

City of Smithville Public Facility Use Policy

I. Purpose

The Facility Use Policy governs use of public facilities pursuant to Section 105.030 of the Municipal Code. The purpose of this policy is to provide access fairly and reasonably to City facilities for the Smithville community. It is the goal of the City to balance the needs of users to reserve facilities for exclusive use, and the needs and expectations of residents so they will have access to City facilities for their use. The primary purpose of public parks is for the use and enjoyment of City residents. Uses which will substantially impair the rights of the public in general to use public facilities in favor of specific individuals or groups should not be permitted.

II. Requirements for Use

a. Availability

Facilities are available for general reservation on a first-come, first-served basis. Planned parties must make a reservation prior to use. The City reserves the right to determine which days, times, and facilities are reserved based on other scheduled use, wear, and maintenance issues. The City does not give priority to returning reservations.

III. Facilities

All facilities can be reserved through smithvillemo.org/facilityrentals

For all Special Events and Tournaments please contact the Parks and Recreation Department.

Reservations open on January 1 for the full calendar year. Smithville Parks and Recreation shall always have first priority.

a. Indoor Facilities:

Senior Center

The primary use of this facility is for the Smithville Senior Citizens. The facility may be reserved during hours of operation not reserved under the contract with the Smithville Senior Citizens. For recurring reservations, please contact the Parks and Recreation Department.

b. Outdoor Facilities:

Courtyard Park

Courtyard Park should be reserved for all organized parties or events. When the park is not reserved, it may be used by the public for walk-on private party activities during park hours per the Smithville Park Regulations.

Helvey Park Shelter House

Helvey Park Shelter House should be reserved for all organized parties or events. When the shelter houses are not reserved, they may be used by the public for walk-on private party activities during park hours per the Smithville Park Regulations.

Heritage Park Shelter Houses

Heritage Park Shelter House should be reserved for all organized parties or events. When the shelter houses are not reserved, they may be used by the public for walk-on private party activities during park hours per the Smithville Park Regulations.

Smith's Fork Park Shelter Houses

Smith's Fork Park Shelter Houses should be reserved for all organized parties or events. When the shelter houses are not reserved, they may be used by the public for walk-on private party activities during park hours per the Smithville Park Regulations.

Smith's Fork Park Girl Scout Shelter House

Smith's Fork Park Girl Scout Shelter House should be reserved for all organized parties or events. When the shelter house is not reserved, it may be used by the public for walk-on private party activities during park hours per the Smithville Park Regulations.

Smith's Fork Park Boy Scout Camping Area

Use of the Smith's Fork Park Boy Scout Camping Area requires a reservation. When the shelter houses are not reserved, they may be used by the public for walk-on private party activities during park hours per the Smithville Park Regulations.

Smith's Fork Campground

Use of the Smith's Fork Campground requires a reservation. If campsites are needed for an event, an occupancy rate is determined by using the average campground occupancy per day based on the previous season.

c. Sports Fields

All sports fields can be reserved through smithvillemo.org/facilityrentals

Reservations open on January 1 of the calendar year until December 31. Smithville Parks and Recreation shall always have priority.

Field maintenance is mandatory and will be provided by the Smithville Parks and Recreation Department during weekday hours of 7:00 AM – 3:00 PM. This does not

include chalking of the fields. Mowing and dragging are done at least weekly. This can be done for an additional fee. Please contact the Parks and Recreation office for more information.

Heritage Park Baseball Fields

Heritage Park Baseball Fields are open to the public for walk-on private party activities during unreserved park hours. Walk-on use is not permitted after dusk. Sports Field reservations are available for the sole use of the customer and may not be traded, exchanged, or resold without approval by the Parks and Recreation Department. Organized use of City sports parks is prohibited without a permit. Contact the Parks and Recreation Department for more information. Sports field lighting will only be turned on for special events approved by the Parks and Recreation Department.

Availability will be blocked for City Recreation programs for Baseball/Softball and T-Ball. The remaining availability will be opened up once the practice and game times and dates are scheduled.

Smith's Fork Park Baseball Fields

Smith's Fork Park Baseball Fields are open to the public for walk-on private party activities during unreserved park hours. Walk-on use is not permitted after dusk. Sports Field reservations are available for the sole use of the customer and may not be traded, exchanged or resold without approval by the Parks and Recreation Department. Organized use of City sports parks is prohibited without a permit. Contact the Parks and Recreation Department for more information. Sports field lighting will only be turned on for special events approved by the Parks and Recreation Department.

Availability will be blocked for City Recreation programs for Baseball/Softball and T-Ball. The remaining availability will be opened up once the practice and game times and dates are scheduled.

Smith's Fork Park Soccer Fields

Smith's Fork Park Soccer Fields are open to the public for walk-on private party activities during unreserved park hours. Walk-on use is not permitted after dusk. Sports Field reservations are available for the sole use of the customer and may not be traded, exchanged or resold without approval by the Parks and Recreation Department. Organized use of City sports parks is prohibited without a permit. Contact the Parks and Recreation Department for more information.

Reservations will be opened during the Spring and Fall Smithville Recreational Soccer Season. Fields will be marked and maintained during those times. Soccer fields may be reserved during facility hours not reserved by Smithville Recreational Soccer teams.

Smith's Fork Park Football Field

Smith's Fork Park Football Fields are open to the public for walk-on private party activities during unreserved park hours. Walk-on use is not permitted after dusk. Sports Field reservations are available for the sole use of the customer and may not be traded, exchanged or resold without approval by the Parks and Recreation Department. Organized use of City sports parks is prohibited without a permit. Contact the Parks and Recreation Department for more information. Sports field lighting is not available to the public.

Football Field is unavailable August – November for contract use by the Smithville Youth Football program.

IV. Rate Categories

The following categories are utilized only for the purpose of determining fees and charges for events. All events will be charged as a Category II unless documentation required is submitted stating a sponsorship with the City.

Misrepresentation of any event category will result in loss of an organization's category status, all deposits and/or fees paid and may jeopardize future reservations.

Category I – City or City Co-Sponsor: A Joint Use Agreement with the City is required. Generally, applicants do not pay rental fees unless the event imposes additional expenses to the City.

Category II - Other: Subject to any fees according to the Schedule of Fees.

V. Permits for Parades and Special Events

a. Parades

A parade is defined as any parade, march, race, walk, procession, or any similar event, in or upon any public street, pursuant to Section 520.100 of the Municipal Code;

The conduct of the parade will not substantially interrupt the safe and orderly movement of other traffic contiguous to its route;

The conduct of the parade is not reasonably likely to cause injury to persons or property, provoke disorderly conduct, or create a disturbance; and

The parade is scheduled to move from its point of origin to its point of termination expeditiously and without unreasonable delays enroute.

b. Parade Rules and Regulations

All events taking place in the City of Smithville must be approved for a Special Event Permit. All events must complete the Special Event Application to be approved for a Special Event Permit.

A parade permit shall be issued under the following considerations:

Safety:

The responsible party is required to ensure that all rules, regulations, and procedures are followed by all entry participants.

Parade marshals must be strategically positioned along the parade route. They will play a vital role in maintaining order, the safety of spectators, and ensuring a smooth procession.

A minimum of 6 parade marshals shall be placed along the busy sections of the route. Their duties involve enforcing parade rules, such as safety regulations and route adherence, while also coordinating with participants to maintain consistent spacing between units.

Consumption of alcoholic beverages at any time while participating in the parade is not allowed.

Throwing and/or distributing items of any kind from floats is strictly prohibited. Participants may distribute candy and other giveaways HAND-TO-HAND by walking along the parade route next to spectators.

Night parades are prohibited from throwing and/or distributing items of any kind.

No one may step on or off a vehicle or any motorized entry until it is at a complete stop. Once the parade has started, no entry or exit from an entry is permitted, except in the case of an emergency.

A safety meeting will be required before the parade date with City staff and the responsible party at least 30 days before the parade.

Vehicles:

All vehicle/equipment operators participating in the parade must be properly licensed and all vehicles/equipment must be insured with proof upon demand. By operating the vehicle/equipment in the parade, the owner/operator warrants that the vehicle is in sound mechanical condition with no known defects or safety concerns.

Animals:

In consideration of the other units in the parade, all participants with animals must immediately clean up any animal waste along the parade route. The City of

Smithville is NOT responsible for picking up animal waste.

Trash/Clean Up:

All parade staff, including the responsible party, participants, and volunteers, are collectively responsible for the cleanup of the parade route and surrounding areas.

Cleanup activities shall commence immediately after the conclusion of the parade and must be completed within a reasonable timeframe.

The responsible party must properly dispose of all trash and litter in designated bins or collection points provided by the organizers. No litter should be left on the parade route or adjacent areas.

Road Closures/Barricades and Signs:

The responsible party is required to close streets, with traffic barricades, that have been preapproved by the Police Chief, at least one (1) hour before the parade.

Traffic barricades are not provided or set up by the city. Traffic barricades will have to be rented by an outside vendor. Traffic barricades must comply with the Missouri Uniform Traffic Control Device manual.

All signage posted within the City limits requires approval through the temporary sign permit application.

No tape is allowed on City light poles.

Exceptions

This article shall not apply to:

Funeral processions. All funeral processions should contact the Smithville Police Department.

c. Special Events

A special event is defined as any ceremony, show, exhibition, festival, pageant or gathering, or any similar event, in or upon any public street, pursuant to Section 520.100 of the Municipal Code.

Special Event Application and Regulations can be filled out here:

smithvillemo.org/eventrequest

Standards of Issuance

A special event permit shall be issued under the following considerations:

The conduct of the special event will not substantially interrupt the safe and orderly movement of other traffic contiguous to its route;

The concentration of persons, animals, and vehicles at assembly points of the special event will not unduly interfere with proper police protection of areas contiguous to such assembly areas; and

The conduct of the special event is not reasonably likely to cause injury to persons or property, to provoke disorderly conduct or create a disturbance.

VI. Signs and Advertisement

a. Posting Signs in City Parks

Applicants requesting to display signs at City parks and facilities during reservations are subject to the sign requirements outlined in Section 400.505 of the Municipal Code. Requests must be approved during the application process. Signs must be removed at the end of the reservation.

b. Advertisements

For any event that will be advertised to the public, the following disclaimer is required to be printed on the flyer or electronic communication: This event is a private reservation and is not endorsed or sponsored by the City of Smithville.

VII. Application and Cancellations

a. Applications

An applicant applying on behalf of an organization must be authorized by that organization to reserve facilities. smithvillemo.org/eventrequest

An approved application does not guarantee access to the facility. A facility is not considered reserved until payment is received in full.

b. Changes and Cancellations

The City will not be held financially or legally responsible for consequences experienced by users due to circumstances beyond the City's control, including, but not limited to inclement weather, natural disasters and naturally occurring health hazards. The City reserves the right to cancel or reject current and future reservations due to the misrepresentation, misuse of facilities, flagrant violation of policies and regulations, or mistreatment of staff.

	Cancellation Policy	Reservations Can Be Made	Reschedule Policy
Shelters	2 weeks for full refund	24 Hours Prior	2 Weeks Prior
Senior Center	30 Day prior to rental. Under 30 days will only receive security deposit back	5 Days	2 Weeks Prior
Ball Fields	Non refundable	24 Hours Prior	24 Hours Prior
Soccer Fields	Non Refundable	24 Hours Prior	24 Hours Prior
Scouts	5 Days	5 Days	5 Days Prior
Special Events	30 Days prior to event w/ full deposit	30 Days before requested date of event	2 Weeks Prior

Any expense incurred by the City to correct facilities and/or equipment not returned to the original condition due to the applicant's use will be billed against the applicant's deposits.

The City reserves the right to bill the applicant for damages and costs incurred above the deposit amount and up to seven (7) days after the event or reservation.

C. Insurance

Liability insurance coverage in the amount of \$2,000,000 per occurrence is required for outdoor events consisting of 100 or more people. Any event requiring such liability insurance must provide a copy of the certificate of insurance and a separate endorsement page naming the City of Smithville as additionally insured. Events held at Smith's Fork Park facilities also require the Army Corps of Engineers to be listed as additional insured.

A City of Smithville "Hold Harmless Agreement" is required as part of the application.

Bounce houses are allowed at Special Events and outdoor facilities but must be approved by the Parks and Recreation Department prior. liability insurance must provide a copy of the certificate of insurance and a separate endorsement page naming the City of Smithville as additionally insured

VIII. Alcohol Use

- a.** Alcohol is not permitted in any indoor or outdoor facilities without prior approval of a permit from the Board of Aldermen.
- b.** Completion of the Alcohol section of the Special Event Application and a Temporary Liquor License will need to be reviewed and approved by the Chief of Police and Board of Alderman for events serving alcoholic beverages. Security is required for all events serving alcoholic beverages.
- c.** Any person or group wishing to serve alcoholic beverages at an outdoor facility will be required to prove bartenders are at least twenty-one (21) years of age, with proof of completion of the State of Missouri Alcohol Responsibility Training (SMART) Online Server Training Program. Bartenders and serving attendants are not allowed to drink alcoholic beverages or be under the influence of alcohol while serving alcohol.
- e.** Alcohol may only be consumed within the authorized area, and not beyond the perimeters of these areas. (Alcohol use is not permitted on athletic fields or courts.)
- f.** The applicant is responsible for contacting the Missouri Department of Public

Safety to obtain a license if alcohol is to be sold during the scheduled activity. A copy of all applicable liquor licenses must be provided.

g. Service to or consumption of alcoholic beverages by minors will result in immediate cancellation of the event without refund of fees. Alcohol is not allowed at events where the majority of participants are minors.

h. Alcoholic beverages may only be served within a designated area that is pre- approved by the City, pursuant to Section 600.070 of the Municipal Code.

j. Alcoholic service must be suspended one (1) hour prior to the ending time of the event. At last call, only one (1) drink per person will be allowed, and the serving cup size may not exceed ten (10) ounces.

IX. Smoking

Smoking is prohibited in all indoor and outdoor facilities. Vaping is prohibited in all indoor facilities.

X. Security

The City of Smithville reserves the right to require security at events held on City property. A security plan must be submitted for all parades and special events, subject to approval by the Police Department.

XI. Street Closings

If an event will require the closure of any portion of City roadways (i.e., partial lane closures or complete road closures), a map and traffic control plan showing road and lane closures, delineation, and detour routes meeting the requirements of the Manual on Uniform Traffic Control Devices (MUTCD) is required.

Certification that the applicant or sponsoring organization has notified in writing all owners, managers, or residents of property adjacent to the proposed street closing(s), to include 1) name of event; 2) name of sponsor organization, mailing address, and telephone number; 3) date of event; 4) starting and ending times; and 5) detailed description of streets to be closed.

a. Block Parties

A Block Party is defined as barricading a specific portion of a residential street, denying access to the through-traffic for a purpose of allowing the residents who reside within the barricaded area to conduct a special event.

At least 60% of the residents who live in the blocked-off area must sign this

application indicating they are in favor. Neighborhood block parties are to be conducted only between the hours of 7:00 A.M. and 10:00 P.M.

b. Reservation Times

Reservation times requested on the application must include the entire time needed to prepare food, decorate, set-up before the event and to completely clean up after the event. Refunds or credits are not available for early departure from a scheduled reservation or for unused time or facility.

c. Festival Vendors

If an event will have vendors present, the vendors are subject to Section 610.110 of the Municipal Code.

d. Structures

If an event includes structures (i.e., bleachers, tents, stages, platforms, etc.), a site plan identifying the location of such structures, including electrical, plumbing, and sanitation plans is required as part of the application process.