

CITY COUNCIL POLICY #7

DATE: October 24, 1994

AMENDED: April 15, 1996; August 18, 1997; March 28, 2005; Dec 18, 2007; May 4, 2009;  
June 20, 2011

## **SPECIAL EVENTS & SHELTER RESERVATION POLICY**

It is the policy of the City of Kirksville to make City parks, lakes, streets, and other facilities available to its citizens within the rules and regulations governing such facilities. In order to properly plan and organize certain activities it is sometimes necessary and beneficial for the public to be able to reserve a park facility, schedule parade routes, and to meet with the City in advance of a special event to address special needs. The following regulations and procedures have been formulated to manage multiple and diverse demands for use of park and open space facilities.

### **I. SHELTER RESERVATIONS**

#### **A. USE**

Except as otherwise provided herein, reservations are not required in order to use City park facilities; however, persons or groups wishing to secure and/or ensure the availability of facilities in advance must make a reservation. Park regulations apply to all users regardless of reservation. Citizens may make shelter reservations either by phone or in person at the Recreation Office in the Kirksville Aquatic Center.

#### **B. PROCEDURES**

1. Shelters are reserved on a first come, first served basis.
2. Each shelter can be reserved for a \$10 fee.
3. All fees must be paid at the time of reservation. If reservation is made by phone, reservations will only be held three working days without payment.
4. Reservations may only be made Monday-Friday, 8am-5pm.
5. No refunds will be given for cancellations or inclement weather. However, an event that is cancelled due to inclement weather may be rescheduled one time at no charge.
6. One change of date is allowed only if change is made one week prior to current reservation.
7. Extra trash cans may be requested at no charge.

8. A shelter reservation does not include a reservation for the playground, wading pool, ball field, or any other adjacent structure.
9. Persons or groups with reservations will have priority for use of the shelter.

## **II. SPECIAL FACILITY RESERVATIONS**

### **A. DEFINITIONS**

1. Fishing tournaments held on Hazel Creek Lake or Forest Lake will be considered special events if the tournament is advertised or solicits participation in any manner, regardless of the number of participants. This will apply to all groups, regardless of their for-profit or not-for-profit status.
2. Events to be conducted in public facilities or on public property (lakes, shelters, parks, streets, amphitheatre or Airport) that are beyond the intended scope of use of that facility or property are classified as special events and fall under the guidelines of this policy. This will apply to all groups, regardless of their for-profit or not-for-profit status. A special event application is required when one or more of the following are anticipated to occur:
  - 150 or more attendees at an event
  - 50 or more vehicles in a single location
  - the general public is invited or notified by the media
  - fee collection for event occurring on City property, including admissions, donations, concessions or merchandise sales
  - use of temporary structures or facilities, amusement devices or pull-behind or trailer cooking grills, etc.
  - closing of the facility, park roads or city streets
  - animals on display, for show, or for rides
  - hot air balloons or any apparatus for aviation ascent or descent onto City property that is beyond the normal scope of daily activities
  - competitive races, contests, exhibitions or athletic events
  - festivals, concerts or celebrations open to the general public (other than in amphitheatre)
  - hanging of banners on or over public streets or rights-of-way

### **B. REGULATIONS**

1. Requests are considered on a first come, first served basis.

2. Requests must be made at least 30 days in advance of the proposed date of the special event, and not more than 12 months in advance. Multiple events may be considered in one request.
3. Requests must be made in writing or by e-mail to the City's Risk Coordinator by a representative of the sponsoring organization/person.
4. The sponsoring organization/person must have proof of adequate insurance (as determined by the Risk Coordinator) naming the City of Kirksville as an additional insured. The amount of insurance required depends on the risk level of the event. Insurance will be required for all the following events:
  - use of animals for show, display or rides
  - festivals, concerts or celebrations open to the general public which are anticipated to have 150 or more in attendance or 50 vehicles or more in a single location
  - competitive races, contests, exhibitions or athletic events
  - use of amusement rides or inflatables, climbing wall, dunking booth
  - aviation-related activities (beyond the normal scope of daily activities)
  - events that are used for fund-raising or revenue-generating purposes
  - sale of food or cooking provided for the general public
5. The sponsoring organization/person must provide a signed hold harmless agreement for the City of Kirksville.
6. The sponsoring organization/person shall provide the City with a list of extra components requested from the City for this event. This would include but not be limited to extra trash barrels, electricity, police assistance with traffic/crowd control, barricades, cones, no-parking signs, hanging of banners, etc. These types of services shall be provided on an as-available basis at the sponsoring organization/person's expense where applicable.
7. The sponsoring organization/person shall provide City staff with a plan for cleanup during and after the event (the facility is subject to inspection during and after the event.)
8. The sponsoring organization/person shall provide City staff with a parking plan for participants and spectators for the proposed event. Under no circumstances will any vehicles be allowed to park on the grass portions of the parks or lake facilities. Parking is restricted to the gravel or paved portions of the park or lake facility.

9. Alcoholic beverages are strictly prohibited from being sold, possessed or consumed on City property, except as allowed in City Council Policy #21, City Council Policy #27 or City Council Policy #28.
10. If the sponsoring organization/person intends to cook food during the special event, a health permit may be required from the Adair County Health Department.
11. If the sponsoring organization/person 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.
12. The sponsoring organization/person will be required to provide a copy of a permit from the Kirksville Fire Department if they will be using an open flame, fireworks, or pyrotechnics, vehicle fuel, cooking facilities, enclosures (and tables within those enclosures), tents, air-supported structures, canopies, or any fabric shelters.
13. The sponsoring organization/person 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.
14. If on-site vendors or concessionaires are to be allowed by the sponsoring organization/person, then copies of applicable City and County business licenses must be provided.
15. Hanging of banners from or on non-City owned property requires the written permission from the owner of the affected property. The property owner will also be required to sign a hold harmless agreement on behalf of the City.
16. The City reserves the right to stop or cancel an event at any time if deemed a safety issue or is in violation of City ordinances. Any fee or deposit will be forfeited. Any future requests from the event's sponsors may be subject to not being approved.

#### C. PROCEDURES

1. Preliminary reservations may be made over the phone, in person or by e-mail.

2. An application for a special event may be picked up at the Recreation Office or at City Hall, or downloaded from the City's web site at [www.kirksvillemcity.com](http://www.kirksvillemcity.com). All completed applications must be returned to the Risk Coordinator at City Hall.
3. The application must be filled out and signed by the authorized designee of the sponsoring organization/person.
4. All applications shall be reviewed and signed by all applicable City of Kirksville departments, to verify compliance with department policies, procedures, and guidelines.
5. General liability insurance will be required. The applicant may either apply under the City of Kirksville's TULIP Program, or must provide proof of insurance with a copy of a valid policy, amount of coverage, and a written provision that the City of Kirksville is an additional insured on the policy.
6. If the proposed special event meets the criteria of all the respective departments within the City of Kirksville, the City Manager, acting on the behalf of the City Council, can authorize the special event. City Council approval is required if any event requires the closure of a street or if the sale of merchandise is being planned.
7. If the proposed special event is denied for any reason, the sponsoring organization/person may submit a written request for the City Manager to review the Special Event application and make a final determination.

### **III. PARADES AND RUNS**

#### **A. USE**

These regulations will cover all events (normally referred to as parades/runs) proposed to be conducted on or along City streets, which are beyond the intended scope of use of that street. This shall be considered a special parade/run event and fall under the guidelines of this policy. This will include all groups or sponsors regardless of their for-profit or not-for-profit status.

#### **B. REGULATIONS**

1. Requests are considered on a first come, first served basis.
2. Requests must be made at least 30 days in advance of the proposed date of the special event, and not more than 12 months in advance. Multiple events may be considered in one request.

3. Requests must be made in writing or by e-mail by a representative of the sponsoring organization/person.
4. The sponsoring organization/person must have proof of adequate insurance (as determined by the Risk Coordinator) naming the City of Kirksville as an additional insured. The amount of insurance required depends on the risk level of the event.
5. The sponsoring organization/person must provide a signed hold harmless agreement for the City of Kirksville.
6. The sponsoring organization/person shall provide the City with a list of extra components requested from the City for this event. This would include but not be limited to extra trash barrels, police assistance with traffic/crowd control, barricades, cones, no-parking signs, hanging of banners, etc. These types of services shall be provided on an as-available basis at the sponsoring organization/person's expense where applicable.
7. Alcoholic beverages are strictly prohibited from being sold, possessed or consumed on City property, except as allowed in City Council Policy #21, City Council Policy #27 or City Council Policy #28.
8. The sponsoring organization/person 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.
9. Hanging of banners from or on non-City owned property requires the written permission from the owner of the affected property. The property owner will also be required to sign a hold harmless agreement on behalf of the City.
10. The City reserves the right to stop or cancel an event at any time if deemed a safety issue or is in violation of City ordinances. Any fee or deposit will be forfeited. Any future requests from the event's sponsors may be subject to not being approved.

### C. PROCEDURES

1. An application for a parade/run may be picked up at City Hall, or downloaded from the City's website at [www.kirksvillecity.com](http://www.kirksvillecity.com). All completed applications must be returned to the Risk Coordinator at City Hall.

2. The application must be filled out and signed by the authorized designee of the sponsoring organization/person.
3. The application must list the proposed route, number of participants, spectators, and any other components needed to facilitate the parade/run.
4. All applications shall be reviewed and signed by all applicable City of Kirksville departments to verify compliance with department policies, procedures, and guidelines.
5. Liability insurance is required and the applicant may either apply under the City of Kirksville's TULIP program, or provide proof of insurance with a copy of a valid policy in the amount of \$1,000,000, with a written provision that the City of Kirksville is an additional insured on the policy.
6. If the proposed parade/run is an annual event and has been approved by the City Council in the past, and it meets the criteria of all the respective departments within the City of Kirksville, the City Manager, acting on the behalf of the City Council, can authorize the special event. City Council approval is required if any event requires the closure of a street or if the sale of merchandise is being planned.
7. If the proposed special event is denied for any reason, the sponsoring organization/person may submit a written request for the City Manager to review the Special Event application and make a final determination.