



Park and Shelter Reservation Rules and Regulations

The City of Lawrence is proud to provide excellent parks and amenities that contribute to healthy lifestyles, build a sense of community, and support aesthetically pleasing and active neighborhoods. Maintaining a great park system requires establishing common rules and expectations for use. The Parks and Recreation Administrative Office is available to answer questions on park use and shelter reservations by calling (785) 832-3450 Monday through Friday from 8 am to 5 pm.

1. Per City Ordinance, public parks will be open daily to the public from 6:00 a.m. to 11:30 p.m. (Burcham Park is open 5:00 a.m. to 10:30 p.m.) Variances from these hours require a Special Use Permit granted by the Parks and Recreation Department. (Code 15-208)
2. Shelter and Park Reservations
 - a. Shelter/gazebo, park, and trail reservations are allowed from April 15 through October 30. Reservations may be taken up to one year in advance of the date being requested. Reservations not requiring a Special Use Permit can be made online through the Parks and Recreation website available at:
<https://wt.lawrenceks.org/wbwsc/webtrac.wsc/search.html?display=Calendar&module=FR>
 - b. Winter season runs October 31 through April 14 for shelter/gazebos, parks, and trails. No reservations will be taken for dates during the winter season. Seasonal restrooms are closed. Water and electricity are turned off. Parks are available for general park use (not for events requiring a Special Use Permit).
 - c. Heated restrooms are open all year round at the Rotary Arboretum.
 - d. Alcohol provided to invited guests only and not for sale is allowed for shelter and park reservations with an Alcohol Permit. Alcohol Permits are available for patrons 21 years of age or older (proof of age required) for an additional \$25 fee. The drinking or consumption of cereal malt beverage must be conducted in accord with the reasonable conditions established by the permit (Code 4-203 C3). Additional permits for alcohol sales or alcohol possession outside of park boundaries may be necessary. Kansas Department of Revenue Alcoholic Beverage Control regulates alcohol and should be consulted for specific questions at <https://www.ksrevenue.org/abcindex.html>
 - e. Reservations for shelters/gazebos, parks, and trails can be made online. Reservations may also be made in-person at any Parks and Recreation facility that takes reservations during reservation hours.
 - f. Full payment is due at time of reservation. Fees follow published fee schedule. Reservations that require park space in addition to shelter/gazebo rental have additional fees.
 - g. Reservations must be made at least 3 business days in advance.
 - h. Unreserved shelters are available on a first-come, first serve basis (no amenities or scheduled cleaning provided).

- i. Refunds can be provided if a reservation is cancelled at least 30 days in advance of the reservation date.
- j. The party reserving shelters/gazebos and parks shall be responsible for the clean-up. Glass bottles are discouraged. Shelters left uncleaned after a reservation may impact the ability to make future reservations or may result in a damage deposit prior to reservations.
- k. Reservation provides use of the selected shelter, park area, or trail but does not exclude general public use of adjacent space or amenities including restrooms, playgrounds, and trails.
- l. Shelters and amenities will be available during reserved times only. Daytime reservations are available from 10:00 am to 9:00 pm. Requests for early entry or late departure should be coordinated with Parks and Recreation at time of reservation and are subject to staff availability. Shelter/gazebo keys, restroom keys, trail access gate keys, locked water spigot keys, and access to electrical boxes are not available for members of the public (staff only).

3. Special Use Permits

- a. Special Use Permits are required for reservations that:
 - i. Have group sizes over 200 people
 - ii. Are open to the public
 - iii. Have admission fees
 - iv. Include items or services available for sale at a profit
 - v. Where alcohol will be sold or served to the public
 - vi. That involve a tent larger than 10' by 10'
 - vii. That include an inflatable play structure
 - viii. Where commercial film/professional videography or comparable photography will be held
- b. Special Use Permit requests must be submitted at least two weeks in advance and receive written approval.
- c. A Certificate of Insurance and deposit may be required.
- d. Public health orders and guidance pertaining to group sizes and compliance should be followed.
- e. Special Use Permits are available at
<https://assets.lawrenceks.org/lprd/recreationfacilities/specialusepermit17.pdf>
 And should be submitted to parksrec@lawrenceks.org

4. Tobacco-Free

- a. The use of tobacco products or smoking delivery devices in buildings and parks is prohibited.

5. Litter Control

- a. No person shall throw or deposit litter in any park (also includes fountains, ponds, lakes, or streams) within the city except in public containers and in such a manner that the litter will be prevented from being carried or deposited by the elements upon any part of the park or upon any street or other public place. (Code 14-100) Glass bottles are discouraged in all locations.
- b. Litter must be put in public trash receptacles or carried away from the park and properly disposed of elsewhere. (Code 14-109)
- c. Posters and fliers may not be affixed to any lamppost or utility pole, shade tree, trash receptacle or public structure or building unless authorized by law or approved by the City Commission. (Code 14-117)

6. Animals

- a. Dogs and cats in public parks must be on a leash and physically under their keepers' control. Owners are required to dispose of pet waste properly. (1-107; 3-202)

7. Environmental Protection Concerns

- a. Motorized vehicles are prohibited in public parks, except for roadways and parking lots. (17-216)
- b. Horses are not allowed in any public park in the City (Code 16-101). No person shall drive or ride, lead or permit any domestic animal or drive any vehicle in any public park in the City except in and along especially prepared driveways. City code shall not be construed to prohibit any person from permitting a dog, cat or other small domestic animal in any portion of a public park when the animal is on a leash in the control of such person. (Code 16-102)
- c. Purposefully damaging or destroying any plant, tree, vine, or flower is prohibited. (Code 14-303)
- d. Interference with public property such as damage to any person or animal or Public Park is prohibited. (Code 14-309)
- e. No person shall damage, remove, break, or modify a landmark. (Code 14-310)
- f. No person shall intentionally damage, cut, carve, transplant, or remove any tree, attach any rope, wire, nails, advertising poster or other contrivance to any tree, or allow any fire, gaseous liquid, or solid substance which is harmful to such trees. (Code 18-107)

8. Fishing

- a. All persons need to have a license as required by law to fish (except persons age 65 or older and under age 16 as allowed by law)
- b. State daily creel limits apply
- c. Length limit for large bass is 15" minimum
- d. Limit of 2 fish per day on channel catfish

9. Swimming

- a. No Swimming in City lakes.

10. Boating

- a. Boating on a City lake is restricted.
- b. No flotation devices of any kind in City lakes.

11. Camping and Fires

- a. Except in designated barbecue pits or fire pits, a permit from the fire chief is required before burning is allowed on public property or in City parks. Fires must be constantly attended and completely extinguished before being left alone. (8-202.25)
- b. It is prohibited to camp on a public or private shelter. Camping includes making any fire for the purposes of warmth, or of cooking, preparations to sleep, storing personal belongings or tent set up. (Code 14-417A)

12. Metal Detection

- a. Metal detecting is allowed. All persons must only dig small holes and replace any disturbed soil /grass.

13. Dog Park

- a. Dogs inside City dog parks are not required to be on a leash. Owners are required to dispose of pet waste properly. (Code 1-107; 3-202)
- b. All dogs declared to be dangerous are not permitted to use the dog parks and shall not be allowed on the premises. (Code 3-302)
- c. Abide by signs along the trails defining the off-leash dog areas.
- d. No dogs under four months of age or female dogs in heat are allowed in the areas.
- e. Dogs must be on-leash when entering and exiting the designated off-leash areas and under control at all times. No spiked or pinch collars. One leash per dog.
- f. All dogs must be legally vaccinated and shall wear a visible license. Dogs should also wear an owner identification tag at all times.
- g. Owners must be 16 years old or older. Children under 16 years old must be accompanied by an adult.
- h. Owners must fill all holes dug by dogs under their control.
- i. Dogs must be leashed and removed from the off-leash dog areas at the first sign of aggression.
- j. Owners are responsible for any injuries caused by dogs under their control.
- k. Patrons using facilities do so at their own risk. Neither the City of Lawrence nor the U.S. Army Corps of Engineers shall be liable for any injury or damaged caused by any dog or owner in designated areas.

14. General Public Safety Rules

- a. It is prohibited to interfere with public business in a public building when one is purposely disrupting or hindering, refusing or failing to leave any such public building upon being requested, obstructing any public official or employee through the use of restraint, intimidation or by force and violence or threat. (Code 14-311)
- b. Vandalism or damage to property by graffiti is illegal. Vandalizing or damaging any public property, publicly owned or privately owned, without the consent of the property owner is punishable by a fine of not less than \$250 or more than \$1,000 or by imprisonment for not more than six (6) months, or by both such fine and imprisonment. (Code 14- 1002)
- c. Criminal damage such as injuring, damaging, ruining, destroying or extensively impairing the use of a public park can result in a fine and/or misdemeanor.
- d. Failure to follow all rules and regulations and make required payments may result in forfeiture of rental deposit, additional damage charges, and denial of further use of City facilities.

15. On-Call Number for Emergencies

- a. Items of an emergency nature can be addressed 24 hours a day, 7 days per week through calling the Parks and Recreation On-Call Number (785) 832-7923. A response will occur within 30 minutes. Emergencies are impacts to public safety or property that need immediate attention such as a water pipe burst or electrical failures.