

**PARKS & RECREATION
PARK FACILITY RESERVATION POLICY**

The intent of this policy is to establish the administrative procedures for the reservation of park facilities owned by the City of O'Fallon. This policy will provide direction to individuals, groups, or organizations in the process of obtaining a permit for the exclusive use of a designated area or facility during a reserved period of time.

I. General Reservation Guidelines

- A. Reservations will be considered on a first come, first served basis. Reservations for facilities must be made in person. Staff will confirm availability, receive payment, and issue your permit. All fees must be paid at the time of booking.
- B. In an effort to make facilities available for everyone, multiple reservations will not be permitted (only one reservation at a time per household/group) and no more than one reservation per quarter.
- C. Facilities may not be reserved for an extended series of dates (Mon. – Wed., etc.).
- D. To receive the not for profit rate, the organization must present proof of its 501(c)(3) or incorporation status. Examples of groups covered by these guidelines include Boy Scouts, Girls Scouts, civic organizations, youth sports associations, garden clubs, churches, etc.
- E. You must be **21 years of age** to reserve a facility.
- F. Checks are to be made payable to the City of O'Fallon. All fees must be paid before permits are issued.
- G. 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.
- H. Reservation cancellations must be made at least 14 days prior to the reservation. A full refund will be issued less a \$5 processing fee or 10%, whichever is greater. Cancellations made within the two weeks prior to the reservation will forfeit all rental fees, including any damage deposit.
- I. Facilities must be left in good condition when the activity is complete. All equipment and decorations must be removed at the end of the reservation.
- J. 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.
- K. 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.
- L. 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.
- M. **The sale or distribution of food or drink at a public event will require a permit** from the St. Charles County Health Department. **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 as an additional primary insured for \$2 million per occurrence. Therefore, notification of the intent to sell or distribute such items must be provided to the Parks and Recreation Department. Final approval and permits must be submitted 30 days in advance.
- N. Sale of merchandise is not permitted without prior approval 30 days in advance by the Director of Parks and Recreation or his/her designee.
- O. No unauthorized vehicles are allowed inside Park facilities, on any turf areas, in corridors, on patios or in any locations other than the parking lot. Unauthorized vehicles are subject to citation and towing.
- P. **This policy will not permit the use of public facilities for personal gain or profit or to practice or permit any form of discrimination.**
- Q. **All facility rentals and reservations must comply with all city ordinances in addition to these guidelines.**

II. FACILITY POLICIES - PAVILIONS

- A. The facility use fee for pavilions is charged for all day rentals. Pavilion reservations are made within the current calendar year. Reservations can be made beginning January 1 of the current calendar year.
- B. Any event whose activities extend beyond normal pavilion use are required to obtain a **Special Event Permit**.
- C. An event open to the public or providing special activities (dunking booths, bounce houses, entertainment, etc.), requests for live animal entertainment (petting zoos, pony rides etc.), or a request for amplified music must receive approval a minimum of 30 days in advance from the Director of Parks and Recreation or his/her designee.
- D. Individuals and Organizations must provide a current certificate of insurance naming the City of O’Fallon as an additional insured for \$2 million per occurrence from all service providers. 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. Placement permission will be granted. Park requested must have an area deemed suitable for the event.
- E. No vehicles, trailers or other equipment will be allowed on non-paved surfaces without permission from the Director. It will be the responsibility of the renter for any private event to ensure that any special activities will be open to their party only.
- F. 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.
- G. Unleashed pets are not permitted in the parks.
- H. No amplified music, musical instruments, radios, or Public Address system can be operated outside the adopted decibel level in the Sound Ordinance.

Daily Pavilion Fees	Resident/Not For Profit	Non Resident/Corporate
Small	\$25	\$50
Medium	\$35	\$70
Large	\$75	\$150
Corporate	\$100	\$200

Civic Annex Fees: \$40/hour for residents; \$60/hour for non-residents; and a \$50 refundable damage deposit

III. FACILITY POLICIES - INDOOR FACILITIES

- A. The facility use fee for indoor facilities is charged with a minimum usage time of four (4) hours.
- B. A Refundable Security/Damage deposit is required for indoor facility rentals. If facility is left undamaged and user does not exceed approved time or conduct activities which have not been approved, the deposit will be refunded. If policies, procedures or rules are not followed, the refund may not be returned. Refunds may take up to 14 days to receive.
- C. Late fee for permit requests made fourteen (14) days before the day of the event is \$50.
- D. Reservations can be made no more than 1 year in advance for indoor facilities.
- E. Use of indoor facilities by groups or organizations for private special events is limited to one per quarter.
- F. 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. Renters must discuss the nature of the event with the Parks and Recreation Department staff. Renters are required to closely estimate the attendance on the reservation application.
- G. 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.
- H. Individuals 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.
- I. The storage of any equipment or other accessory items belonging to users is not permitted. The Parks and Recreation Department will not accept any deliveries for an event. 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.
- J. Smoking is not allowed in any indoor city facility.

IV. FEE WAIVERS FOR INDOOR FACILITIES AND PAVILIONS

- A. All requests for fee waivers must be in writing and addressed to the Managing Director of Parks and Recreation. Request should include date and time of event, facility requested and a brief description of the event to be held.
- B. Full Waivers :
 - a. Not For Profit Organizations servicing the O’Fallon area can reserve any Pavilion Monday – Thursday (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.
 - b. Not For Profit Organizations servicing the O’Fallon area hosting a half day outdoor event that is free and open to the public.
- C. Partial Waivers (35%):
 - a. A Corporate or Not for Profit Organization **hosting an event** that is free and open to the public. Documentation that this event was advertised as free and open to the public must be provided. Deposits and insurance requirements will remain in effect.
 - b. A Corporate or Not for Profit Organization holding a **fundraiser** where the proceeds benefit the community as a whole not a specific person or group.
 - c. Individuals or Organizations hosting **fundraisers for a benevolent cause**
- D. Fundraisers benefiting a specific group will be required to pay the full rental rate.
- E. 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.

V. **SPECIAL EVENT PERMITS**

A special event permit will be required for private or public events whose activities exceed the normal use area of pavilions or designated areas or any activity or rental not covered in the Facility Use Policy or the Athletic Field Policy. Applications to conduct a special event must be submitted to the Director of Parks and Recreation. Groups or individuals hosting an event that is open to the public must provide a certificate of insurance naming the city of O’Fallon as an additional insured for \$2 million.

- a. A base fee and refundable security deposit will be assessed on the organization making the request. Direct costs will be covered by person/organization requesting use.
- b. Pavilion rentals still apply if utilized or event impedes rental of facility.
- c. Permit is for a maximum of 10 hours per day during normal operating hours.
- d. All activities must be approved by the Director of Parks and Recreation or his/her designee.
- e. Parks and Recreation Department does not supply any tents, tables or chairs.
- f. Additional costs will apply for orange cones, barricades, trash dumpsters, trash cans, electricity usage or other necessary items.
- g. Park employee(s) will be assigned to the event according to the type of permit received. Extra fees will be charged for additional personnel needed for events held during evening and weekend hours.
- h. The City shall receive 10% of gross receipts for sales of any items sold at a special event open to the public including concessions or merchandise. All items must be approved by the Director. Charging admission to any event or activity shall have the prior approval of the Director.
- i. The Parks and Recreation Department will determine security and emergency management requirements. All expenses incurred will be the responsibility of the organization.
- j. The City will make the final decision on all weather related situations, including cancelling the event.
- k. Park Events are not eligible for fee waivers and are limited to one event per month.
- l. Athletic Field Usage is subject to the Athletic Field Policy, in addition to the Special Events Policy.
- m. The Parks and Recreation Department may make additional requirements of the event host if deemed necessary.
- n. City sponsored events take precedent over Special Events.

Classification	Refundable Security Deposit	Special Event Fee Res/ Non Res & Corp	Application Received
Wedding Site up to 100 (Fort Zumwalt Park)	\$50	\$70 / \$95 (2 hour time period)	30 days out
Small Event up to 100	\$50	\$70 / \$95 Daily rate	30 days out
Medium Event up to 250	\$100	\$170 / \$230 Daily rate	90 days out
Large Event up to 500	\$200	\$210 / \$285 Daily rate	90 days out
Park Event <u>Over 500</u>	\$500	\$500/\$675 Daily rate	120 days out
Disc Golf Tournament Limited to one weekend a month, first come, first served, maximum 100 people	\$50	\$100/\$125 Daily rate	30 days out