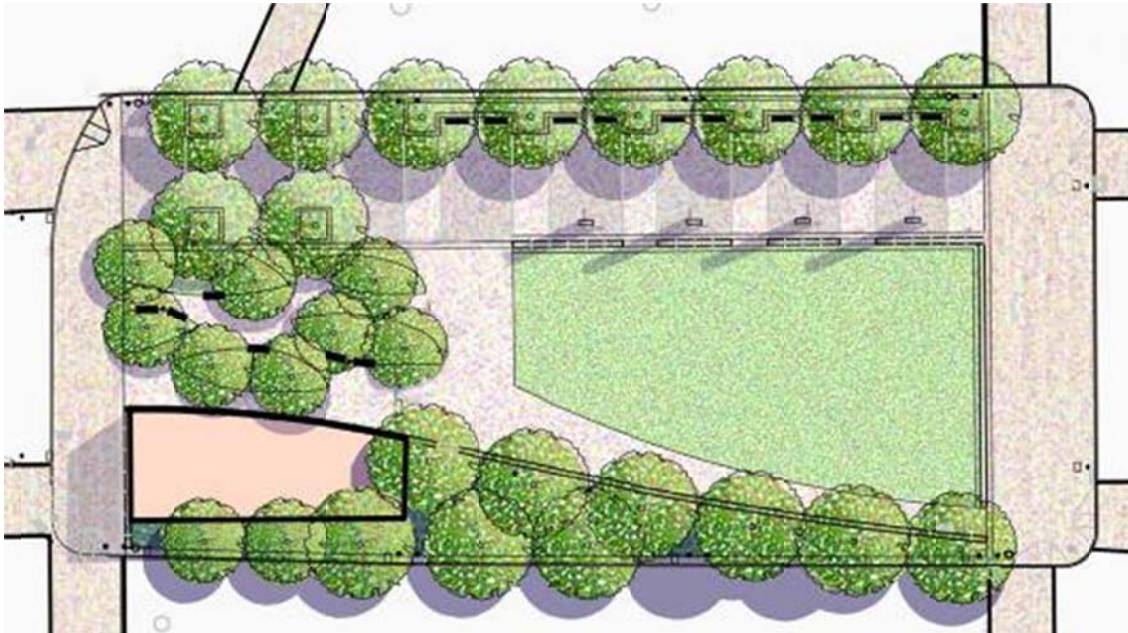
Wharf District Parks

State Street and Central Street



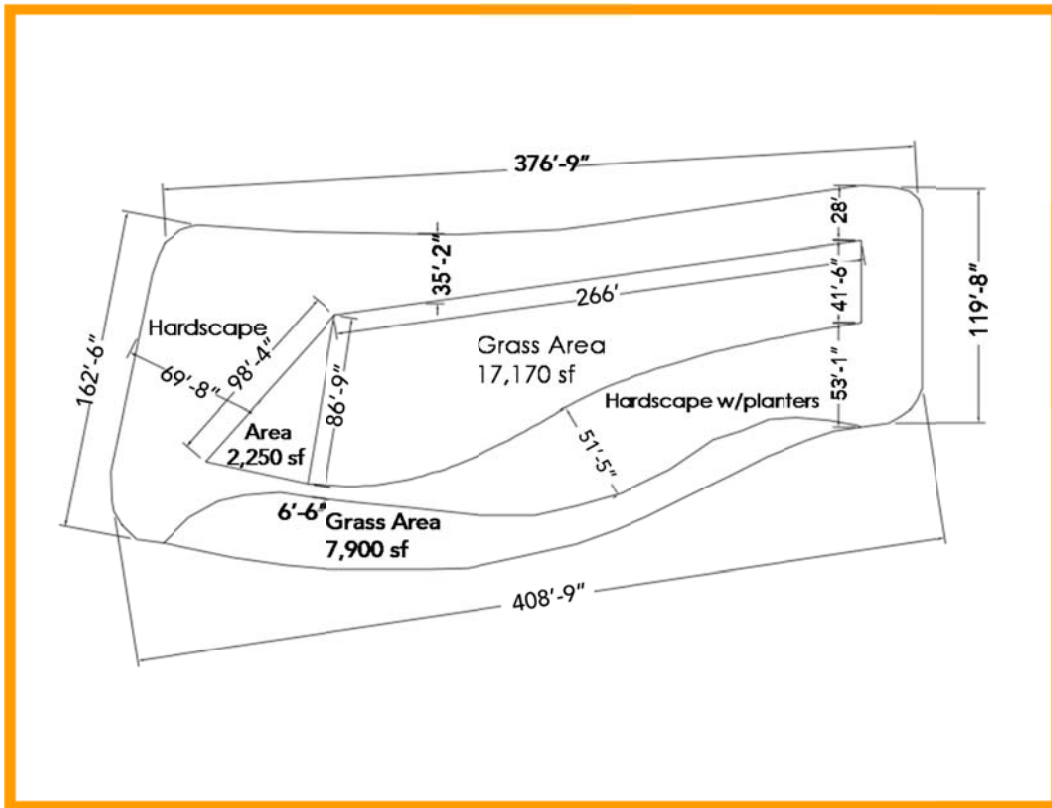
Wharf District Parks

Central Street and East India Row



Wharf District Parks

East India Row and High Street



Wharf District Parks

High Street and Oliver Street



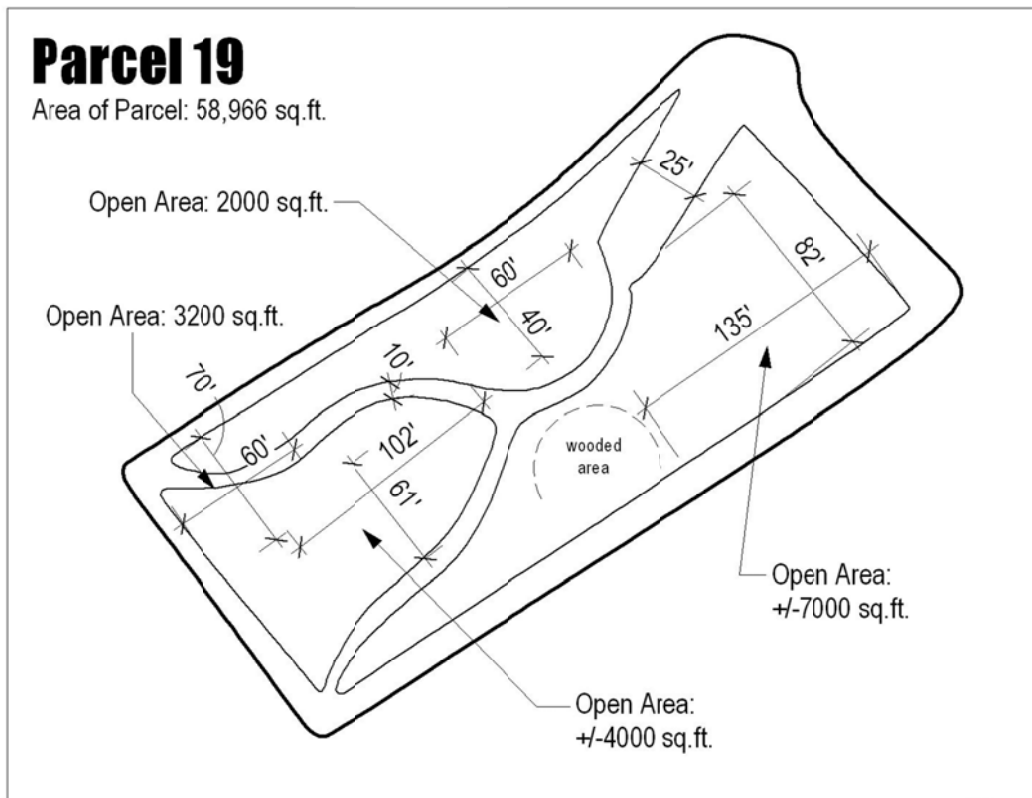
Wharf District Parks

Accessible by MBTA:

- Orange Line: State Street Station
- Green Line: Government Center Station
- Purple Line: North and South Stations
- Blue Line: Aquarium Station
- Red Line: South Station

Fort Point Channel Parks

Oliver Street and Pearl Street



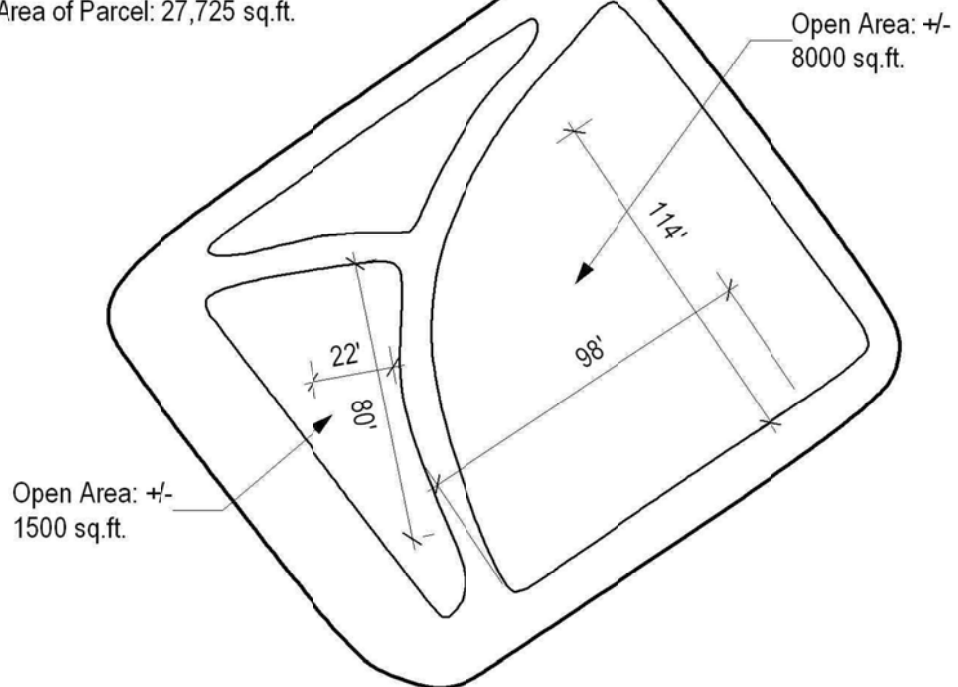
Fort Point Channel Parks

Pearl Street and Congress Street



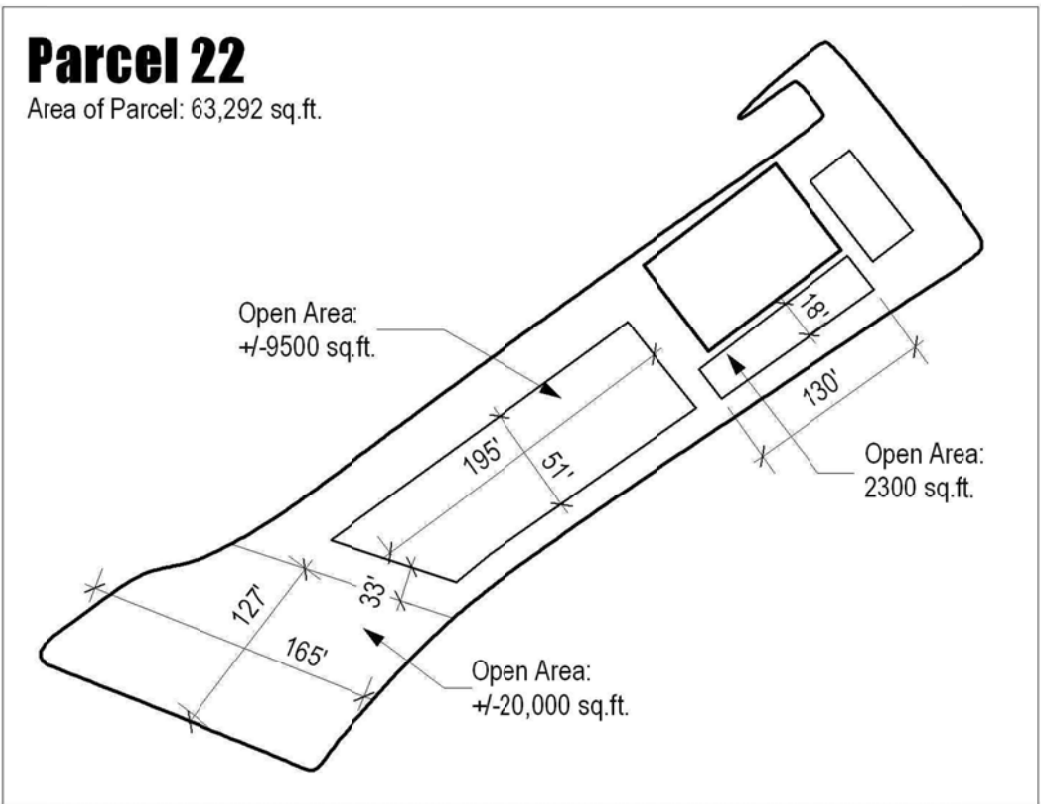
Parcel 21

Area of Parcel: 27,725 sq.ft.



Dewey Square Park

Congress Street and Summer Street



Chinatown Park

Accessible by MBTA:

Orange Line: Chinatown Station, Red Line: South Station, Purple Line: South Station

Silver Line: South Station

Essex Street and Beach Street

