

Recommended changes / additions to Parks and Facility Usage Policy

Opening Section

1. Verbiage added to allow the City to enforce additional policies not stated in these guidelines. (pg 1, first paragraph)
2. Exceptions – Exceptions / variances to the policy require approval of the City Manager, with the exception of waiver or fees and City Ordinances, which requires approval of City Council. (pg 1)
3. Parks Recreation Mission Statement added. (pg 1)

Section A – General Facility Procedures and Guidelines

4. Conditions for Use - Application now required to be completed 10 days in advance for public rentals. (pg 1)
5. Condition for Use – Policy refers to payment rates per the approved fee schedule. (pg 2 #4)
6. Conditions for Use – Policy added restricting the lessee to sublease or assign its rental privileges to another individual, party or organization. (pg 2 #11)
7. Conditions for Use – Food sales policy added, allowed as long as they do not conflict with associations selling under a joint use agreement with the City. Seller must sign a vendor agreement with the City and 15% to the City if they are not renting the space. Policy also requires seller to obtain permit from Galveston County. (pg 5 #12)
8. Conditions for use – Policy added allowing the City to deny request for use based on the type of business or organization renting. (pg 2 #14)
9. Refund Policy added. The Refund policy was listed in the individual contracts but is now included in the General Policy. (pg 2)
10. Security Requirements –Additional policies are included to reserve the City the right to require additional fees for officers if the City feels it is in the best interest of the City. (pg 3)
11. Soliciting – Clear and defined policy in place for groups, individuals and organizations seeking to solicit in City parks and Facilities. (pg 4)
12. Waiver of Fees Policy (pg 4) – New requirements not previously stated:
 - a. Applications that do not meet the waiver of fees criteria will require approval of City Council to have fees waived. (Current policy states the Mayor can waive fees.)
 - b. Waiver of fees is not available for political or religious events that are not 501 (C) (3). (added)
 - c. If Mayor or City council request use of city facilities for city business, fees will be waived.
 - d. Current policy does not allow Waiver of Fees rentals to use Civic Center or Recreation Center on Friday or Saturday, which has been removed. This keeps the policy consistent at all parks and facilities.

- e. Current policy requires maintenance and operation costs at Civic Center and Recreation Center, which has been removed.
- f. Applications exceeding 2 hours in duration are limited to one waiver of fees per year is added.
- g. The application process for submitting the waiver of fees request is added.

Section B – Procedures and Guidelines Pertaining to Park and Field Rentals

- 13. New booking schedule. This will allow the City to schedule its own programs and events first, and then work with our local youth organizations before releasing the dates to the public. The current policy does not specify any dates, just states rentals should be made at least 30 days in advance. Information is also included to allow larger community events to book up to a year in advance with approval of the Recreation Superintendent. (pg 5)
- 14. Park Ordinances – Sound permit requirements added referring to ordinance. (pg 5 #14)
- 15. City employees receive 25% discount on all programs and rentals. (pg 5 #16)
- 16. Geocaching guidelines added (pg 5)

Section C – Procedures and Guidelines Pertaining to Facility Rentals

- 17. Damage Deposits, Alcohol and Facility Rental Conditions. Information in this section was included in facility contracts but is now being added to the General Policy. Some applied to the Civic Center / Recreation Center while others applied to Hometown Heroes Park. This section combines all policies to apply to all City of League City Recreation Facilities. (pg 6)
- 18. Facility Rental Conditions – Rentals may be booked up to one year in advance, full payment is due at time of booking. (pg 6 #1)
- 19. Facility Rental Conditions – Lessee must be at least 21 years of age and provide a US photo identification. (pg 7 #9)

Section D – Procedures and Guidelines pertaining to non-profit youth organizations

- 20. Conditions for Use – Requirements changed from 50% residency to 60% residency. This requirement pertains to youth organizations qualifying for a joint use agreement with the City for priority field and facility usage. (pg 7)
- 21. Facility Keys – Policy added clarifying key return policy. (pg. 8)
- 22. Enhancements – Information added stating enhancement projects by associations on City parks and facilities will become the property of the City. (pg. 8)
- 23. Swimming Pool requirements added as it refers to lifeguard supervision. (pg. 8)