

## Parks and Recreation

### Park Facility Reservation Policy

The intent of this policy is to establish administrative procedure for reserving City of Farmington park facilities. Individuals, groups and organizations may use this policy for direction in obtaining a permit for exclusive use for city facilities.

#### I. General Reservation Guidelines

- a. All pavilions are reserved on a first come – first served basis, except in situations where the City has precedent or cause to preempt the schedule. Pavilions may be used at unreserved times within the regulations governing open park use.
- b. Reservations for facilities must be made in person or over the phone. Staff will confirm facility availability, receive payment and issue your valid paid receipt to be used as proof of reservation.
- c. Facilities may not be reserved for a series of dates unless approved by the director his/her designee.
- d. To receive a not for profit rate, the organization must provide proof of its 501(c)(3) or incorporation status. Examples include: Boy Scouts, Girl Scouts, civic organizations, garden clubs, youth sports associations, churches.
- e. You must be 18 years of age to reserve a facility.
- f. Checks are made payable to the City of Farmington. All fees must be paid before permits are issued.
- g. The Farmington Parks and Recreation reserves the right to accept or reject any reservation request or 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 and Recreation Department. No refunds will be given for termination of activity.
- h. Reservation cancellations must be made at least seven (7) days prior to the reservation. A full refund will be issued less a \$5 processing fee or 10% whichever is greater. Cancellations made within a week will not be refunded. Refunds will be given when the express needs of the City require cancellation.
- i. Facilities must be left in good condition. All equipment and decoration should be removed at the end of reservation.
- j. Individuals and organizations reserving facilities shall be responsible for all damages to facility and/or equipment that occur as a result of the reservation. The individual making the reservation shall be onsite during the entire length of the rental. Failure to pay fees for damage to property will result in cancellation of future reservation privileges in addition to any and all remedies available to the city.
- k. All park rules and regulations and City Ordinance's are in effect and in full force.
- l. The parks and recreation department must be notified of any advertising for event. Approval is required before using the name of the city or any of its facilities names in any advertising. City contact information should not be included.

- m. The sale or distribution of services, merchandise, food or drink at a public event will require a vendor license from the City issued no later than seven (7) days prior to the event. Temporary food establishments will additionally require proof of food establishment inspection from St. Francois County health department. Sale of alcohol additionally requires a permit from the City and a license from the State of Missouri.
- n. This policy will not permit the use of public facilities for personal gain or profit or to practice or permit any form of discrimination.

II. Pavilion Facility Policies

- a. The facility use fee is charged for full day rentals at Wilson Rozier 1, Wilson Rozier 2, Jaycee, Dean Daniley and Hager Lake pavilions. The facility use fee is charged for full or half day rentals at Knight, Hampton, Braxton and Hall Pavilions.
- b. Any event whose activities extend beyond normal pavilion use will require a special event permit.
- c. Special activities must receive approval from the director or his/her designee a minimum 30 days in advance. Ie. fundraisers, runs, walks, rallies, dunk booth, bounce house, rock wall, live entertainment, live animals. The director reserves the right to deny special activities hazardous in nature or that create a disturbance. Additionally park shall be deemed suitable for the event.
- d. Special activities will require individuals and/or organizations to provide a current certificate of insurance naming the City of Farmington as additional insured for 1 million per occurrence.
- e. No refunds will be given except when the express needs of the City require cancellation or when the renter notifies the designated agent of the Parks and Recreation department in writing a minimum of seven (7) working days in advance of the reservation date. No refunds are implied or offered on facility performance, inclement weather, personal situations or other unforeseen circumstances.
- f. A site plan with the locations of all vendors, portable restrooms and any other special equipment must be submitted and approved by the Parks and Recreation Director in advance.

<b>Pavilion</b>	<b>Half Day</b>	<b>Full Day</b>
Knight	\$25	\$40
Hampton	\$25	\$40
Braxton	\$25	\$40
Hall	\$25	\$40
Jaycee		\$40
Wilson Rozier 1		\$40
Wilson Rozier 2		\$40
Dean Daniley		\$40
Hager Lake		\$40

### III. Special Events

A special event permit will be required for public or private events that extend beyond the normal use of a park facility. Applications for special events shall be submitted to the Parks and Recreation Director in advance and are required to submit a current certificate of insurance naming the City of Farmington additional insured in the amount of 1 million per occurrence.

- a. A base fee and a refundable security deposit will be accessed on the organization or individual making the request.
- b. Pavilion rental still apply if utilized or event impedes rental of facility
- c. All activities must be approved by the Director of Parks and Recreation or his/her designee
- d. Parks and Recreation Department does not supply tents, tables or chairs
- e. Additional costs will apply for orange cones, barricades, portable toilets, trash dumpsters, electricity and water.
- f. Park employees 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 the evening and weekend hours.
- g. The City shall received 10% of gross receipts for sales of any items sold at a special event open to the public including concession 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..
- h. Parks and Recreation Department will determine if security and emergency management requirements. All expenses will be the responsibility of the organization or individual.
- i. The City will make the final decision on all weather related situations, including cancelling the event.
- j. Events larger than 500 attendees are not eligible for fee waivers or discounts.
- k. Athletic field usage is subject to the Athletic Field Policy, in addition to the special events policy.
- l. The Parks and Recreation Department may make additional requirements of the event host if deemed necessary.
- m. City sponsored events take precedent over special events.

<b>Event Classification</b>	<b>Refundable Security Deposit</b>	<b>Special Event Fee</b>	<b>Application Received</b>
Wedding Site (Engler Park)	\$200	\$200	30 Days Out
Small Event up to 100	\$50	\$50	30 Days Out
Medium Event up to 250	\$100	\$100	90 Days Out
Large Event up to 500	\$200	\$200	90 Days Out
Park Event over 500	\$500	\$500	120 Days Out
Disc Golf Tournament	\$50	\$100	60 Days Out

## IV. Fee Waivers

- a. 100% of fees waived
  - i. Not for Profit Organizations servicing the Farmington 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 where no fee is charged.
  - ii. Not for Profit Organizations servicing the Farmington Area hosting a half day outdoor event that is free and open to the public.
- b. 20% of fees waived
  - i. A Corporate or Not for Profit Organization **hosting an event** that is free and open to the public. Documentation showing the event is free is required. Deposits and insurance requirements are still in effect.
  - ii. A Corporate or Not for Profit Organization **fundraising** where the proceeds benefit the community as a whole and not a specific person or group
  - iii. Individuals or Organizations hosting fundraisers for a benevolent cause (ie. American Heart Association).
- c. Fundraisers benefiting a specific person or group will be required to pay full rental rate.
- d. The Director of Parks and Recreation has the discretion to deviate from these guidelines when deemed applicable upon review with President of the Park Board

## V. Athletic Field Reservation Policy

- a. Field use for practice is free, but must be reserved and priority is given to Farmington based teams with the majority of the roster residing within city limits.
- b. Athletic Fields are available at 5 locations
  - i. Engler Park
  - ii. Hager Lake
  - iii. KREI
  - iv. Elks
  - v. Sports Complex
- c. Athletic fields should used for the sport/s they were designed for.
- d. Athletic fields are available to reserve from March through November
- e. Athletic field curfew is 11:00 pm.
- f. Athletic field maintenance typically occurs in the spring and fall and some facilities may not be available to reserve.
- g. All practices and games are cancelled when fields are locked and determined to be not playable. To check on field conditions call 573-756-0900
- h. Sign up for text alerts by texting “ballfields” to 84483.
- i. Users agree will indemnify and defend the City of Farmington, its appointed and elected officials, employees and agents (the “Indemnitees”) against any losses, damages, liabilities, claims, suits, actions, causes of action, costs and expense that any or all Indemnitees may suffer, incur or sustain or for which any or all Indemnitees may become liable resulting from, arising out of, or relating to any negligence or intentional misconduct by the applicant/permittee or applicant/permittee. I hereby agree and understand that it is my responsibility to oversee all contractors, vendors, agents or other

persons or entities under the direction or control of the applicant/permittee. I hereby agree and understand that it is my responsibility to oversee all contractors, vendors or parties affiliated with the activity and to insure compliance with all policies, rules and regulations and guidelines of Farmington Parks & Recreation and other relevant procedures and laws. I have received, read and understand the Farmington Parks and Recreation rules and regulations (please review at <http://farmington-mo.gov/recreation/farmington-parks/>). I understand that certain fees are non-refundable (as stated) and that the permit is non-transferrable

- j. The responsible party must be on-site when the field is being used.
- k. The permit holder will leave the field in a clean, neat condition. If it is necessary for the City to provide cleaning services following the reserved activity, the permit holder may be charged an additional fee and the City will review whether to permit future use by the permit holder.
- l. No apparatus or equipment may be located on the field unless the use and location of equipment has received prior approval and the facility permit contains that approval.
- m. Private vehicles may not be driven or parked on turf surfaces, sidewalks, service driveways, or emergency zones. Only parking lots may be used for loading and unloading.
- n. If lights are required at the sport complex the permit holder must request the lights to be scheduled at the time of reservation.
- o. Lights are available seasonally at Randy Ragsdale ball field, Richardson Soccer Field and Jaycee ball field from 45 minutes prior to sunset to 11:00 PM.
- p. Unless the permit holder has been approved to hold a special event it is understood that the gathering to be held is not a fundraiser, that no admission is to be charged, that no tickets will be sold or collections taken, and that no items or services will be sold. Groups conducting fundraising activities must possess non-profit status, obtain a sales tax license, and have liability insurance in the amount of coverage required by the City. Copies of all documents must be filed with the Parks and Recreation Department before such an activity can take place. If this does not occur, the permit holder may be charged an additional fee and the City will review whether to permit future use by the permit holder.

#### Inclement Weather

- q. Farmington Parks and Recreation staff will determine if a field is playable unless inclement weather occurs after 4 pm., then the permit holders are responsible for determining if the practice/event/activity is going to be held. However Farmington Parks and Recreation maintains the responsibility for any final decision as to whether a field is too wet to be played on.
- r. If activity is disrupted by weather the following policies will be enforced.
  - i. If the activity is halted from the beginning (you never get to the field or start setup), the reservation fee will be refunded full.
  - ii. If your rental commences, and then is shortened by weather, you will be charged for the time used and will be issued a credit for the unused portion of time.

The City reserves the right to postpone, cancel or delay any activity on City parkland. The decision on whether to start or continue a program rests with parks and recreation staff. Any damage to the field will be the sole responsibility of the rental party.

- s. Modification – All policies of the permit are subject to the discretion of the Farmington Parks and Recreation Department. The department reserves the right to modify or waive any policy as it deems necessary and in the best interest of the City.
  - t. Other Charges
    - i. Concessions – The City shall retain sole and exclusive right to sell concessions at all athletic fields and facilities. Should the City choose to not provide concessions for an event, sponsors may be permitted to sell concessions with the understanding the City shall receive 10% of gross receipts.
    - ii. Gate Admission – Charging an admission to any event or activity conducted on athletic fields and facilities shall have prior approval from the Director of Parks and Recreation.
    - iii. Novelty sales – Sale of t-shirts, hats, and other novelties shall have the prior approval of the Director of Parks and Recreation. The City shall receive 10% of gross receipts from such sales.
  - u. Refunds
 

The permit holder must cancel reservations no less than 10 days prior to reserved date in order to receive a refund. Standard departmental processing fees still apply in any cancellation situation.
  - v. Security Deposits
    - i. It is solely in the opinion of the Park and Recreation Department as to whether there has been any damage or misuse of the City property.
    - ii. Any damage deemed by the Farmington Parks and Recreation department staff to be due in part by the party reserving the field will be charged solely to this party.
    - iii. If the facility was used for a purpose other than that specified on the permit, the responsible party or group will be assessed for the cost of repairs (as determined by the Parks and Recreation Department) and the loss of the use of City facilities for one full year from the date of permit.
    - iv. Damage can be turned in on parties' insurance as a claim. If there is no payment by the insurance company the party is still responsible.
- VI. Tournaments/Commercial/Private Fundraising
- a. Tournament Requests may be made to the Director of Parks and Recreation or his/her designee. Requests are to include all of the following information
    - i. Tournament Start Date and Time
    - ii. Number of Fields being requested (include make ups as well as regular games)
    - iii. Anticipated number of teams to participate
    - iv. Anticipated makeup times
    - v. Tournament Site Director
    - vi. Sample Copy of Registration Form

- vii. Complete list of sponsors, co-sponsors, or others with a vested interest in the event
  - viii. Tournament costs and guarantees
  - ix. Age group(s) of teams participating
  - x. Field dimensions (pitching rubber, base line, fence line, sidelines, goal lines, circle radius)
- b. Final Tournament schedules are due 5 days in advance of start date.
  - c. A certificate of insurance (1,000,000 single limit coverage) naming the City of Farmington as additional insured must be provide at the time a permit is issued.
  - d. The Parks and Recreation Department reserves the right to cancel tournament reservations. If this occurs the rental rate will be refunded for all time not used.
  - e. Tournament Fees (any organization regardless of status or age served, will be required to provide the following fees).
    - i. Baseball/Softball Tournament fee - \$100 per field per day
    - ii. Soccer Tournament fee - \$100 per field per day
    - iii. Holiday Tournament fee – Increase 20% per field per day
    - iv. Field Deposit fee – Tournament Directors are required to make a deposit in the amount of \$100 per field (\$400 maximum per weekend). This is due with final payment.
- \*\*50% of fees paid when permit is issued. Remaining balance is due thirty (30) days in advance of tournament. Deposits and balances paid with cashier's check.
- v. Schedule late fee (\$100) schedules should be turned in 5 days in advance of the tournament
  - vi. Curfew Penalty (\$400) accessed each night a game goes past 11:00 PM
  - vii. Rescheduling fee (\$400) accessed anytime a game is rescheduled and moves another organizations game.

f. Al-a-Cart Fees

Standard tournament rental fees for baseball/softball include (one-time original field setup with mounds and bases) It also includes basic dragging, lining, and dropping bases each morning of the tournament. The basic fee for all sports includes having the lights from 45 minutes prior to sunset until 11:00 pm each day of the tournament. This does not include a maintenance staff person all day.

- i. Staff - field maintenance/park cleanup fee - \$30.00 per hour, per staff person with maximum of three members. Each staff person that an organization chooses to have on hand is guaranteed a minimum shift of four (4) hours. Staff can be brought in to maintain fields or assist with park clean up.
- ii. Athletic field preparation (in additional to normal rental rates \*\* if fields are not currently established)
  - 1. Baseball - \$100
  - 2. Soccer - \$150
- iii. Add temporary fence to softball fields - \$170