



Facility Reservations Policy

Purpose

The purpose of this policy is to provide uniform use of the City of Lawrence, Parks and Recreation facilities and parks system for benefit to the public. This policy establishes a framework to ensure that all users conduct activities in a manner that limits the impact to the facilities and to assist the City in recovering the costs of providing such amenities.

General Policies

A permit is required for exclusive use of parks and recreation facilities, except those sponsored by the City. City events will have scheduling priority. Permission from the City Commission may be required for commercial groups using parks or recreation facilities (City Code 15-207). Reservations that are out of the ordinary and/or requiring special services may require a Special Use Permit. Any special use request may be referred to the City Commission.

Any event may be denied based on its potential overload of any park or recreation facility or the negative effect it may have on the adjacent property owners or citizens at large. The Parks and Recreation Department shall be responsible for determining the location and schedule of each request based upon the following criteria: (a) size of event, (b) appropriate use of facility requested (c) timing (date/day/hours) requested in relation to other events scheduled, (d) organization's ability to provide the support, deemed necessary by the Department, to conduct the event.

Users must adhere to all rules and regulations of the Lawrence Parks and Recreation Department, City Commission and all City ordinances. Users shall carry a copy of the rental receipt at the time of the activity. Users will be held responsible for any and all damages as a result of their use.

Priority will be given to the following user groups for use of Lawrence Parks and Recreation facilities and parks system:

1. Lawrence Parks and Recreation and other City Department activities
2. USD 497 related activities and instruction
3. Organizations partnering with Parks and Recreation for community benefit. Those offering programming not offered by Lawrence Parks and Recreation, as well as having a history of working with Parks and Recreation will have a higher priority.
4. Miscellaneous requests

Rates

Rates are determined by the cost incurred to the City, benefit to the community, periodic rate reviews of area community and commercial agencies, as well as the historical relationships between the city and the user. Commercial use may result in higher rates.

1. Community Use:

- a. General use of Parks and Recreation facilities and parks system for private gatherings, such as: weddings, birthday parties, picnics and all other small and/or individual uses.
- b. Meetings or events sponsored by organizations or individuals with proof of non-profit tax exempt status pursuant to 26 U.S.C. 501 (c)(3 or 4) that may or may not charge the public.
- c. Meetings or events sponsored by organizations or individuals without proof of non-profit 501(c)(3 or 4) tax exempt status where there is no charge to the public and no financial transactions will be conducted.

2. Commercial Use:

Commercial use includes all other exclusive uses that do not meet the criteria for community use as defined above.

The Director of Parks and Recreation and/or his/her designee reserves the right:

1. To negotiate with participants, user groups or concessionaires to offset any additional costs of any activity with the City including administrative fees, facility cleanup or damage, staff services, etc. At events/tournaments where an applicant charges admission/team fees, or at commercial events/tournaments, a service charge agreement may be negotiated to ensure costs incurred by the City are recovered. When appropriate, the Department may also negotiate a percentage of sales with vendors to recover or offset costs incurred by the City. A certificate of insurance may be required depending on the type of activity.
2. To establish temporary developmental rates, and to engage in promotional and marketing activities to enhance Departmental programs. These rates include, but are not limited to, use of discount coupons and free admission days.
3. To schedule or offer public programs and/or special events that may affect the use of parks or pre-empt regular operation or programming.

4. To take necessary action to protect the health and safety of the public at all times and to maintain proper management in relation to the usage of department facilities, and to determine designated areas of use.
5. To limit use and scheduling based on budgetary limitations, the number of requests, or the impact of use on the facilities.

5/24/10