



**City of Fulton**  
**Park Use Policy**  
Revised 4/3/24

1. All City of Fulton Parks are open to the general public from 6:00 am – 12:00 am, Monday – Sunday.
2. Pavilions/Shelters are free for public use on a first come-first serve basis. Reservations require a fee and permit.
3. No exclusive use for any City of Fulton Park. Reservation permits only reserve shelter areas. There may be other events occurring within the Park at the same time.
4. The City Council or its authorized representative (Fulton Parks and Recreation) may make exception to any of the park use rules or regulations, including rental rates. The City reserves the right to refuse service to anyone.
5. Payment is due at time of reservation. No reservations will be made without full payment of fees and deposits. If the City Council or Parks and Recreation Department waives the fee after the reservation has been made, the user will be reimbursed the fee and or deposit.
6. No alcoholic beverages shall be consumed in City parks without written approval (Alcohol Permit) of the City. Alcoholic beverages are not allowed on or in the vicinity of the municipal swimming pool, Hensley Field, Memorial Field, ,McBride Field, Murphy Field, & Seaman Field.
7. No alcoholic beverages shall be sold in City Parks without written approval of the City.
8. Commercial or promotional activities on park property will not be permitted, Selling of any article or concession item is prohibited on park property with the exception of: 1. Approved charitable/non-profit fund-raisers, or 2. Parks & Recreation Department sponsored/cosponsored events. (see **Section VIII, Special Event Reservation Permit Policy (Special Use Permit)**, for more information on these types of activities.
9. Garage Sales, Rummage Sales, Auctions, Flea Markets, Food Truck sales or similar activities are prohibited on all City Park property without the approval of the City Council.
10. No vehicles other than authorized city vehicles are allowed on grass areas. Vehicles cannot be driven into picnic areas to load or unload supplies. Vehicles may only be parked in designated parking areas.
11. Park equipment shall not be removed from City property without written approval of the Parks & Recreation Director.
12. All dogs at the Park (other than the City Dog Park) must be on a leash at all times.
13. It is unlawful to cut, injure, deface or damage any tree on park property. No signs or related hardware are to be attached to any tree.
14. Glass beverage containers are prohibited in all city parks and trails.
15. It is unlawful to have an open fire in city parks except in designated grills and fire pits. Park users must completely extinguish all fires prior to leaving the park.
16. All activities conducted in City parks will be in accordance with the law and the policies of the City of Fulton's City Council. No meetings or entertainment may be held for the purpose of advancing any doctrine or theory that advocates the overthrow of the government of the United States or the State of Missouri by force or violence or other unlawful means.
17. Violation of any Park Usage regulations is punishable under **Fulton City Code 1-20. General penalty for Code violations; continuing violations.**

### **Reservation Permits for Park Shelters and other Outdoor Facilities**

- I. City of Fulton Parks & Recreation pavilions/shelters may be reserved by individuals, businesses, or other organizations for gatherings in compliance with the following terms of this policy.
  - A. Regularly scheduled Parks & Rec. Department activities will maintain first and highest priority.
  - C. Reservations must be made in person and payment in full is due at time of registration.
  - D. Reservations must be made by someone 18 years of age or older.
  - E. Shelters may be reserved by only one group per day.
  - F. The reserving party is responsible for cleanup of facility after use. All trash is to be put in refuse containers.
  - G. The reserving party assumes responsibility for damage done to the facility/equipment & will be billed for repair/clean-up costs, if incurred.
  - H. All event clean-up must be completed **prior** to midnight on the day of the event/reservation and all park users will be required to exit the park at 12:00 am or be cited for trespassing.
  - I. Decorations or signs may be put up with tape or tacks but must be removed when the event is finished. NO staples or nails. Signs, posters, or decorations **may not** be attached to trees.
  - J. Reservation permits only reserve shelter areas, not the entire park. There may be other events occurring within the Park at same time.
  - K. Holidays: The Parks and Recreation Department reserves the right to not reserve a shelter or facility on a holiday or the day after a holiday that is officially recognized on the City of Fulton calendar/
- II. In order to avoid any conflicts, the reservation receipt and other appropriate permits should be carried to the pavilion and a copy of the reservation posted in a visible area by 8:00 AM the day of the event.
- III. If there are any problems with a reservation upon arrival, call the Parks & Recreation Department at 592-3190 (8:00 am – 5:00 pm, Mon. - Fri.) or, if necessary, Fulton Police Department at 592-3100.

## V. Additional Permits:

- A. Once reservation is approved; the individual making the reservation will be responsible for obtaining additional permits such as an **Alcohol Permit** or a **Noise Permit**, from the City Clerk.
- B. **Alcohol Permit:** An alcohol permit is required to consume alcohol in public parks. The alcohol permit can be purchased from the City Clerk at a cost of \$1 per permit. This is not a license to sell alcohol related products.
- C. **Noise Permit:** For the peace and comfort of everyone in the park and park neighbors, sound amplification systems are allowed by permit only. Noise permit can be purchased from the City Clerk at a cost of \$1 per permit.

## VI. Reservation Changes/Transfers

- A. All changes and transfers are subject to a \$10 processing fee. All changes to permits must be made at least 7 days in advance.

## VII. Rain Out or Cancellation Policy

- A. The reservation fee is not refundable for any reason including inclement weather, but can be transferred to another facility or a future date within the current calendar year, depending on availability and if a request for change is made 7 days before the reservation date.

## VIII. Special Event Reservation Permit Policy (Special Use Permit)

- A. An event that meets the following criteria can be considered a *Special Event* and may be subject to any or all requirements regarding special events. For further definition, a special event can be any event necessitating use of grounds or facilities in a manner other than their specific recreational use. Athletic competitions at the youth, middle school/ high school, college, or recreational level that use the facility for its' intended purpose (ie. Soccer field for a soccer game) will not be classified as a special event and may not be subject to requirements.
  - 1. any event likely to attract more than 200 people;
  - 2. any event where the general public is invited and an entry fee or an admission fee will be charged;
  - 3. any event that will include activities such as a music concert, public speaker, carnival type games or rides, etc.
  - 4. any event that will involve the selling of goods or food/beverage from an outside vendor (City Council approval required)
  - 5. any event titled as a carnival, festival, fair, march, celebration, convention or rally.
- B. **Special Event Requirements:** Any event that meets any of the criteria in Section VIII, Part A, will be declared a Special Event and will be subject to the following requirements. All requirements must be completed prior to final approval of reservation.
  - 1. Complete a Special Event Application and submit a detailed, written description of the event, along with a "map" detailing how the event will be laid out in the park, at a suggested 60 days prior to event, but no later than 30 days prior to the event.
  - 2. Valid Certificate of Insurance listing the City of Fulton as an additionally insured party and meeting the minimum liability insurance requirements of two million dollars (\$2,000,000.00). Insurance endorsements must be received at least five (5) working days before the reservation date and before final confirmation will be given.
  - 3. Posters, fliers and all forms of publicity or advertising for a Special Event must be reviewed and approved by the Parks & Recreation Department prior to distribution.
  - 4. Applicant must be present at the event from the start of the event until the conclusion of the event.
  - 5. At the recommendation of the Fulton Police Department the event may be required to have security personnel or City of Fulton Police officers, to be paid for by event organizer.
  - 6. Events that will be selling, food or drink will have to obtain all necessary licenses and permits from the County Health Dept. Site inspection may also be required at County Health Inspector's discretion.
  - 9.. A list of any outside vendors must be submitted to Parks and Recreation at least 7 days prior to the event.
  - 10. Any damage caused by outside vendors will be the responsibility of the permit holder.
  - 11. Applicant agrees to abide by all City codes, laws and park rules.
- C. Procedures for obtaining a permit for a Special Event
  - 1. Once a Special Event Application, along with a detailed, written description of the event and event map is submitted, the Parks & Recreation Director may:
    - a. Conditionally approve the permit pending completion of all Reservation permit requirements; or
    - b. Reject the Reservation Permit request; or
    - c. Refer the request to the City Clerk to be approved or passed on to City Council for review.
  - 2. After initial review, the Parks and Recreation Director will notify applicant of the preliminary decision, provide an explanation for permit rejection or explain the additional requirements for the permit approval.
  - 3. If City Council review is needed, the applicant may be requested to present the event proposal at a regularly scheduled City Council meeting.

#### D. Fee Structure for Special Events

1. Shelter Rental: \$40 per shelter, \$60 Memorial Pavilion, \$100 Memorial Pavilion with Concession plus \$40 deposit.
2. Additional Picnic Tables: \$5 per table
3. Additional Trash Cans: \$5 per trash can
4. Dumpsters: Dumpsters must be requested from the City Solid Waste at 642-3421 and any dumpster fees must be paid directly to the City Landfill.
5. Additional Electric Outlets, if possible: \$50 per location
6. Additional requests other than general maintenance and cleaning of park facilities will be charged at a rate of \$20 per hour per staff member and must be paid prior to event date.
7. City Council has the discretion to waive any or all fees.

E. All requests for additional items such as trash cans, electric outlets, dumpsters, picnic tables, must be made at time of application for a reservation permit.

#### F. Property Damage and Park Clean-Up

1. The individual responsible for making the reservation will be responsible for any and all costs related to damage of City property or additional park clean up. Individual will be billed for any amount that exceeds the Event Deposit.

#### G. Event Deposit

1. A deposit may be forfeited under any of the following conditions:
  - a. You misrepresent your activity, yourself or organization on the permit application.
  - b. You exceed the maximum capacity stated on the permit application.
  - c. You misuse or mistreat City personnel/equipment or supplies.
  - d. Any illegal activity is known to have taken place during the event
  - e. You fail to satisfactorily clean up after your event.
  - f. You fail to conclude your event and have all participants exit the park by 12:00 am
  - f. Any property damage was done by people attending your special event.
  - g. You disregard any of the rules on the Park Use Policy.

2. Forfeiture of part or all of your deposit may result in the denial of future applications for use of City of Fulton facilities.

#### H. Security Guards/Police Personnel:

1. The Parks and Recreation Department, after consultation with the Fulton Police Department, may require private security guards from a licensed firm to be present at special events. If your event requires security guards and/or police personnel, you will be notified. It is your responsibility to hire and pay for required security guards and/or police personnel. The Parks & Recreation Department reserves the right to decline security guard firms with which the Department has had poor experience.

#### I. Vendors and Sale of Goods in City Parks

1. Selling of any article and/or concession item is prohibited on park property with the exception of approved charitable or non-profit fund-raisers or Parks & Recreation Department sponsored/co-sponsored events.
4. Approved vendors may sell concession items from park concession buildings during Parks & Recreation sponsored events or approved charitable or non-profit fund raisers. \*Due to Covid issues and the transition of Food Handling Permits and Health Inspections to the authority of the Callaway County Health Department, the Parks and Recreation outdoor concession stands will not be available for use or rent, at this time.

### **Reservation Permits for Scout Cabin**

- I. The following are the policies for the reservation and use of the Scout Cabin. All Park Usage Policies and Special Event Policies will apply unless noted differently in the following policies:
  - A. Maximum Occupancy of Scout Cabin = 80 people
  - B. No animals are allowed inside the Scout Cabin
  - C. As of September 1, 2018, no reservation or rental fees will be waived without the consent of the City Council.
  - D. Payment is due at time of reservation. No reservations will be made without full payment of fees and deposits. If the City Council waives the fee after the reservation has been made, the user will be reimbursed and fee and or deposit.
  - E. Key must be picked up Monday – Friday, during the hours of 8:00 am – 5:00 pm at the Parks and Recreation office. The key will unlock the front doors only. Key must be returned within 48 hours of the reservation date.
  - F. Users will have access to the Meeting Room, Kitchen & Restroom as early as 6:00 am on reservation date and as late as 12:00 am on reservation date. All other areas are restricted.
  - G. If an alcohol or noise permit is required for the event, the user must obtain those permits from the City Clerk prior to the reservation date.

- H. User is responsible for the following:
- i. Cleaning the facility at completion of scheduled event
  - ii. Removing all trash from facility and placing it in dumpster located in the parking lot.
  - iii. Turning off all lights and securing facility at completion of event.
  - iv. Setting thermostat to 65 degrees prior to leaving facility.
  - v. Supervision of the event.
- I. The reserving party assumes responsibility for damage done to facility or equipment and will be billed for repair/clean-up costs.
- J. **Decorations:** The facility may be decorated; however, no tape, nails, tacks or screws can be attached to the walls of the facility. All decorations must be removed at completion of event.
- K. User must notify the Parks & Recreation Department of any maintenance issues at least 24 hours prior to the event start time. If event is held on a weekend day, the user must notify the Parks & Recreation Department 48 hours prior to event start time.
- L. No live musical entertainment will be allowed in the Scout Cabin, without prior approval from Parks and Recreation Dept.
- M. Commercial or promotional activities on park property will not be permitted. Selling of any article and/or concession item is prohibited on park property with the exception of City Council approved charitable/non-profit fund-raisers or Parks & Recreation Department sponsored events.
- N. All event clean-up must be completed **prior** to midnight on the day of the event/reservation and all park users will be required to exit the park at 12:00 am or be cited for trespassing.
- O. Failure to abide by these policies can result in:
- i. Forfeiture of \$100 deposit
  - ii. Payment of additional cleaning or maintenance costs.
  - iii. Loss of future Parks & Recreation facility rental privileges.
  - iv. Referral to local law enforcement agencies
- P. The City of Fulton and Fulton Parks and Recreation Department will not be responsible for any personal items that are lost, damaged or stolen.
- Q. **One time, daily use rental:**
1. Fee: \$125 rental fee, \$100 deposit-due at time of reservation. Rental fee is non-refundable. \$100 deposit will be deposited. Deposit will be returned within 10 business days after inspection of facility & return of key.
- R. **On-going, regular weekly, monthly or annual usage**
1. Fee Structure: \$20 per day for a Monday – Thursday rental. \$40 per day for a Friday – Sunday rental. Waiver of the fees associated with “on-going” usage, will only be made with City Council approval.
  2. This multi-day reservation option is only available for non-profit groups or organizations.
  3. To be considered for the “on-going” rental rate, a non-profit group or organization must reserve Cabin for a minimum of 12 days per year.
  4. Rental fees for the year will be due at time of reservation or after Council reviews any request for a fee waiver.
  5. Each group will be issued a maximum of 2 keys. Keys will only be issued to the individual making the reservation. A \$25 per key deposit will be required. If a key is lost, user will forfeit key deposit, be required to pay an additional deposit and pay a \$100 replacement fee before a new key will be issued.
  6. Keys will fit the basement door and the door leading to the basement storage area.
  7. Group or Organization must submit a Facility Reservation form, along with a complete list of dates & times requested at least 30 days prior to the first requested date. If the facility is reserved annually, the documents must be submitted to the Parks & Recreation Department by January 2<sup>nd</sup> of the upcoming year.
  8. If the Parks & Recreation fee is waived, the group or organization must submit a written proposal for a community service project. This proposal must be submitted along with Reservation form.
  9. All items belonging to the group must be stored in the basement of the facility or removed from the facility each day. No items other than City of Fulton tables and chairs may be left in the kitchen or meeting room areas.
  10. Tables must be broken down and stacked in the corner of the Meeting Room after event. Chairs must be stacked on cart after an event.
  11. City of Fulton tables or chairs may not be removed from the facility.
  12. The user is responsible for notifying the Parks & Recreation Department of any maintenance or cleaning issues.