

**City of Charleston, MO
Parks Use Policy
Effective January 1, 2014**

A. Objective of Park Program

1. To promote the safe and responsible use of city parks by the residents of Charleston.
2. To provide safe and healthy outdoor recreation opportunities for Charleston youth.
3. To provide quality outdoor environments for the community at large.

B. Parks Covered By this Policy

1. Rolwing Park
2. Whipple Park
3. Hillhouse Park
4. A.D. Simpson Park
5. Gordon Galemore Park
6. Hequembourg Park
7. Mark Twain Park
8. Plainview Park

C. Parks Season

1. As a general rule, parks are open for public access year-round, but city services will be provided from April 1 thru October 31 of each calendar year. “Services” means the availability of public restrooms, mowing of athletic fields, preparation of athletic fields for games, lighting of fields, etc.
2. Services may be provided at other times of year by contacting either the City Manager or Parks Director.
3. As a general rule, parks are open from 7:00 am to 9:00 pm each day during the season. Loitering or gathering in groups before or after park hours is not allowed.

D. Allowed / Disallowed Uses of Parks

1. Parks are available for athletic, recreational, and general family activities. Some specific uses are restricted to specific parks.
 - Youth athletic activities are restricted to Hillhouse Park, A.D. Simpson Park, Gordon Galemore Park, and Rolwing Park (tennis only). For ease and efficiency of field maintenance and preparation, specific athletic fields within these parks may be designated for specific activities by the Parks Director or City Manager.

- Fishing is restricted to Whipple Park and Hequembourg Park. Fishing is permitted for those under the age of 16 and over the age of 65 only.
2. The following activities are not allowed in Charleston city parks.
- Sale, possession, or consumption of alcoholic beverages.
 - Live music or live entertainment performances of any kind without prior consent of the Charleston City Council.
 - Sale of products or promotion of commercial products other than the casual sale of refreshments from designated concession stand areas by athletic groups during athletic events.
 - Advertising or promotion of commercial businesses. At some athletic fields, hanging of signs promoting local businesses may be installed as a fund raising vehicle for those athletic organizations, provided prior approval is obtained from City Council.
 - Under no circumstances may signs or banners promoting the consumption of alcoholic beverages, or the use of tobacco products be installed in city parks.
 - Paid admission charges or fees to attend or participate in any activity conducted in a public park, other than public school athletic events where admission charges are required by the state high school athletic governing body. Admission fees may be charged for other athletic tournament events provided the organization sponsoring the tournament has paid a separate tournament fee to the city (\$100 per day per field) and completed a tournament registration form. Said restriction is not intended to prevent athletic organizations from collecting fees from players or teams to participate in the league or organization itself.

E. Use of Athletic Fields By Charleston Youth Groups

1. The City of Charleston is committed to providing its youth with good quality athletic facilities. For this reason, there is no charge to use athletic fields for youth athletic leagues or games provided participation is open to all Charleston youth within the designated age groups and participation by all local youth is actively encouraged and / or solicited. For leagues or teams assembled on a “try-out” or “select” basis, user fees for athletic fields may apply as set from time to time by the Parks Advisory Board and City Council.
- The city will prepare fields for game use only Monday through Friday. (Fields will be prepared on Friday for Saturday use.) No field will be prepared more than one time per day.
 - No field preparation will be done for practice sessions and no lighting will be provided except through special arrangements.
 - Other than special tournament events, no field preparation is done on Sundays and, as a general rule, no services are provided to athletic fields on Sundays.

2. Charleston youth organizations using athletic fields must be registered with the City. Use of athletic fields by leagues or organizations who have not registered with the city is prohibited. Use of athletic facilities for leagues or teams outside the city of Charleston is not allowed without prior approval of the City Manager, who may elect to refer the question to City Council.
 - An application form must be completed, including the names, addresses, and phone numbers of the adults who will be the city's contact with the organization. The application form must be signed by an officer of the league or organization.
 - A Certificate of Insurance must be provided from a credible insurance carrier which names the City of Charleston, Missouri as an additional insured and verifies liability coverage in a minimum amount of \$1.0 million per incident. The coverage shown on the Certificate of Insurance must cover the entire use period for which the organization is applying.
 - The application form signed by the applicant will also include a hold harmless and indemnification agreement or statement whereby the applicant releases the City of Charleston from any liability for injury or death to any player, coach, supervisor, concession stand attendant, or other participant in the activity conducted or sponsored by the league or organization.
 - An application form is for a specific athletic field and for one specific organization. If more than one athletic field is involved, separate applications must be made for the use of each field.
 - If athletic organizations wish to use the athletic field's concession stand facility, the application form must be accompanied by a deposit of \$250 which will be returned to the organization at the end of the season if the concession stand is left in clean and satisfactory condition.
 - A schedule of play dates must be submitted with the application form. Fields may be committed to other users on non-play dates.

3. Services provided by the city to athletic organizations.
 - Except for games conducted by the Charleston High School teams, who pay an annual fee to use the city's athletic facilities, the city will provide no field preparation services outside the normal park season.
 - The city will keep all athletic fields mowed on a regular basis and will do its best to keep playing fields in good condition for the playing of games. However, the city's manpower resources are limited, and the city makes no specific representations regarding the frequency of mowing.
 - Lighting for athletic fields is provided by the city for games only. Athletic field lighting will not be provided for practices or informal workouts unless special arrangements are made. Exceptions may be made for the Charleston High School teams.

- Fields will be marked and prepared by the city for games only (not for practices) and on weekdays only between the hours of 7:00 am and 4:00 pm. The city will prepare a field only one time during each weekday. The city will only accommodate requests for field preparation outside these times if manpower is available. (This policy does not apply to Charleston R-1 School District.)
- The city may designate specific fields for specific uses. Due to limited manpower, the city cannot prepare one field for multiple uses during the same day.
- The city provides no service to concession stand facilities. User organizations are expected to clean these facilities themselves following each use.
- Restroom facilities are stocked and cleaned by city employees and will be in good condition at the start of a user day. These facilities are usually not serviced by city staff until the start of the next day.
- Lighting for tennis courts at Rolwing Park is available only until 9:00 pm.

4. Use of Athletic Fields for Tournaments

Use of athletic fields for tournaments is permitted under the following conditions:

- The sponsoring organization must register the tournament with the city and complete a Tournament Registration Form showing the specific dates the tournament is to be conducted, fields to be used, etc.
- A Certificate of Insurance must be provided showing liability coverage in a minimum amount of \$1,000,000 per occurrence for the specific event.
- A tournament fee of \$100 per field per day must be paid in advance.
- A concession stand deposit of \$50 per day must be paid in advance, to be returned to the sponsoring organization after the tournament provided the concession stand and restroom facility is left in clean and good condition. (This deposit may be waived if the tournament sponsor is also a regular season user of the concession stand facility.)
- The city will, weather permitting, mow the athletic field no more than one day prior the start of the tournament, will line the field for play at the beginning of each day, will provide lighting for night games, re-supply restroom facilities for daily use, and will empty trash barrels once each day. If fields need to be re-lined for additional games in a day, the city will attempt to accommodate this request if manpower is available.
- The sponsoring organization will provide its own concession stand supplies.
- Sponsoring organizations who have registered their athletic tournament with the city and paid a tournament fee may charge admission to the field on which tournament games are being played. However, to avoid public confusion, no admission fee may be charged at the entrance to the city park in which the field is located unless a sign is posted advising the public that an admission fee to enter the park itself is not required.

F. Use of Athletic Fields By Non-Charleston Leagues, Teams, and Organizations

If dates are available, Charleston athletic fields may be used by non-Charleston leagues, teams, and other groups at a cost of \$100 per day per field, said amount to be periodically adjusted by the City Council. If concession stand facilities are to be used, a \$250 deposit must be made upfront, to be returned if the concession stand is left in clean and good condition, and an additional \$50 per day fee is to be paid for use of the concession stand. The availability of fields will be determined by the Parks Director and City Manager. An application form must be completed in advance and a Certificate of Insurance provided (naming the City as an additional insured) prior to the date of use. In the event of a conflict of dates, preference will be given to a Charleston organization wishing to use the field on the requested date.

G. Use of Picnic Pavilions

Some city parks contain picnic pavilions that may be reserved for use by contacting City Hall. A deposit of \$50.00 is required to reserve a pavilion, which is returned if the pavilion, surrounding area, and restroom facilities are left in good condition by the user. Reservations are made on a first come, first serve basis. Pavilion reservations are not accepted more than sixty days in advance. Use of pavilions is open to the public if the facility has not been previously reserved.

H. Community-Wide Events and Use of Parks by Community Groups

Parks are always available for use by community groups and for the staging of community events. Parks may be reserved by the sponsoring organization by contacting City Hall and completing a registration form. Depending on the nature of the event, a Certificate of Insurance naming the city as an additional insured may be required. However, any event which involves the exclusive use of a public park or requires special services from the city is subject to a \$100 per day use fee. Community events using only a small portion of a park and not requiring city services are not subject to use fees.

I. Volunteer Work in City Parks

Due to potential liability issues, the work that can be done in public parks by volunteers is limited to trash clean-up, landscaping work, and other simple, routine items of work not involving use of power tools or machinery, provided the work is approved in advance by the city. Game preparation of athletic fields by volunteers is permissible other than mowing, which must be done by city employees or city-designated contractors.

J. Special Donations

While promotion of commercial businesses is generally not allowed in city parks, exceptions may be made in the event of special donations made to the city Parks Fund. Equipment or fixtures donated by businesses to city parks may acknowledge the contributor, and athletic fields, picnic pavilions, or other facilities within parks may be “named” for a contributor or contain signs acknowledging a special contribution. Contributions involving such acknowledgment of the contributor require the consent of City Council.

K. Alterations to City-Owned Facilities

No user organization or group may physically alter permanent facilities installed in a city-owned park. Park users are always free to make suggestions to the city concerning improvements they feel should be made to city parks, but the actual execution of those changes must be made by the city.