

**PARKS & RECREATION  
PARK FACILITY RESERVATION POLICY**

**I. INTENT**

- A. To establish uniform criteria and procedures for the reservation and use of park facilities owned by the City of O'Fallon.
- B. Permit individuals, groups or organizations to have exclusive use of a designated area or facility during the reservation period only.
- C. Facilitate the scheduling of maintenance and repair of facilities.
- D. Permit the planning and implementation of events and programs in which a large number of people are expected to participate.
- E. Establish the general guidelines for the implementation and administration of this policy.
- F. Insure a minimum of conflict between individual, group or organizational use of specific facilities.
- G. It is NOT the intent of the Reservation Policy to approve the use of public facilities for personal gain or profit or to practice or permit any form of discrimination.

**II. FACILITY FEES**

- A. The facility use fee for indoor facilities is charged with a minimum usage time of two hours. The use fees must be paid at the time the reservation is made.
- B. The facility use fee for outdoor facilities is charged on an all day rental. The use fees must be paid at the time the reservation is made.
- C. A Refundable Security/Damage deposit is required. If facility is left clean, undamaged and user does not exceed approved time or conduct activities which have not been approved then the deposit will be refunded. If policies, procedures or rules are not followed the deposit may not be returned. Refunds may take up to 30 days to receive.
- D. **Security/Damage Deposits:**
  - A. Indoor Use without alcohol - **\$75.00** /Indoor Use with alcohol - **\$200.00**
  - B. Special Permit Deposits covered in Section VII.
- E. A not for profit organization holding an event that is free, open to the public, and booked by an O'Fallon Resident may have their fee waived or reduced by the Director of the Parks and Recreation Department.
- F. Catering fee is required if you hire a catering company to provide service in the facility and the caterer must provide proof of liability insurance. (See insurance requirements.)
- G. Late fee for permit requests made seven or fewer days before the day of the event is \$40.
- H. Checks are to be made out to: City of O'Fallon.
- I. All deposits must be paid before the confirmation is issued for the facility.

**III. USE OF FACILITIES BY NON PROFIT/CO-SPONSORED ORGANIZATIONS**

- A. Not for Profit groups are Civic Clubs and organizations with a 501(c)(3) status or letter of incorporation in the State of Missouri.
- B. To be approved by the City, the organization must present proof of its 501(c)(3) or incorporation status.
- C. Examples of groups covered by these guidelines include Boy Scouts, Girls Scouts, civic organizations, youth sports associations, Garden Club, etc.
- D. Churches are covered by the non-profit guidelines.

**IV. POLICY (all facilities)**

- A. You must be 21 years of age to reserve a facility.
- B. Reservations will be considered on a first come, first served basis.
- C. Reservations can be made no more than 1 year in advance.
- D. Reservation cancellations must be made at least 7 days prior to the reservation.
- E. The O'Fallon Parks and Recreation Department reserves the right to accept or reject any reservation request or to cancel a reservation at any time, including the right to terminate a reservation during the activity if conditions so warrant in the sole judgment of the staff of the Parks & Recreation Department. No refunds will be given for termination during activity.
- F. In an effort to make facilities available for everyone, multiple reservations will not be permitted (only one reservation at a time per household/group).
- G. Facilities may not be reserved for an extended series of dates (Mon. – Wed., etc.).
- H. Facilities must be left in good, clean condition when the activity is complete. All equipment and decorations must be removed at the end of the reservation.
- I. Individuals and organizations reserving facilities shall be responsible for all damages to the facility and/or equipment that occur as a result of the reservation. The individual making the reservation must be on site at all times throughout the length of the reservation. Failure to pay fees for damaged property will result in the cancellation of future reservation privileges in addition to any and all other remedies available to the City.
- J. Individuals and organizations reserving and using facilities must comply with all applicable rules, ordinances and laws. Gambling is not allowed. Failure to comply may result in termination of reservation, denial of any subsequent use of facilities and/or forfeiture of the reservation fee in addition to any and all applicable consequences.
- K. Plans to have an event requiring a Special Event Permit, a public event or special activities (dunking booths, bounce houses, entertainment, etc.), requests for live animal entertainment (petting zoos, pony rides etc.) and request for amplified music must receive prior approval (30 days in advance) from the Director of Parks and Recreation or his/her designee. Vendors must provide an acceptable current certificate of insurance to the department as a means of showing proof of liability coverage. The City and O'Fallon Parks Board shall be named as additional primary insureds and any required endorsements shall be provided. Staff reserves the right to deny special activities of a hazardous nature or those that might create a disturbance for the neighborhood in which the facility is located.
- M. The use of **banners and/or advertising of private functions is prohibited** on City of O'Fallon property. Directional signs may be approved by the Director of Parks and Recreation or his/her designee. The Department must be advised of any advertising for an event. Approval is required before using the name of the City in any advertising. City phone numbers shall not be included.
- N. **The sale or distribution of food or drink at a public event will require a permit** from the St. Charles County Health Department. Use of an outside vendor for public or private events will require an acceptable Certificate of Insurance naming the City of O'Fallon and O'Fallon Parks Board as an additional primary insured. Therefore, notification of the intention to sell or distribute such items must be provided to the Parks and Recreation Department and approval must be obtained 30 days in advance.
- O. **The sale or distribution of alcohol at a public event will require a liquor license** from O'Fallon, St. Charles County and the State of Missouri. Use of an outside vendor for public or private events will require an acceptable Certificate of Insurance naming the City of O'Fallon and O'Fallon Parks Board as an additional primary insured and any necessary endorsements must be provided. Therefore, notification of the intention to sell or distribute such items must be provided to the Parks and Recreation Department and approval must be obtained 30 days in advance.

- P. Sales of merchandise are not permitted without prior approval 30 days in advance by the Director of Parks and Recreation or his/her designee.
- Q. No vehicles are allowed inside the facility, on any turf areas, in corridors, on patios or in any location other than the parking lot except upon express written authorization from the Director. Unauthorized vehicles are subject to citation and towing.
- R. The location of all vendors, booths, barbecue equipment, portable restrooms, and any other special equipment desired by your organization must be proposed on a Site Plan and approved, in advance, with the Parks and Recreation Director. If they are not submitted and approved, they are NOT ALLOWED and must be removed upon demand by City staff or the O'Fallon Police Department
- S. Unleashed pets are not permitted in the parks. No amplified music, use of musical instruments, radios, or Public Address System testing or use allowed before 9:00am or after 8:00pm. in outside facilities and care shall be taken so that speakers are not directed at residences.
- T. No glass containers allowed.
- U. No holes may be dug. No permanent fixtures may be attached.

## V. CIVIC HALL RENTAL PROCEDURES AND POLICIES

- A. Obtain a Facility Request Packet from the Parks and Recreation Office. This packet can be obtained one of two ways:
  - a. In person at the Parks and Recreation Office in the Krekel Depot. Please fill out the form completely and have it *signed by authorized personnel*.
  - b. Online at [www.ofallon.mo.us](http://www.ofallon.mo.us). Be sure to *print a full copy* of this information packet.
- B. *Print* and fill out the Recreational Facility Request Form found at the end of the Facility Request Packet. Fill out the form *completely*, including the *date* and *time* for the request, as well as your *contact information* at the bottom. Failure to fill out the form completely will prolong the process.
- C. *Return the Recreational Facility Request Form* to the Parks and Recreation Office.
- D. Once all the materials arrive at the Parks and Recreation Office, your request will be processed and you will be contacted by a member of the staff.
- E. Completion of all the paperwork does not guarantee approval of request.
- F. Reservations for the purpose of deriving profit or gain are prohibited.
- G. Reservations for facilities must be made in person.. All fees must be paid at the time of the booking.
- H. The number of persons meeting at a facility shall not exceed the maximum number permitted according to fire code regulations. Fire code regulations do not necessarily ensure comfortable use of the facilities. It is recommended that a customer discuss the nature of the event with the Parks and Recreation Department Secretary. Customers are required to closely estimate the attendance on the reservation application.
- I. Basic set up and cleanup is handled by City personnel. Personal decorations and equipment are the responsibility of the organization or individual to set up during the allotted rental time.
- J. Individual or organizations must provide a minimum of two adult chaperones for youth functions of 40 or less. One additional chaperone must be provided for each additional 20 participants. Youth are defined as anyone under the age of 21.
- K. **Private or Public** functions inside Civic Hall with an estimated **attendance over 100** and when alcohol is on the premises are required to provide their own **O'Fallon off duty police officer by calling Lieutenant John Neske at 379-5631. Cost is \$25/hour.**
- L. If you rent only one room and there is also an event going on in the other room, your group needs to be respectful of them and they of you.
- M. Please do not dump GREASE (or other foreign objects) down any sink drains. Failure to comply will result in a loss of your deposit and charges for any remaining repair costs incurred.
- N. Nails, screws, thumb tacks, etc, must not be used to attach decoration to the walls or ceilings. Failure to comply will result in a loss of your deposit and charges for any remaining repair costs incurred.
- O. Glitter, rice, bird seed, confetti and the like cannot be used as table top decorations or for throwing. Failure to comply will result in a loss of your deposit.
- P. The storage of any equipment or other accessory items belonging to the users is not permitted. The Parks and Recreation Department is not responsible for any equipment or other accessory items left at the facility at any time. Items left behind will be deemed abandoned.
- Q. Smoking is not allowed in any indoor city facility.
- R. All lights must be turned off and the facility secure before leaving. Failure to do so will result in forfeiture of deposits and the cancellation of future reservation privileges.

## VI. Fee Waiver Guidelines

Organizations requesting a waiver or reduction in fees of Civic Hall or any O'Fallon Parks Pavilion must provide the following information in writing to the Director of Parks and Recreation prior to a decision being made.

### I. General Guidelines

- A. Proof of Not for Profit Status
- B. Advertisement that the event is open to the public & free must be provided for consideration of a complete waiver.
- C. Not for Profit Organizations must service the public of the City of O'Fallon and the person reserving the facility must be an O'Fallon Resident.
- D. Must provide proof that the event will benefit the public, not a specific organization for a complete waiver.
- E. On occasion, the City of O'Fallon may elect to co-sponsor community-wide events. In this instance, all fees including rental, cleaning and direct staff costs may be waived.
- F. The Director of Parks and Recreation has the discretion to deviate from these guidelines when deemed applicable upon review with the President of the Parks Board.

### II. Fee Waived Completely

The following must all apply for a fee to be entirely waived for any of event.

- A. In order for an event to qualify for rental fees being waived, it shall be of a nature whereby the benefit of the event will potentially serve the entire community and/or involve all City residents who are interested in this event. Any applicable deposits will still apply. "No shows" will forfeit any deposits.
- B. All organizations requesting a fee waiver must first do so in writing addressed to the Director of O'Fallon Parks and Recreation. The content of said letter should include date and time of event, facility requested and a brief description of the event to be held. All requests will be considered and addressed by the Director or addressed at the next regular monthly meeting of the O'Fallon Parks and Recreation Board if necessary. A Certificate of Insurance in keeping with the City of O'Fallon's current guidelines must accompany this request.
- C. Any damages to facilities or additional cleaning that must be performed to restore facility to original condition will be charged to the user. In the event that repair and/or cleaning costs exceed the deposit amount, users group will be held financially responsible and billed accordingly.
- D. Not For Profit Organizations can reserve any Pavilion Monday – Friday (excluding holidays) during the evening hours for a 2 hour time period free of charge for a private meeting type function where no fee is charged. Organizations must assist with clean up.

- E. Not For Profit Organizations can reserve Civic Hall (small and medium rooms only) Monday – Friday (excluding holidays) during the evening hours free of charge for a private meeting type function where no fee is charged **if there is a paid function in operation during the same time period in another room.** Organizations must assist with clean up.

III. Fee Reduced

The following organizations can request a partial reduction in rental fees:

- A. A Not for Profit Organization holding a fundraiser where the proceeds benefit the community as a whole and not a specific person or group may request a 30% reduction in the rental rate. This organization is responsible for assisting with clean up.
- B. Non for Profit fundraisers benefiting a specific person or group will be required to pay the full rental rate.

IV. Parks Board Approval Required

The following requests would require approval from the Parks Board.

- A. Fundraisers for a benevolent cause.
- B. Corporations requesting a fee waiver for a special event for the community.

## VII. Special Event Permit

A special event permit will be required to cover any activity or rental not covered above. There is a partial listing below of special events that is not intended to cover all possibilities. Applications to conduct a special event must be submitted to the Director of Parks and Recreation according to the chart below.

Classification	Expected Participants	Facility Used	Application Received
Small Event	Less than 100	Designated Area	30 days out
Medium Event	101 – 500	Designated Area	90 days out
Large Event	501 – 1000	Designated Area	90 days out

### I. Small Event

#### A. Camping

- a. Organized Not for Profit groups only.
- b. Maximum group size is 50. One adult for every 10 kids is required.
- c. Fort Zumwalt Park – designated area by rear restrooms (no electric)
- d. Permit is for a 24 hour period including one night.
- e. Tent camping only.
- f. No fire pits are to be dug. Portable fire pits may be brought in.
- g. Camping is permitted March through November Fridays – Sundays.
- h. All regulations in Chapter 22 of the O'Fallon Municipal Code for Parks and the O'Fallon Parks and Recreation Facility Use Policy must be complied with.
- i. All activities must be approved by the Director of Parks and Recreation or his/her designee.
- j. A reservation fee and security deposit will be assessed on the organization requesting the camping location depending on the size of the group. This fee will include exclusive use of the camping area, clean restrooms, picnic tables and trash cans and police patrol.
  - i. Groups of 10 or less the reservation fee is \$125 for O'Fallon Residents and \$140 for non residents, refundable security deposit of \$25.
  - ii. Groups of 11 – 25 the reservation fee is \$150 for O'Fallon Residents and \$165 for non residents, refundable security deposit of \$50.
  - iii. Groups of 26 – 50 the reservation fee is \$175 for O'Fallon Residents and \$195 for non residents, refundable security deposit of \$75.

#### B. Weddings

- a. Fort Zumwalt Park Chimney area (no electric)
- b. Permit is for a 2 hour time period.
- c. Maximum group size is 100.
- d. All activities must be approved by the Director of Parks and Recreation or his/her designee.
- e. Parks Department does not supply any tents, tables or chairs.
- f. A reservation fee of \$70 for an O'Fallon Residents and \$80 for a non resident, refundable security deposit of \$50 will be assessed on the person requesting the wedding location.

- C. Other events that are not included in this Park Reservation Policy or the Athletic Field Policy will be reviewed on a case by case basis. Direct costs will be covered by person/organization requesting use.

## II. Medium Events

- A. Private or public events that fall outside the normal use area of pavilions or other areas that can be reserved. (company picnics, car show, organization events etc.)
  - a. Maximum attendance is 500 people.
  - b. Direct costs will be covered by person/organization requesting use.
  - c. Fee will be assessed according to needs of organization requesting use.
    - i. Base fee (area rental, staff and utilities) of \$170 for O'Fallon Resident and \$190 for non residents. Refundable security deposit of \$100.
    - ii. Pavilion rentals are extra if utilized.
    - iii. Additional costs for orange cones, barricades, trash dumpster, additional tables and cans or other necessary items.
  - d. Parks employee will be available throughout event.
  - e. All activities must be approved by the Director of Parks and Recreation or his/her designee.
  - f. City sponsored events and activities have precedence over these type functions.

## III. Large Events

- A. Private or public events that fall outside the normal use area of pavilions or other areas that can be reserved. (company picnics, car show, organization events etc.)
  - a. Maximum attendance is 1000.
  - b. Direct costs will be covered by person/organization requesting use.
  - c. Fee will be assessed according to needs of organization requesting use.
    - i. Base fee (area rental, staff and utilities) of \$210 for O'Fallon Resident and \$235 for non residents. Refundable security deposit of \$200.
    - ii. Pavilion rentals are an additional fee if event size impedes rental of these facilities.
    - iii. Additional costs for orange cones, barricades, trash dumpster, additional tables and cans or other necessary items.
  - d. Parks employees will be available throughout event.
  - e. All activities must be approved by the Director of Parks and Recreation or his/her designee and presented to the Parks board for their approval.
  - f. Event will be coordinated with Police, Fire and EMS and all expenses incurred will be the responsibility of the organization.
  - g. City sponsored events and activities have precedent over these type functions.