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City of Beech Grove Park Board
5245 Hornet Avenue
Beech Grove In 46107

Dear Board Members,

In the future, any not-for-profit organizations that wish to use the Park Facilities, should be offered the option of using the facility by paying a nominal fee. This fee would then legally provide the organization with the city's liability insurance. If the entire fee is waived, then a Certificate of Insurance naming the City as additional insured would be required.

The only exception would be if the organization would serve food at their event. The city's liability can not cover any food brought into the building. If food is brought in, they must have insurance on file.

If you have any questions regarding this matter, please feel free to contact me or the City Attorney, Craig Wiley.

Sincerely,

Dan McMillan
Clerk-Treasurer