



City Council Policy: CP528 - Reservation of City Park Shelters

Effective Date: January 21, 2025

Amends: January 17, 2006

Approved By: City Council

I. SCOPE

II. PURPOSE

A. To provide maximum utilization of the City's park shelters by residents and non-residents.

III. RESPONSIBILITY

A. City Clerk

IV. DEFINITIONS

V. POLICY

A. Picnic structures in City parks may be reserved by Prairie Village residents and non-residents throughout the year for use between 7:00 a.m. and 11:00 p.m. for a period of up to six hours.

B. It shall be the policy of the City of Prairie Village to accept reservations by Prairie Village residents, non-residents, businesses and church or school organizations.

1. An application for reservation must be submitted to the City Clerk's Office or online for a reservation and permit to be issued.

2. Reservations fewer than seven consecutive days can be processed by the City Clerk's Staff. Requests for reservations that extend beyond seven days 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 workday. On non-scheduled workday, the facility will be cleaned on the previous workday.

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