



City Council Policy: CP528 - Reservation of City Park Shelters

Effective Date: June 21, 2004

Amends:

Approved By: City Council

I. SCOPE

II. PURPOSE

- A. To provide maximum utilization of the City's Park Shelters by residents.

III. RESPONSIBILITY

- A. City Clerk

IV. DEFINITIONS

V. POLICY

- A. Picnic structures in City parks may be reserved by Prairie Village residents throughout the year for use between 7:00 a.m. and 11:00 p.m. for a period of up to six hours.
 - 1. Groups of 20 or less may reserve part of the Harmon Park Pavilion;
 - 2. Groups of 21 to 100 may reserve the entire pavilion.
 - 3. Pavilions are also available in Meadowlake, Porter, Windsor, Bennett and Weltner, as well as the Santa Fe pavilion in Harmon Park.
- B. It shall be the policy of the City of Prairie Village to accept reservations by Prairie Village residents, businesses and church or school organizations.
 - 1. A written request for reservation must be filed with the City Clerk's Office prior to a date and time being reserved and a permit being issued.
 - 2. Only single date reservations can be processed by the City Clerk's Staff. Requests for multiple date reservations must be approved by the Park and Recreation Committee.
- C. Clean up of the premises shall be done by the group using the facility.
 - 1. The sponsor is responsible for the actions of the Group.
 - 2. The City is not responsible for lost or stolen articles or accidents.
 - 3. The City will clean the facility the day of the event if it is a regular scheduled work day. On non-scheduled workday, the facility will be cleaned on the previous work day.
- D. Use of amplified sound equipment requires a permit from the City Clerk's office with the shelter reservation.
- E. Commercial entertainment on site, i.e. moonwalk, pony rides, etc., require a short-term special use permit approved by the City Council.

VI. PROCEDURES