



Policy Draft Date: June 23, 2021

Policy Approved Date: September 10, 2021

Policy Amended and Approved: October 14, 2021

Approved By: SPR Park Board

Policy Review Date: October 1, 2023

**Policy Title:** Shelter Rentals and Special Event Permitting

**Policy Description:**

Policy to establish rules, pricing, and rental guidelines for Shelter Rentals and Special Event Permitting.

**Policy:**

Sedalia Parks and Recreation provides installation and continued maintenance of picnic shelters throughout our park facilities and properties. When not in use for Sedalia Parks and Recreation programs or events, the shelters are available for reservation through our rental program. Reservations are made on a first-come, first-served basis. If there is not a reservation in place, these structures are generally available on a first come, first serve basis. The shelter rental program provides an opportunity for groups or organizations to have exclusive use of the shelter for basic group picnic activities, appropriate to the seating capacity of the shelter.

If a large or special event is planned with a format broader than a basic picnic activity, the Sedalia Parks and Recreation reserves the right to classify your function as a “special event”. When this designation is made, the sponsoring group will be required to complete a special event application to formally coordinate additional support services necessary to safeguard Sedalia Parks and Recreation property and insure public safety. A “special event” may also be defined as any activity that occurs upon public or private property that affects the ordinary use of parks.

Non-profit organizations will have the shelter fee waived Monday-Thursday.

All organizations/groups will pay the regular fee Friday-Sunday.

No oral agreements for use of shelters shall be valid. Dates will not be “reserved” and reservations are not confirmed until the Shelter Rental Agreement is completed and all appropriate fees have been paid.

Lessee must be twenty-one (21) years of age to rent the shelters and must be on-site during the Activity.

Sedalia Parks and Recreation reserves the right to postpone, cancel or delay any shelter rental.

Trash is emptied and shelters are cleaned in the early morning hours. Therefore, it is possible other park users may use the shelter before rental party arrives. Shelter reservations guarantee use of the shelter only – no other conditions implied.

Use of shelters are non-transferable and no sublet shall be initiated by the Lessee.

The Director of Parks and Recreation and his/her designee reserve the right to refuse the privilege of renting shelters due to abusing policies of the shelter, Sedalia Parks and Recreation, or the City of



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Sedalia. In addition, any individual/group charged with a second occurrence of abuse may be barred from making future reservations. If Lessee violates any of the terms or conditions of the Agreement, Sedalia Parks and Recreation shall have the right to immediately terminate without notice or refund.

All Park Rules and Regulations apply during shelter rentals. All individuals/groups using shelters shall comply with all federal, state, county or local laws including all City of Sedalia ordinances and all rules, regulations and requirements of the Police and Fire Departments. Fire lanes must remain clear at all times.

Reservation Process:

Stop by the Sedalia Parks and Recreation Office or call at 660-826-4930. Payment must be made at time of reservation. Phone reservations are only made with debit or credit cards.

To begin in the 2022 rental season, shelter rental prices raise \$5 yearly until large shelter rental reaches a \$50/day rental rate.

\*Clarifying Edit made on 11.4.21 by Courtney Fry, Recreation Superintendent – SPR staff will update pricing in software system on January 1 each year. Example: On January 1, 2022, pricing will be updated in CivicRec (and Rec Pro for now) to reflect the 2022 season pricing. Large shelter - \$35, Medium - \$30, Small - \$25, Hubbard Shelter #1 w/ Concessions - \$80.

Since renters can book one year in advance, should someone call (or come in) on May 15, 2022 to rent for May 14, 2023, they will pay the 2022 pricing. Should someone call (or come in) on January 1, 2023, to rent for May 14, 2023, they will pay the 2023 pricing.\*

Rental Season	2021	2022	2023	2024	2025
Shelter Size					
Large	\$30	\$35	\$40	\$45	\$50
Medium	\$25	\$30	\$35	\$40	\$45
Small	\$20	\$25	\$30	\$35	\$40
Hubbard Shelter #1 w/ Concessions	\$75	\$80	\$85	\$90	\$95
Hubbard Concession Key/Damage Deposit	\$50	\$50	\$50	\$50	\$50

Rates are per day.

Non-profit organizations will have the shelter fee waived Monday-Thursday. All organization/groups will pay the regular fee Friday-Sunday.

Deadlines:

The deadline for weekend rentals is no later than 12:00pm (noon) on the Thursday before. This also applies to any holidays that fall on a Monday.

The deadline for weekday rentals is no later than 2 business days before the rental.

Available Dates:

April 1 through October 31.

Reservations cannot be made more than one (1) year in advance. For scheduling purposes, one year in advance is defined by the month/date, not by the week/weekend of the year. For example, if today is June 29, 2021, the one year in advance means you could book for June 28, 2022. If today is the second (2nd) Saturday of June 2019 (June 8<sup>th</sup>), you cannot book for the second Saturday of June 2020 (June 13<sup>th</sup>) until June 14<sup>th</sup> of 2019.

Rules and Regulations:

- Smoking and alcoholic beverages are not permitted.
- Shelters can be rented from 8:00am to 10:00pm.
- Alcoholic beverages are not permitted on grounds.
- Smoking is not permitted on grounds.
- Be respectful of other rentals and park guests in regards to noise level.
- Live music is not permitted without prior Director approval.
- Rental of shelter ONLY includes the exclusive use of the shelter. Rental of the shelter DOES NOT include exclusive use of the restrooms, playgrounds or skate park, athletic fields, etc; nor does it give the Lessee or guest special privileges in any other part of the park.
- Shelter rental only includes the space within the shelter. If Lessee event is large enough to spill outside of the shelter, a special event permit must be requested.
- Decorations: Not tape, staples, staple guns, nails, push pins or anything else that could leave permanent damage. No confetti, glitter, or silly string.
- Privately owned, non-commercial bounce houses and other similar inflatable/apparatus, including but not limited to those that use water or have water features as part of the bounce house, inflatable, and similar apparatus, are prohibited on Sedalia Parks and Recreation property.
- Commercial bounce houses and other similar inflatable/apparatus, are also prohibited on Sedalia Parks and Recreation premises.
- Also prohibited: water sprinklers; dunk tanks; sprinklers; slip 'n slides; petting zoos; water balloons; Chinese lanterns; firearms; open flames/candles; tiki torches; knives; cooking grills (excludes cooking grills provided by SPR) and ziplines.
- Renters will need to remove all trash from shelter before leaving (there are trash cans at each shelter and additional cans throughout the parks).
- Glass: No items in glass containers.
- Large shelters have approximately 16 tables.
- Medium shelters have approximately 10 tables.

- Small shelters have approximately 6 tables.
- Tables are not to be removed from your shelter for any reason. Do not take tables from other shelters. Consider bringing lawn chairs if you have a large group.
- Do not drive over curbs or on the grass to park or unload. All vehicles/equipment must remain in designated parking areas at all times. The use and/or placement of vehicles/equipment on sidewalks and/or grass areas within the park is strictly prohibited.
- Food trucks or mobile food vendors must follow the Mobile Food Vendor policy and application process to service events on Sedalia Parks and Recreation property.
- Not all bathrooms are available at the beginning and near the end of the rental season.
- A receipt will be issued and must be with Lessee during the use of the shelter, as proof of your reservation.
- For Maintenance issues during your rental, call 660-287-2229.

#### Cancellations:

Cancellations must be made during business hours the day before your rental date to receive a refund. Otherwise, no refunds are given. Example: If it is forecasted to rain on Saturday (day of rental), you must call to cancel during normal business hours (8am-5pm) on Friday to receive full refund. If you wait to call on Saturday, Sunday, or even Monday, no refund will be given.

#### Hubbard #1 Rental with Concessions:

Key will need to be picked up from the Sedalia Parks and Recreation Office during normal business hours prior to your rental. Key will need to be returned to the Sedalia Parks and Recreation Office on the first business day following your event. Lessee will not have access to the concession area if the key is not picked up. If SPR staff provides access, our key deposit will not be returned.

To have the key deposit returned to Lessee, key will need to be returned on first business day following the event. The concession area must be cleaned and have no damage.

Wipe down countertops.

Do not leave trash inside concession area; place trash in trash cans outside of concession area.

Clean up any spills on the floor or in refrigerator.

Do not leave any food or drink in the concession area.

Report any broken or non-working equipment to the Parks Office.

Key deposit refunds take approximately 1-2 weeks to process.



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#### Special Events:

Sedalia Parks and Recreation has created the Special Event permitting application and rules to implement an improved process to better track and respond to requests to use our facilities and properties. Examples of a special event include, but are not limited to, block parties, fundraisers, festivals, runs or races, car shows, public performances, other similar large gatherings or special event is planned with a format broader than a basic picnic activity. Additional fees may apply based on event needs. Special Events must be preapproved by Sedalia Parks and Recreation Director or his/her designated appointee.

In some cases, Sedalia Parks and Recreation may require a Certificate of Insurance to host a special event on Sedalia Parks and Recreation Property. The City of Sedalia and Sedalia Parks and Recreation assumes no liability with respect to bodily injury, property damage, illness or any other damages or losses, or with respect to any claims arising out of any activity of the permit holder.

1. Sedalia Parks and Recreation requires the special event Lessee to procure and continue in force for the term identified on the permit Commercial General Liability insurance with minimum limits of \$1,000,000 per occurrence/\$2,000,000 aggregate.
2. The policy must include contractual liability coverage.
3. Additional Insured: The City of Sedalia and Sedalia Parks and Recreation, its officers, officials, employees, and volunteers shall be named as an Additional Insured. Please insert this language in the Description of Operations block on the Certificate.
4. Policy shall provide that coverage shall not be canceled, except with notice to Sedalia Parks and Recreation.
5. The Certificate Holder box shall be identified as: City of Sedalia, Sedalia Parks and Recreation, 1500 W. 3<sup>rd</sup> St., Sedalia, MO 65301.

Special Event Application attached.

Special Event Application location: <P:\Documents\Policies\Parks\APPROVED - Shelter Rentals and Special Event Permitting 9.10.21.docx>