

The City of Kirksville allows the use of City parks, lakes, streets, and other facilities within the rules and regulations governing such facilities. In order to properly plan and organize certain activities, the public should be given the opportunity to reserve a City facility, schedule parade routes, and meet with the City in advance of a special event to address special needs. The following procedures and regulations have been formulated to manage the demands for use of park and open space facilities.

## I. Special Events

### A. Defined

Events conducted in public facilities or on public property (lakes, shelters, parks, streets, amphitheater, or airport) are considered special events. A Special Event Application is required when one or more of the following are anticipated to occur on City property:

- 150 or more attendees at an event.
- 50 or more vehicles in a single location.
- The general public is invited.
- Fee collection occurs, including: admissions, donations, concessions, merchandise sales, or providing paid instruction or other services to individuals or groups.
- The placement or use of: temporary structures or facilities, amusement devices, pull-behind/trailer cooking grills, or other structures/facilities.
- The temporary closing of a City facility, City park road or trail, or City street
- Animals will be on display for show, or for rides.
- Hot air balloons or any apparatus for aviation will take-off of or land on City property, which is beyond the normal scope of daily activities.
- Competitive races, contests, exhibitions, tournaments, or athletic events.
- Festivals, concerts, or celebrations.
- Parades or running/walking/cycling events proposed to be held on or along City streets, trails, or within other public areas and rights-of-way.
- Hanging of banners on City-owned street lights or pedestrian lights along public streets or rights-of-way for a period of thirty (30) days.

### B. Application

1. Requests are considered on a first come, first serve basis.
2. The Special Event Application, including the Waiver, Release & Indemnification Agreement, must be signed by the Special Event Sponsor's Representative. The Special Event Sponsor may submit one application for a recurring event held within a calendar year.
3. Applications must be submitted at least 30 days in advance, but not more than 12 months prior to the proposed date of the special event.
4. The Special Event Sponsor shall provide a plan with the Special Event Application to address cleanup, both during and after the Special Event. The City reserves the right to inspect its property and facilities during and after the Special Event. Should the City find that the cleanup plan was not implemented, the City has the right to assess fees based on the actual cost to the City to complete the cleanup.
5. The Special Event Sponsor shall provide a parking plan for the event with the Special Event Application.

6. If the event is a run, walk, bicycle ride, or parade, the Special Event Sponsor must include a map of the proposed event route showing not only the routes, but start/finish line, staging area, and any proposed street closures.
7. Applications may be conditionally approved prior to the submission of the certificate of liability insurance.
8. Once the Special Event Application is conditionally approved, the Special Event Sponsor must furnish a Certificate of General Liability insurance, listing the City as an additional insured prior to the event(s). The amount of insurance will be determined by the City based on the level of risk expected for the event. The minimum amount of insurance shall be no less than one million dollars (\$1,000,000). If the applicant does not have insurance coverage, an application is available through the City of Kirksville's Tenant Users Liability Insurance Policy (TULIP) Program.

**C. Additional**

1. The Special Event Sponsor will be required to provide a copy of a permit from the Kirksville Fire Department if they will be using open flame, fireworks, or pyrotechnics, vehicle fuel, cooking facilities, enclosures (and tables within those enclosures), tents, air-supported structures, canopies, or any fabric shelters.
2. If the Special Event Sponsor plans to construct any type of temporary scaffolding, bleachers, grandstand, reviewing stands, stages or platforms, or plan to install any temporary electrical wiring or other circuitry, the sponsoring organization/person shall be required to provide a copy of a current building permit.
3. If the Special Event Sponsor intends to cook food during the event, a permit may be required from the Adair County Health Department. It is the responsibility of the Special Event Sponsor to discuss with the Adair County Health Department.
4. The Special Event Sponsor shall provide a medical emergency plan to City staff outlining any on-site first aid provisions, including phone numbers and addresses of agency or agencies providing on-site first aid. This plan can be as simple as notifying the Adair County Ambulance District of the proposed activity.
5. If on-site vendors or concessionaires are desired by the Special Event Sponsor, copies of approved City and County business licenses must be provided.
6. Individuals or organizations who would like to offer a special event or service at a facility that is not typically reserved, such as in an open space in a park or in a City park parking lot, must receive written approval from the Parks and Recreation Director before proceeding with the special event application.
7. All proposed for-profit services provided in park facilities, such as individual sports instruction, group fitness classes, etc., must be approved in writing by the Parks and Recreation Director, and all facilities that will be utilized must be reserved through the Parks and Recreation Department before proceeding with the special event application. Additionally, all individuals or organizations that intend to provide these services must possess a current City of Kirksville business license, and the service must not interfere with or prohibit park patrons from accessing or utilizing a facility.
8. The Parks and Recreation Director shall be permitted to approve the use of food, merchandise, and entertainment vendors for special events sponsored or co-sponsored by the City of Kirksville, and for activities occurring within any City of Kirksville parks and recreation facilities, provided that the vendor adheres to all

applicable City ordinances and policies, including business license and insurance requirements.

9. The City provides some additional services in an effort to support Special Events. These services include, but are not be limited to: supplying extra trash receptacles, barricades, cones, or additional traffic/parking signs. These types of services shall be provided on an as-available basis. Many of these services are available at no cost, but the City reserves the right to charge for additional services based upon the type of Special Event planned or the number of participants/spectators anticipated.

**D. Prohibitions and Cancellations**

1. No stakes shall be driven into City Streets, and any damage assessed during or after an event may result in fees for repairs to the Special Event Sponsor.
2. Alcoholic beverages are strictly prohibited from being sold, possessed or consumed on City property, except as allowed in Section V.
3. The City reserves the right to temporarily stop or terminate an event if at any time in the determination of the City, the event is deemed unsafe.
4. The City reserves the right to cancel an event if activities occur that are in violation of City Council Policy, a City Ordinance, or a State or Federal Law.
5. Should an event be cancelled due to safety concerns or violation of law, the City reserves the right to deny future applications from the Special Event Sponsor.

**E. Procedures**

Note: For events that will be held in a City park, it is required that you reserve all necessary park facilities for the dates and times of your event before you submit the Special Events Application to ensure the park is available for use.

1. The Special Event Application is available for download at <http://www.kirksvillemcity.com/special-events>, or may be picked up at either the Parks and Recreation Office or City Hall.
2. Completed Special Event Applications should be returned to the Parks and Recreation Director.
3. The application shall be reviewed by all applicable City of Kirksville departments to verify compliance with City policies, procedures, and guidelines.
4. If the proposed special event meets the criteria of all the respective departments within the City of Kirksville, the City Manager can authorize the special event.
5. City Council approval is required for any event that requires the closure of a street, sale of merchandise, sale or consumption of alcohol, or any request that asks for special provisions that are in conflict with current City Council Policy or Municipal Code.
6. Recurring or annual events that have been previously approved by the City Council may be approved by the City Manager on subsequent applications, provided there are no significant changes to the application.
7. If the proposed special event is denied for any reason, the Special Event Sponsor may submit a written request for the City Manager to review the special event application and make a final determination.

**II. Outdoor Facility Reservations**

Except as otherwise provided herein, reservations are not required in order to use City park facilities, unless the proposed use falls under the category of a Special Event (Section I). Persons or groups wishing to secure and/or ensure the availability of facilities must make a

reservation in advance by contacting the Parks and Recreation office Monday – Friday, 8:00 am – 4:30 pm, or by completing a reservation request online at <http://parks.kirksvillegity.com>.

**A. Procedures**

1. Facilities can be reserved for a fee as set by the City Council. The current fee schedule for reserving facilities can be found at <http://www.kirksvillegity.com/municipalcode>.
2. Shelters and marked ball fields are reserved on a first come, first served basis, starting on January 2 of the calendar year.
3. Ball field practice reservations will only be accepted on a week by week basis. All ballfield reservations will be posted at <http://parks.kirksvillegity.com>.
4. All reservation fees must be paid prior to the event.
5. No refunds will be given for shelter rental cancellations or inclement weather. Shelter reservations cancelled due to inclement weather may be rescheduled within the calendar year. Marked ballfields and paid practices will be refunded if cancelled due to inclement weather prior to the start of the reservation.
6. A reservation does not include the exclusive use of additional park amenities including playgrounds, wading pools, or any other adjacent structure or recreational area.
7. Persons or groups with reservations will have priority use.

**III. Fishing Tournaments**

The additional regulations and procedures within this section are in reference to all fishing tournaments held on Hazel Creek Lake or Forest Lake. Fishing tournaments will be considered special events if the tournament is advertised or solicits participation in any manner, regardless of the number of participants.

**A. Regulations**

All fishing tournaments must follow all provisions of Chapter 28 Article II and IIV of the Kirksville Municipal Code.

**B. Procedures**

1. In addition to the special event application, the Special Event Sponsor must also submit an approved regatta/marine event permit, issued by the Missouri State Highway Patrol.
2. The Parks and Recreation Director will issue a permit for all approved fishing tournament special events.
3. Requests beyond the normal use of the lake, or that require special provisions require City Council approval upon first request.

**IV. Ball Tournaments**

The ballfields at North Park, Jaycee Park, and Patryla Park are to be used for the primary purpose of conducting baseball/softball activities. The following additional regulations and procedures will outline tournament use.

**A. Regulations**

1. Tournaments may be scheduled from 7:00 am – 11:00 pm on each field for each day of the rental, based on availability. Tournaments must be scheduled to allow 1 hour between any other scheduled activities.
2. The Parks and Recreation Department has exclusive rights to concession sales at all ball tournaments. Third party vendors or not-for-profit concessionaires are prohibited without the consent of both the Parks and Recreation Director and the Special Event Sponsor.
3. The collection of a gate or admission fee for individual or vehicle entry is allowed only when the entire complex or park has been rented for a tournament. The installation of any temporary fencing or barrier to restrict access and allow for admission to be collected must be approved by the Parks and Recreation Director prior to the start of the event.
4. All field maintenance, including the dragging of fields and the initial line marking, will be performed by the Parks and Recreation Department personnel prior to the beginning of the activity each day of the tournament rental. Additional field maintenance services including the additional dragging and line marking of fields, applications of field dry, and base changes are outlined in the City's fee schedule.

**B. Procedures**

1. In the event of inclement weather, a Parks and Recreation Department official, or a designee, will determine when conditions are unsafe to continue play. If the entire event is cancelled due to inclement weather, every effort will be made to reschedule at an agreeable date. If part of an event is cancelled due to inclement weather, and no alternative date is available, a refund will be made on a prorated basis.
2. Three days prior to the start of the tournament, game schedules must be submitted to the Parks and Recreation Department. Schedules should indicate game times, age/division playing, and desired field marking dimensions for each field.

**V. Alcohol**

**A. Regulations**

1. All events involving alcohol must follow all provisions of the Kirksville Municipal Code.
2. Temporary Liquor Licenses for the possession and consumption of alcohol on City property will only be considered at the following locations:
  1. Kirksville Regional Airport
  2. Downtown streets located in the Central Business District
  3. North Park Complex
  4. Rotary Park Amphitheater
  5. Economic Development Alliance Building
3. A Temporary Liquor License may be denied if City Council determines that approval would be detrimental to public health, welfare and safety.
4. The Temporary Liquor License for the possession and consumption of alcohol must be posted in a visible location at all times during the event.
5. The sale of alcohol shall only be allowed by the holder of valid licenses for such sales issued by both the City of Kirksville, and the Missouri Department of Liquor Control.

**B. Procedures**

1. In addition to the Special Event Application, an application must be submitted to the City Finance Department for a Temporary Liquor License to possess and consume alcohol no later than fifteen (15) days in advance of the proposed event. The fee will be based upon the type of license required for the event.
2. The Codes Department, Police Department, and the Fire Department will review the application, and may recommend to the City Council the placement of certain conditions or requirements on the issuance of the Temporary Liquor License. The Temporary Liquor License issued by the City will contain the terms and conditions deemed necessary by the City Council.
3. The Temporary Liquor License applicant/holder must meet with Kirksville Police Department staff to review all rules, regulations and conditions associated with the Temporary Liquor License, and comply.
  - a.) A representative of the Temporary Liquor License holder is required to be on site for the entire event, and shall provide contact information to the Kirksville Police Department.
  - b.) The Temporary Liquor License holder shall comply with all conditions established by the Kirksville Police Department and/or the Kirksville Fire Department for such event.
  - c.) Security requirements will be determined by the Kirksville Police Department, which must be accepted and followed. The Temporary Liquor License Holder will be required to pay for any costs associated with security personnel for the event.

**C. Location Layout Requirements**

All events for which a Temporary Liquor License is issued shall comply with the following:

1. The area in which alcohol will be allowed must be in a designated, enclosed area, defined by appropriate physical barriers (fencing, roping, etc.) to prevent unauthorized entry or contact with individuals outside such area.
2. The Kirksville Police Department shall determine the number of entrances/exits required for each event. All entrances/exits shall be staffed at all times.
3. A system of checking I.D.s to prevent underage drinking must be provided and followed.

**D. Economic Development Alliance**

Any requests for the use of the Economic Development Alliance Building may only come from the economic development tenants occupying the first floor of the building. All requests will be reviewed and approved by the Assistant City Manager in consultation with the Chief of Police.