

Western Gateway Park And John and Mary Pappajohn Sculpture Park Use Policies



Park Rules

- Please do not climb or touch the sculptures
- Smoking is prohibited
- No active sports are allowed
- Bicycles and skateboards must be walked through the park
- Commercial photography and videography are allowed in the park only with permit. Personal photography is permitted but may not be used commercially. Contact Des Moines Park and Recreation for Photography Permit
- Private gatherings and group picnics must be pre-arranged and approved by Des Moines Parks and Recreation through the use of a Park Permit application
- Posting of signs and solicitation must be approved by Des Moines Art Center and the Park and Recreation Department
- Alcoholic beverages are allowed in the park only with issuance of a permit
- By city ordinance, owners must have pets on a leash and clean up after them

Event Rules

- Only approved special events and wedding ceremonies are allowed and a Park Permit is required
- Permit holders do not have exclusive use of the park
- Alcohol is only allowed with permission of Parks and Recreation Director (State alcoholic Beverage License may be required, contact City Clerk's office at 283-4209)
- Vehicles or large pieces of equipment are not allowed to drive in park
- Amplified sound is allowed only with a sound permit
- No use of charcoal or gas grills allowed
- No fireworks or sparklers allowed
- No outdoor search lights, site lighting or image projections that may shine into windows of neighboring property are allowed
- Park Permit holder, by signature, understands that Pappajohn Sculpture Park (PSP) reserves the right to rotate, install, or de-install art work at its sole discretion and without notice
- All aspects of Park Permit holder's event must meet the express approval of Park and Recreation authorized staff
- Admission to a private event must be by invitation only. Park Permit holder must provide Park and Recreation staff with an accurate count of event guests prior to and after the event
- Park Permit holder or his/her representatives shall provide clean-up services during and following catered events. All areas where food and beverage service is being provided shall be kept by Park Permit holder or his/her representatives in a clean, orderly and sanitary condition at all times and must be returned to original condition at the end of event
- No liquid (beverage, grease or cleaning material) shall be dumped onto paved, turf or plant bed areas prior to, during or after event but rather must be disposed of offsite
- In the event of damage from the rental, the Park Permit holder or his/her representatives will be responsible for all repair/replacement and associated expenses

Decorations

- Candles other than votive candles are not allowed; food container warming materials are allowed
- Rice, confetti, rose petals, bird seed, etc. are not permitted to be thrown into the air/ground
- Hanging or otherwise attaching decorations to lighting fixtures, park signage, trees, shrubbery, plants or art work is not allowed
- Stakes of any type or for any purpose are not allowed in grass

Set Up/Tear Down

- The Pappajohn Sculpture Park (PSP) is open 6:00 a.m. – midnight daily year-round. All personnel must be aware of and heed park visitors at all times. Logistics must be coordinated with Parks staff and security
- Fencing is allowed, but must be approved by Parks staff prior to installation
- Park Permit holder or his/her representatives are responsible for ensuring that their personnel and vendors comply with the Agreement and these policies and guidelines

Security

- PSP has 24-hour security on site provided by Nationwide, but these officers do not work events
- Off-duty police officers may be required by the City for security purposes at the sole expense of the Park Permit holder or his/her representatives

Parking

- Metered off-street parking is available on Locust Street, Grand Avenue and 15th Street and parking ramps are available in the area. Check www.downtowndesmoines.com/i_want_to_get_around_town/where_to_park.php
- Valet parking arrangements are at the discretion of the Park Permit holder

Booking and Payment

- The Park and Recreation Department will enter into a park permit agreement only with the actual sponsor of the event
- Bookings are available solely through the Park and Recreation Department
- Reservation confirmation requires a 25% deposit, with the full balance payable thirty days prior to event
- Cancellations for any reason will not result in reimbursement of deposit or full payment; Parks will make reasonable effort to accommodate rebooking if necessary.

Western Gateway Park And John and Mary Pappajohn Sculpture Park Facility Use Fees

Space within Western Gateway Park shall be rented by each space/"room" or lawn area. The spaces include the block between 10th and 11th (Library) and 11th and 12th (Pappajohn Higher Ed Center) and the rooms consist of the sculpted lawn areas within the John and Mary Pappajohn Sculpture Park (e.g. Nomade, T8, Back of Snowman (Black & White), etc.) Park events where general recreational use of a portion of the park is prohibited or limited to the general public shall be charged the following fees and charges. The park shall at all times be open to the general public.

Fee Schedule

Item	Fee	Date Due
Facility Use Outdoor rooms	\$1,500 / half-day (6 hours)	25% deposit at booking, balance due 15 days prior to event
Facility Use Outdoor rooms	\$3,000 / day	25% deposit at booking Balance due 15 days prior to event
Facility Use (lawn areas)	\$500 / day	25% deposit at booking, balance due 15 days prior to event
Set-up/tear down (rooms)	\$500 / half-day (6 hours)	Does not include hours when park is closed
Set-up/teardown (lawn)	\$100 / half-day (6 hours)	
Clean up if required by City	\$40.00 / hour per staff position	Billed to event after event
Seeding if required	\$3.00 / square yard	Billed to event
Sodding if required	\$10.00 / square yard	Billed to event
Repair of Damage	Actual cost for replacement	Billed to event