

AN ORDINANCE AMENDING SECTION 220.040: TWIN OAKS PARK AREA RESERVATION POLICY AND PROCEDURES AND ADDITIONALLY SETTING OUT AN ADMINISTRATIVE POLICY, NOT TO BE CODIFIED FOR THE YEAR TO YEAR CHANGES TO ADMINISTRATIVE PRACTICES REGARDING SAME AS WELL AS THE FEES ASSOCIATED WITH RESERVATIONS WITHIN TWIN OAKS PARK.

BE IT ORDAINED BY THE BOARD OF TRUSTEES OF THE VILLAGE OF TWIN OAKS, MISSOURI, AS FOLLOWS:

SECTION 1: Short Title:

Section 1. Section 220.040 of the Code of the Village of Twin Oaks shall be amended to read as follows, with new material set out as underlined and removed material struck through:

SECTION 220.040: TWIN OAKS PARK AREA RESERVATION POLICY AND PROCEDURES

A. Applications for a park area reservation may only be made by residents of the Village.

B. Reservations Of Twin Oaks Park.

1. Applications. The time line for accepting reservation applications for the current calendar year shall be as follows:

- a. Village residents--January first (1st) of that year.
- b. Not-for-profits--March first (1st) of that year*.

*Not-for-profit groups include, but are not limited to, Police/Fire Departments, Village employees, local operators of businesses within the Village for business use only, Twin Oaks Presbyterian Church, Twin Oaks Christian School, Scout Troops and YMCAs.

2. Time of application. Application for a reservation must be filed no later than two (2) business days prior to the planned event.

3. Areas which can be reserved. Include the pavilion, multi-purpose court and sand volleyball court. However, only two (2) of these areas may be reserved at any one time to allow some park use by residents at all times. Use of the pavilion assumes the group will also be using the adjacent grassy area toward the sand volleyball court.

4. Parking. Reservations are limited to groups of no more than fifty (50). Applicants must indicate the number of parking spaces they will need on the permit form. If permission is received from TOPC for using their parking lot for the parking, the application can be accepted. If permission from the church is denied, the application must also be denied, unless the applicant provides a plan for legal parking. Village-sponsored events are exempt from the fifty (50) person maximum.

5. The Village staff in collaboration with the Park Committee and with approval of same by the Board of Trustees, will maintain a reservation application procedure, including fines and fees to be assessed in accordance with said reservations, on file in the Village offices. This policy will not conflict with any Park Regulations as set out within the Village Code. This policy may be changed as needed but should be reviewed no less than on an annual basis, with any changes to that policy being brought to the Park Committee for input and then recommendation of same to the Board of Trustees for approval of same as an amendment to said Policy. This policy will be held on file in the Village offices and produced upon request. It may be changed as needed throughout the year as long as the above stated protocol for changes is followed and a current policy is always available for review.

C. Deposits Due Before Reservation Is Assigned.

1. Reservation permits for use of the park require a deposit, as set forth by the Board of Trustees from time to time, upon application approval before a date can be assigned to that user.

2. If a user requests special permission from the Village Administrator/Clerk, alcohol may be served as long as there are no glass containers brought into the park. A permit to include alcohol requires an additional deposit as set forth by the Board of Trustees from time to time.

3. No more than fifty (50) people can be in attendance at any function upon a reservation. If the application is requesting more than fifty (50) people, the application will be reviewed by the Park Committee and decisions will be made on a case-by-case basis.

4. Any damages or cleanup charges resulting from the use of the park by the reserved party will be deducted from the deposit and or additionally billed to the reserving party.

5. If Police have to be called because of group misbehavior, the entire park deposit will be forfeited and future reservations for that group may be denied.

D. The grassy area may not be used as a team sport practice field. If a group is given permission by the Village Administrator/Clerk to erect one (1) or more tents, a non-refundable fee, as determined by the Board of Trustees from time to time, will be charged. Additionally, any such tents must be removed within two (2) days of the event. For the purposes of this provision, "tents" are defined as covered temporary structures which, individually or in aggregate, exceed one hundred (100) square feet of ground coverage

SECTION 2. The current application policy as amended is set out as an attachment to this ordinance and should be the guiding principle when setting Park reservations. It shall also be held on file for review upon request.

SECTION 3: Effective Date:

This Ordinance shall be in full force and effect from and after its passage as by law provided.

Passed and Approved this 19th day of February, 2014.

Dennis L. Whitmore
Dennis L. Whitmore, Chairman

ATTEST:

Kathy A. Runge
Kathy A. Runge
Village Clerk

First Reading 2-19-2014

Second Reading 2-19-2014

Attachment A:

Twin Oaks policy/procedure regarding park reservation applications.

Reservations:

a. The Village Administrator/Clerk, or that person's designee, shall act upon applications for reservations and shall devise and utilize a standard "Park Reservation Application" form which provides information necessary to establish accountability and scheduling.

b. The Village Administrator/Clerk, or that person's designee, shall possess reasonable discretion in approving or denying applications for reservations and may deny a permit to any applicant who has abused park privileges in the past by violation of park rules, including parking restrictions or whose applications for the reserved use cannot be accommodated due to the unreasonable interference with the primary rights of Village residents to continuous park access and enjoyment.

Deposits:

1. Reservation permits for use of the park require a deposit, as set forth by the Board of Trustees from time to time, upon application approval before a date can be assigned to that user. The deposit for residents can be refunded up to one hundred percent (100%).

2. If a user requests special permission from the Village Administrator/Clerk, alcohol may be served as long as there are no glass containers brought into the park. A permit to include alcohol requires an additional deposit of one hundred dollars (\$100.00), which is refundable if all rules and regulations are followed.

3. No more than fifty (50) people can be in attendance at any function upon a reservation. If the application is requesting more than fifty (50) people, the application will be reviewed by the Park Committee and decisions will be made on a case-by-case basis.

4. Any damages or cleanup charges resulting from the use of the park by the reserved party will be deducted from the deposit and or additionally billed to the reserving party.

5. If Police have to be called because of group misbehavior, the entire park deposit will be forfeited and future reservations for that group may be denied.