

**CAMDENTON COMMUNITY PARK
SHELTER RESERVATION POLICY**

1. Park Shelters will be reserved on a first come – first serve basis.
2. Request for reservation can be obtained from the City website: www.camdentoncity.com or from City Hall, 437 West U.S. Hwy. 54: Phone: 573/346-3600
3. There is no charge to reserve a park shelter
4. Groups wishing to reserve a park shelter for a special event (i.e.—run/walks, fund raisers, etc. as set out in Special Use Permit requirements) must fill out the appropriate special use permit paperwork
5. Any group using a park shelter that wants to hang or place signs must have an approval from the Building Department.
6. A person(s) having an approved reservation form from City Hall will have priority over those who do not have a reservation.
7. Person(s) causing any damages to a park shelter which can be traced to the specific person(s) will be charged the amount of the actual damage.
8. Camdenton Park shelters will not be used for money making events such as bake sales, yard sales, antique sales, food sales, etc. unless such person(s)/ organizations are not-for-profit and has obtained a special use permit from the City of Camdenton.
9. Amplified music is allowed in the park shelters, although adequate electricity cannot be guaranteed. However, City ordinances apply on the loudness of such music. No profane, lewd, indecent or slanderous human speech or music will be allowed.
10. Trash receptacles are provided in the shelter area. Please place your trash in the receptacles provided at the park and keep our parks clean.
11. No glass containers are allowed in the park
12. ALCOHOL IS NOT ALLOWED IN THE PARK
13. The park (except for the ball leagues) closes at SUNSET

**CAMDENTON COMMUNITY PARK
BALL PARK RESERVATION POLICY**

1. First consideration for use of the ball park is reserved for Youth and School league games and practices.
2. All other reservations for use of the ball park will be based on a first come – first serve basis after verifying with specific league presidents that the field is available.
3. A special use permit will be required If the ball park is reserved for a money making event.
4. League games and practices will be scheduled by the respective league presidents.
5. All leagues must provide proof of \$1 million dollars public liability insurance naming the City of Camdenton as an additional insured. Special events may require \$2 million dollars of public liability insurance, if it is categorized as an excessive risk event.
6. If a special use permit is required, the event coordinator should reserve the ball park field while the permit is being processed.
7. No glass containers are allowed in the park
8. ALCOHOL IS NOT ALLOWED IN THE PARK
9. The park (except for the ball leagues) closes at SUNSET

PARK EVENT SPECIAL USE PERMIT

The City of Camdenton requires that no person or organization shall advertise, organize, hold or conduct any special event or activity in or on City park property without first having received a valid Park Special Use Permit. The Special Use Permit shall apply to all park property.

A park special use permit is needed when one or more of the following criteria applies to your event or activity:

- 100 or more people are expected at the park event
- Live musical entertainment
- Concerts and theatrical plays
- Fee collection on City property (donations, admissions, concession, or merchandise sales)
- Use of temporary structures or facilities, such as, tents, shade structures, stages, booths, amusement devices (such as, bounce house, dunking booth), etc.
- Request to close interior park roads
- The general public is invited or notified by the media
- Any wedding held at a park location other than at a reservable shelter
- Use of the shelters or park is in a manner other than their specified recreational use

SIGNAGE FEES FOR SPECIAL USE EVENTS

- Before any sign can be placed in the park advertising an event classified as a special use event, Building Department approval must be obtained. Signs can only be up in the park a maximum of six (6) hours.

NOT-FOR-PROFIT STATUS MUST BE PROVIDED

Not-for-profit agencies must be registered with the State of Missouri. Religious organizations or educational institutions not required to register with the State must provide documentation of their tax-exempt status (IRS determination, articles of incorporation or audited financial statement).

LIABILITY INSURANCE REQUIRED

Public liability insurance in the amounts of \$1 million dollar naming the City of Camdenton as an additional insured is required for all leagues at the ball park and for Special Use Permits.

Public liability insurance in the amount of \$2 million dollars naming the City of Camdenton as an additional insured is required if the event is determined to be an excessive risk event, (i.e. inflatable's (bounce houses), dunk boots, etc) as determined by authority having jurisdiction.

Site Suitability Criteria

Sites which accommodate special events are for public recreational use first, thus the regular use of a park must be respected. Camdenton parks have not been designed to accommodate large scale-events and so lack the necessary amenities such as washrooms, parking and/or access to water or electricity to support major special events.

SPECIAL USE PERMIT DEPOSIT

Deposit in the amount of \$100 may be required of Special Use Permits. Deposit will be reimbursed to the event applicant when it is determined that all signs have been removed, trash has been disposed of in a manner acceptable by the City and there is no damage to City park property or equipment.

The following excessive risks shall not be allowed in the City parks:

- Tethered hot air balloon rides
- Climbing walls
- Fireworks, pyrotechnic displays and torpedo/rockets
- Helicopters, airplanes, powered parachutes, hang gliders and other aerial or aviation devices
- Motorized vehicle races or contests and precision driving contests and stunts
- Remote control airplanes
- Other activities determined to be excessive risk events by the authority having jurisdiction

Are items for sale allowed at a park event?

Only regular licensed concessionaires acting by and under the authority of the City of Camden can sell items at a park or facility. *Permission may be granted ONLY to non-profit agencies, which have been issued a concession permit. If you are a non-profit agency, permission to sell items at your event may be obtained by filling out a Park Special Use application. In no case shall special event sales conflict with the City's regular licensed concessionaire(s) acting by and under the authority of the City of Camden confirmed by written approval from the City's regular licensed concessionaire(s) that the sales will not be a conflict. Concessionaire is responsible for obtaining any other licenses required for sales. Collection of monies is restricted to the approved event area ONLY. Absolutely no solicitation of funds from general park users allowed.

When will I find out of my special use permit is approved?

For most applications, within five business days. For major event, especially those that are publically advertised, it may take up to 2-3 weeks and may require a pre-event meeting with City staff.