



City Council Policy 046 - RESERVATION OF CITY FACILITIES

Effective Date: February 16, 2016

Amends: CP046 dated February 7, 2011

Approved By: Governing Body

I. SCOPE

II. PURPOSE

The City of Prairie Village maintains certain indoor and outdoor facilities for the purpose of conducting the business of the City and providing meeting and recreational opportunities for its residents. When these facilities are not scheduled for use by the Governing Body, or its committees, they may be made available at reasonable times and reasonable rates to groups which fall within the categories below.

III. RESPONSIBILITY

The City Clerk is delegated the authority and duty to consider and approve or disapprove the requests for the use of facilities according to policies established herein, previously established policies and applicable law. Reports will be made to the Governing Body annually by the City Clerk regarding the reservation of City facilities during the previous year. The City Administrator will report annually the amount of revenue received from such usage, estimated actual costs to the City and any recommended changes in this policy.

IV. DEFINITIONS

V. POLICY

VI. PROCEDURES

A. Rental Categories:

The City Clerk will determine which category applies to each application and charge the applicable fee according to the Fee Schedule on file.

Internal: Prairie Village Governing Body, Committees, Boards, and other governmental entities, residents and groups participating in City-Sponsored programs and homes association meetings.

Resident: A person residing within the City limits of Prairie Village or owning a business with a physical location in Prairie Village.

Non-Resident: An individual whose primary living domicile is outside City limits of Prairie Village.

B. General Rules:

Groups or organizations using the facility will comply with the laws and ordinances of the City of Prairie Village and the State of Kansas. In addition, they will comply with all requirements specifically set forth in the Application for Facility Reservation Permit.

No items may be sold by outside individuals/groups reserving City facilities.

Application for the reservation of a City facility must be made on the appropriate form available from the City Clerk's office. Applications must be signed by an adult who will be present and in charge while the facility is in use, and who will assume responsibility for payment of charges for use of the facility. The organization will be required to assume responsibility and pay for any damage or loss that may occur to the facility, equipment and grounds. In addition, the group will be required to sign a hold-harmless affidavit.

C. Facilities:

1. Community Center 28' x 31' (approx.) Maximum occupancy 45 people

Prairie Village Community Center

- a) All reservation requests for the use of the Community Center must be made in writing.
- b) Reservations will be recognized by receipt of a Facility Use Permit.
- e) The Community Center may be reserved between the hours of 7:00 a.m. to 10:00 p.m.
- f) A member of the sponsoring group must be responsible for the actions of group members.
- g) Cleanup after use shall be done by the group using the Community Center.

2. Municipal Building

Council Chamber 30' x 50' (approx.) Maximum occupancy 150 people

Multi-Purpose Room Maximum occupancy 52 people

Reservations of the City Council Chamber to groups classified as Internal will be permitted under the following conditions:

- 1. The group makes its facility reservation request within 30 days of the date the group intends to use the City Council Chamber
- 2. Multiple reservations of the City Council Chamber will not be permitted (i.e. monthly meetings) on the same facility reservation request.
- 3. A City employee is on duty during the entire time the Council Chamber is being used by the group; or
- 4. A City Council member or City employee will be present at the meeting

3. Park Facilities

Tennis Courts

Swimming Pool

Soccer Fields

Park Pavilions

Volleyball Courts

Baseball Diamonds

4. Park Pavilions

- a) All reservation requests for the use of the park pavilions must be made in writing.
- b) Reservations will be recognized by receipt of a Facility Use Permit.
- c) Groups of 20 or less may reserve part of the Harmon Park structure.
- d) Groups of 21 to 100 may reserve all of the Harmon Park structure.
- e) The park pavilions may be reserved throughout the year between the hours of 7:00 a.m. to 11:00 p.m. for a maximum of six hours except for special hours approved by the Park Board.
- f) A member of the sponsoring group must be responsible for the actions of group members.
- g) Cleanup after use shall be done by the group using the Pavilion.
- h) The City Clerk may require a short-term special use permit be issued by the Council for the use of the parks by large groups, which may require parking that would exceed normal park use.

D. Applications and Permits:

Applications should be completed and filed with the City Clerk. Upon approval, the organization/individual will be given a permit showing the hours and facilities approved. All fees are due at the time of the reservation.

E. Special Requirements:

Park Facilities:

Possession and consumption of cereal malt and/or alcoholic beverages is prohibited except as provided for in Ordinance 2010 which allows for sale and consumption of alcoholic beverages Harmon Park in conjunction with an approved City function upon the approval of the Governing Body.

City Hall and Municipal Courtyard:

Serving and consumption of beer and wine may be authorized in conjunction with an approved City function upon the approval of the Governing Body by resolution.

All Other Facilities:

- 1. Amplified sound prohibited except by written permit from the City.
- 2. Alcoholic liquor prohibited.