

POLICY GOVERNING THE RESERVATION AND USE OF CITY PARK AMENITIES AND BALL FIELDS

SUBJECT: Policy Governing the process of reserving and approved use of Ball Fields and Amenities if the City of Collinsville Park.

PURPOSE: The purpose of this policy is to provide continuity in the reservation process for City Park Amenities and to identify approved activities on City Ball Fields.

POLICY AND PROCEDURES:

THE AMENITIES THAT ARE ABLE TO BE RESERVED ARE LIMITED TO THE FOLLOWING:

- The two shelters east of the Splash Pad
- The large Pavilion/serving hut
- Baseball/Softball Field

Fee for reserving shelters will be \$25 for the first 2 (two) hours and \$10 for each additional hour.

No fee for reserving Baseball/Softball Field.

Unless reserved the above mentioned shelters and other shelters at the Park will be first come first serve.

THOSE CITIZENS AND SPECIAL INTEREST GROUPS THAT DESIRE TO RESERVE PARK SHELTERS OR BASEBALL/SOFTBALL FIELDS SHALL ADHERE TO THE FOLLOWING PROTOCOL:

1. Contact the Park Use Coordinator at 918-371-1010 Ext 2020 Monday through Friday between the hours of 8:30 a.m. and 5:00 p.m.
2. Provide the coordinator with information concerning the desired amenity to be reserved along with the type of event to take place, the event date and time and how many are planning to attend. (This information assists staff in providing proper waste containers and waste management).
3. Fees will need to be paid in advance of reservation at City Hall. A receipt will be given stating date and time of reservation and will need to be available on the day shelter is reserved.

PARK AMENITIES ARE DESIGNED FOR SPECIFIC USE AND ACTIVITIES. IN ORDER TO PROTECT THE AMENITIES AND THE SURFACE PLAYABILITY OF THE BASEBALL/SOFTBALL FIELD, THE CITY RESERVES THE RIGHT TO DENY AT ITS DISCRETION ANY USE INTENT REQUEST OUTSIDE THE PARAMETERS OF DESIGN.

Pam Polk, City Manager

Date