



# **GUIDELINES FOR MANAGEMENT AND USE OF GULSHAN LAKE PARK**

**Gulshan Society has adopted these guidelines to protect the  
Lake Park for future generations as well as for the  
convenience and safety of current users.**

**Gulshan, Dhaka  
April 2023**



# TABLE OF CONTENTS

TOPIC	PAGE
Purpose of this Guideline	3
Definitions	4
General Use of Park Facilities	5
Park Use Timing	5
General Prohibition	5
Prohibited Use of the Park	6
Special Use of Park Facility for Hosting an Event	6
Branding	7
Violations and Penalty	7
Children's Play Area	7
Display of Notices	8

## **Annexure:**

Application Form for Park Permit for hosting events  
Permit format





# PURPOSE

The purpose of these guidelines is to provide an effective legal and administrative framework, in conjunction with the agreement signed between Rajdhani Unnayan Katripakha (RAJUK) and the Gulshan Society where the Society has been given the responsibility “to maintain, protect, improve and develop the Lake Park”, to ensure that the way in which the Gulshan Society controls and manages the Lake Park is environmentally sustainable and safeguards the long-term interests of the whole community of the area; and to clearly define the rights and obligations of the Lake Park users in relation to the use of the Lake Park and its facilities.

# DEFINITIONS

**Authorized Official** means a person who is authorized and empowered by Gulshan Society to implement and enforce the provisions of these Guidelines;

**Children** means a person between the ages of two and twelve (2-12);

**Event** means any celebration, activity or gathering open to the public using the park or park facilities;

**Executive Committee** means an Executive Committee elected for running the affairs of the Gulshan Society for a term of two years as provided for in Article 2 of the Articles of Gulshan Society.

**Gulshan Society** means the Society created through the Memorandum of Association and Articles of Gulshan Society and registered under the Societies Registration Act XXI of 1860 on 23rd May, 2002.

**Lake Park Development and Management Committee** means the Standing Committee of that title constituted by the Executive Committee as provided for in Article 3A of the Articles of Gulshan Society.

**Park** means the Lake Park in Gulshan as defined in the MOU signed between the Gulshan Society and Rajdhani Unnayan Katripakha (RAJUK).

**Park Facility** shall include, but not necessarily be limited to, any building, sports field, basketball or tennis courts, playground, amphitheater, walkway, garden, lake, pond, children's play area, library or other improved park area within the recognized boundaries of the Lake Park;

**Park User** means any person availing of park facilities or a person, group, organization or other entity seeking or engaged in additional, special or extra use of parks and facilities;

**Permit** means the written approval of the Society allowing special use of the park and its facilities;

**Program** means a series of activities, courses or events designed to provide recreational, cultural, educational, leisure or other opportunities to the public;

**Sexual Harassment** means, but not limited to, verbal or physical sexual advances, unwelcome sexually motivated comments, verbal harassment or abuse and remarks or gestures of a sexual nature by any person or group of person in the Lake Park.

## **1. General Use of Park Facilities**

Generally, the Park facilities will be available for use by the public for the following activities subject to such conduct and other guidelines as may be notified from time to time:

- a) Walking;
- b) Jogging;
- c) Free hand exercise;
- d) Pure relaxation by taking seats on the seating provided;
- e) Outdoor games for which Park facilities are available;
- f) Fun and frolic by the children at the children's designated area;
- g) Emergency Health/Diagnostic Services;
- h) Other socio-cultural programs and activities to be hosted by the Society that are consistent with its objectives and approved by its Executive Committee (EC);
- i) In addition, the Society may also allow, on a very limited scale, hosting of such events as in (h) by others with the prior approval of the EC;
- j) Other activities as may be approved by the EC.

## **2. Park Use Timing**

- a) From 5 am to 10 pm as per the agreement between RAJUK and Gulshan Society.
- b) The entire Park or a part of it may also be closed for urgent repair or meeting other contingencies.

## **3. General Prohibition**

No person shall within the Lake Park:

- a) Act in a manner which causes a nuisance or is dangerous to life or property;
- b) Deface, damage, destroy or remove any Park property;
- c) Cut, pick, or destroy plants, flowers or fruits;
- d) Bring motorized vehicles such as motorbikes;
- e) Stay overnight in the Park;
- f) Leave poop of the pet animals;
- g) Consume, store or sell any tobacco or alcoholic beverage;
- h) Discharge any fireworks upon or within the Park;
- i) Cook any food inside the Park;
- j) Gamble or collect any cash, donation or subscription from the users of the Park for any purpose whatsoever;
- k) Behave in an indecent or offensive manner or indulge in sexual harassment;

- l) Use Park facilities in a way that unfairly restricts or prevents other Park Users from enjoying those facilities;
- m) Deposit, dump or discard any waste other than in the bins provided by the Society; and
- n) Other activities that are contradictory to the objectives of the Park as set in the MOU signed between RAJUK and the Society.

#### 4. Prohibited Use of the Park:

No person or organization shall within the Park be allowed to:

- a) Use it or any of its facilities for commercial purpose;
  - b) Sell, hawk, offer or display any goods or articles for sale or hire;
  - c) Organize weddings/personal family programs/political rallies;
  - d) Set up temporary or permanent shops;
  - e) Erect, build or assemble any permanent structure, including a hut, tent, screen, bulletin board, pole, stand or stage;
  - f) Use speakers, radios, portable music players etc.
- Exceptions must be approved by Executive Committee of Gulshan Society.

#### 5. Special Use of Park Facility for Hosting an Event

No person shall hold, conduct or venture to organize any activity, celebrations, or programs within the park without first obtaining a written permit from the Gulshan Society.

[A] Organizations or persons may be allowed at designated place(s) within the Lake Park for hosting the following kind of events, and upon issue of permit by the Society:

- a) To organize any rallies in connection with the commemoration of any special occasion chartered by the government or the UN or other agencies under it;
- b) Conduct awareness campaigns, lecture sessions, and the like; and
- c) Conduct shooting events for documentaries and/or other types of films.

The activities must be conducted between 10 AM to 10 PM.

## **[B] Application for a Permit for hosting an Event**

- a) An application for hosting an event must be made to Gulshan Society at least 15 (fifteen) days prior to the proposed date of the event in the prescribed form (Copy attached);
- b) Forms would be available at the Society Office;
- c) For the development and maintenance work of the Park, the Society would welcome donations from the applicant/organizer of such events;
- d) The Society must consider the application within a reasonable time and will either-
  - i. Refuse the application on valid ground; or
  - ii. Grant permission in writing to the applicant subject to such conditions as the Society may consider appropriate.
- e) For approved events, where large speakers are used, they must be tested in advance so as to cover only the area in which the event is being hosted. The volume cannot disturb other areas of the park and the neighbouring areas of the park.

## **[C] Authorized Office-bearer for granting a Permit**

Subject to fulfilment of all the conditions, the President is authorized to grant the issuance of the permits.

## **6. Branding**

All third-party branding must be approved by Gulshan Society and follow prescribed formats of the Society in the spirit of upholding the purpose and guiding principles of these Guidelines.

## **7. Violations and Penalty**

Compliance with the provisions set forth in these Guidelines is mandatory and is a prerequisite to the use and enjoyment of the Park facilities. Violation will result in action by the Society which may include, but is not limited to, the following:

**In cases connected with general use of park facilities:**

- a) Written warning;
- b) Banning entry from any facility; and
- c) Lodging formal complaint, if necessary, with the police.

**In cases connected with special use of park facilities:**

- a) Cancellation of the permit;
- b) Blacklisting of the violator for an indefinite or specific period; and
- c) Asking the permit holder to restore or rehabilitate the damaged or defaced area to the satisfaction of the Society at their cost.

**8. Children's Play Area**

- a) Children shall have unrestricted access to the Children's play area accompanied by a supervising adult; and
- b) Gulshan Society does not supervise the personal safety and security of park users including children and assumes no responsibility for their safety and security.

**9. Display of Notices**

A notice board will be maintained by the Society to inform park users of all events. Lake Park Management and Development Committee shall display, among others, notices as may be required under these Guidelines, such as:

- a) The hours of operation for general use such as walking, jogging and relaxation, use of the Children's play area and Health/Diagnostics services, if any;
  - b) Closure of the Park or any part thereof as and when necessary; and
  - c) Any other information Gulshan Society considers important for Park Users.
  - d) All notices must be approved by the Lake Park Management and Development Committee before placement on the Notice Board.
- a) Cancellation of the permit;
  - b) Blacklisting of the violator for an indefinite or specific period; and
  - c) Asking the permit holder to restore or rehabilitate the damaged or defaced area to the satisfaction of the Society at their cost.



# Gulshan Society

Apt. # A-1, House # 7/B,  
Road # 103, Gulshan, Dhaka-1212

Annexture: "A"

## Application for Park Permit

Name/Type of Activity/Event:

Activity/Event Date(s):

Time: From

To

Anticipated Attendance/Crowd (participants & spectators):

Preferred Location of the Park:

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**If the activity/event is proposed to be conducted for or on behalf of, an organization/ institution/entity, please complete this section**

Name of the Organization/Institution/Entity:

Headquarters Address:

Registration No with date:

Land Phone No.:

Mobile No.:

Fax No.:

E-mail Address:

Applicant's Name and Designation:

Contact details (If different from the above):

Land Phone No.:

Mobile No.:

Fax No.:

**If the activity/event is being sponsored by a person or organization, please also complete this section (indicate N/A if not applicable):**

Name of Sponsoring Person or Organization:

Mailing Address:

Land Phone No.:

Mobile No.:

Fax No.:

E-mail address:

**Describe in detail the type of activities/events which will occur.**

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Required Information (Please circle item and explain)	Yes	No	If yes, please provide details
Will recording and/or sound amplification equipment be used.			
Will utilities (electric) be required? If yes, a fee will be charged for staff assistance.			
Will any type of food sold or consumed (circle item(s))? Will any other product be sold?			
Are you requesting that washrooms be kept opened?			
Will banners, signs, or other attention-getting devices be used? If yes, provide type, dimensions of and description of materials.			

Special requests other than those noted:

I represent and warrant that the purpose of the proposed activity/event and conduct of the permittee and the participants shall conform to all requirements of rules and regulations for the use of the park and park facilities. I acknowledge that failure to observe such rules and regulations will result in an immediate revocation of the permit.

Signature of Applicant \_\_\_\_\_ Date \_\_\_\_\_



**Permit for Special Use of Gulshan Lake Park**

No.:

Date:

To:

Dear Sir/Madam,

1. With reference to your application dated \_\_\_\_\_, the undersigned is pleased to inform that the Society has been pleased to allow you to host the said event within the Lake Park premises of the following description:

- A. Name/Type of Activity/Event:
- B. Date and Time duration:
- C. Location of the Park:
- D. Anticipated Number of participants and spectators:
- E. Approval of Special requests for use of:

Items	Yes	No
Sound Amplification		
Use of Electricity		
Consumption of Food		
Banners, signs		
Other (Specify)		

2. Please note that you have been allowed to host this event within the Lake Park subject to the following conditions:

You are not allowed to:

- (a) Host this event at any place other than the approved location;
- (b) Deface, damage, destroy or remove any Park property;
- (c) Cut, pick, or destroy plants, flowers or fruits;
- (d) Use Park facilities in a way that restricts or prevents other Park Users from walking/jogging;
- (e) Deposit, dump or discard any waste other than in the bins provided by the Society;
- (f) Use the event for commercial purpose;
- (g) Organize weddings/personal family programs/political rallies;
- (h) Set up any temporary or permanent shops;
- (i) Erect, build or assemble any permanent structure, including a hut, tent, screen, bulletin board, pole, stand or stage;
- (j) Consume, store or sell any tobacco and/or alcoholic beverage;

- (k) Use any sound equipment, including a radio, portable hi-fi or stereo, unless permitted above;
  - (l) Discharge any fireworks upon or within the park;
  - (m) Cook any food inside the park; and
  - (n) Gamble or collect any cash, donation or subscription from the users of a park.
3. Compliance with the conditions set forth in this permit is mandatory and is a prerequisite to the hosting of the special event. Violation will result in action by the Society which may include, but is not limited to, the following:
- (a) Cancellation of a permit;
  - (b) Blacklisting the Organizer for a specific period; and
  - (c) Asking the permit holder to restore or rehabilitate the damaged or defaced area to the satisfaction of the Society at their cost.
4. Gulshan Society earnestly believes that you will host this event by complying with the conditions and would take extra care to maintain the proper environment of the Park.

By order of the authority,

[Deputy General Manager]

Copy to:

- 1 President Gulshan Society
- 2 Secretary General Gulshan Society
- 3 Convenor, Lake Park Management Committee
- 4 Security Supervisor, Lake Park





# GULSHAN SOCIETY

Flat # A-1, House # 7/B, Road # 103, Gulshan-2, Dhaka-1212, Bangladesh  
Phone: 8802-222281375, Cell: 01715882117, Email: [gulshansociety@gmail.com](mailto:gulshansociety@gmail.com)  
[www.gulshansociety.com](http://www.gulshansociety.com)