

CITY OF HICO
PARK AND PUBLIC AREAS
ACCESS, USE AND RESERVATION POLICY
Adopted February 15, 2011
Amended April 11th and November 14th, 2011

I. PURPOSE

The Governing Body of the City of Hico hereby establishes an access, use and reservation policy for the City's parks and public areas to facilitate scheduling, protect public safety, protect public assets and ensure the taxpaying public is not burdened with expenses incurred for special events.

II. DEFINITIONS

- A. Reservation:** A reservation in a City park is limited to the shelter, facility or designated area only and does not give the Event Holder exclusive use of the park, parking lot, or other recreational facilities or equipment. Exceptions are Public or Special Events where admissions are collected and the event and/or area reservation is approved in advance by the City Council.
- B. Event Holder:** The Event Holder is either a representative of the organization conducting the event or the contact person requesting the reservation.
- C. Private Events:** A Private Event is represented by activities such as picnics, family reunions, birthday parties, etc.
- D. Public Events:** A Public Event is represented by activities such as festivals, concerts, school functions, political activities etc.
- E. The City:** The City of Hico.
- F. Local Public, Social or Civic Organizations:** Local organizations of the types described having at least one year of organized presence in Hico or within 15 miles of Hico. Examples being: HISD, the Civic Club, area churches, etc...
- G. Good Standing:** Entities which are current on any payments due the City and which have maintained a history of either leaving the park in as good of condition as it was when they entered it or fully compensating the City for any necessary repairs or clean-up.

II. SCHEDULING USE OF PARK FACILITIES AND LIGHTING

A. Reservation Requirements

Reservations are required for special functions and events to be held at the following locations:

1. The City Park pavilions.
2. City Park for any event involving 100 or more attendees, whether or not specific facilities are required.
3. City Park for any event involving paid admission.
4. RV sites.
5. Tent sites.
6. Peppermint Square.
7. The Esplanade.
8. Culbreath Park.
9. The Baseball Fields.

Notes: a. The restroom/shower facility will be available to anyone with paid reservations in City Park.

- b. Reservations are not required for general use and enjoyment of the City's parks and public areas. Individual citizens are free to use the various facilities

if they are not already being used by someone else and haven't been reserved.

B. Access to Park Facilities

1. Park facilities are to be used on a "first come, first served" basis.
2. Use by those with reservations takes precedence over use by those without reservations.
3. The City Park restroom facilities will be opened in conjunction with all reservations.
4. Unless other arrangements are made, City Park is closed from dark until 8:00 a.m. and no access is permitted. When the park is used after dark, except for RV and tent camping, the park lights will be turned on. The user will be required to pay the associated electrical costs.
5. The dump station is reserved for use only by paying RV and tent campers.

C. Reservation Cancellations

Upon cancellation of a reservation, all fees and deposits will be returned.

D. Denial of Reservations

At the sole discretion of the City Council, the City reserves the right to deny requests for reservations.

E. Esplanade Reservations

1. The following events are pre-approved to use the Esplanade:
 - a. Steak Cook-Off
 - b. Billy the Kid Day
 - c. Chili Cook Off
 - d. Grand March
 - e. Old Settlers Reunion Parade
 - f. Christmas Parade
2. All other events must obtain Council approval prior to making reservations.
3. The use of Peppermint Square, if not previously reserved by others, will be included with all Esplanade reservations.

F. Culbreath Park Reservations

A Farmer's Market is pre-approved to set up booths at Culbreath Park on Saturdays during the growing season.

G. City Park Reservations

The following events are pre-approved to use City Park:

1. HISD Easter Egg Hunt
2. HISD Track Event
3. Old Settlers Days
4. The Stock Show
5. Senior Class Halloween Carnival
6. The Steak Cook-off
7. Accelerated Reader (AR) Carnival
8. English as a Second Language (ESL) Event

III. FEES, DEPOSITS AND RESERVATION APPLICATIONS

A. Deposit and Use Fees

All Park use fees and deposits are set forth in the City Fee Schedule.

1. Park deposits and reservation applications are due at least 24 hours prior to a private event.
2. Park deposits and reservation applications are due at least 45 days prior to a public event.
3. All Park use fees, for private or public events, are due at least 24 hours prior to an event.

4. Local Public, Social or Civic Organizations in good standing are exempt from deposit fees.

B. Methods of Payment

Park use fees and deposits are payable by cash, check, credit card (will be subject to processing fees) or money order. In lieu of the preceding methods, an individual or entity having a charge account with the City in good standing may provide the City with written authorization to bill any unresolved clean up and repair costs which might be incurred against their account. A returned check will be subject to the returned check fee set in the City Fee Schedule and the reservations secured by that check will be voided.

C. Deposit Refund Procedures

1. Immediately prior to an event, the City will inspect the reserved site.
2. If more than one party is using the pavilions, the party using the pavilion with the stage will be responsible for the restroom/shower facility.
3. After the event is over and clean up is completed, the City will re-inspect the reserved site to determine if any repairs or additional clean up are required. If repairs or clean up are required, the Event Holder will be provided with a list of specific deficiencies and asked to restore the area to pre-event conditions. Should the Event Holder fail to comply with the City's request, the full amount of the deposit will be forfeited. If the cleaning and repair costs are greater than the amount on deposit, the Event Holder will be responsible for paying the difference.
4. Once the condition of the reserved site is at least equal to its pre-event condition, the deposit, less any charges for electric usage, will be returned.

IV. EVENT RELATED REQUIREMENTS

A. Liability Insurance

1. Liability insurance will be required for the following:
 - a. Any Public or Special Event where admission fees are collected from the public.
 - b. Events involving activities deemed as special hazards by the City.
 - c. Other events, at the sole discretion of the City Council.
2. When liability insurance is required:
 - a. The City requires a certificate of insurance for a \$1,000,000 general liability policy naming the City of Hico as additional insured and indicating the date(s) and location of the event for which the policy is required.
 - b. The City must receive the insurance certificate at least three business days prior to the event.

B. Security

Security is required for any public event with admission fees or where alcoholic beverages are served. The City, in consultation with local law enforcement, will determine the number of peace officers an event warrants. Unless the Event Holder provides evidence of having made prior arrangements to hire licensed peace officers having jurisdiction within the City of Hico to provide security for an event, the cost of providing security will be calculated and added to the park use fee. At the sole discretion of the City Council, the City reserves the right to require security in other circumstances.

C. Portable Toilet Facilities

The City will clean and re-stock public restrooms in the area of the event the day prior to the event and will make those facilities available on the day of the event. For all events with anticipated attendance of 500 or more, or which are held in areas without public restroom facilities, it will be the responsibility of the Event Holder to provide an adequate number of portable toilets, at the Event Holder's expense.

D. Trash and Litter Collection

The City will clean up the event area a day or two prior to the event. It will be the responsibility of the Event Holder to pick up loose trash and litter on the ground during and after the event. The City will provide trash barrels and dumpsters as needed. A roll off will be provided for the Old Settlers Reunion. All trash will be deposited either in the City provided trash barrels, dumpster or roll-off (if present). Trash may not be left on the ground. The area of the event shall be left in as good or better condition than existed prior to the event. Contracted solid waste collection costs are included in the park use fees.

E. Electric Usage

1. The Event Holder may use any electrical outlets that currently exist at a site.
2. Should additional electrical wiring be required, it must be approved and permitted by the City and installed at the Event Holder's expense.
3. City personnel will read the electric meters before and after events. The Event Holder must pay for electrical usage metered during the event in excess of 50 kW hours. Electric costs will be deducted from the amount held on deposit.
4. The Steak Cook-Off host pays the year round regular monthly charges associated with two meter loops providing outlets for special events on the Esplanade. No other compensation related to electric usage will be required in connection with this event.

F. Benches

The City will place wooden benches along the Esplanade for the Steak Cook-Off and when requested for other events.

F. Esplanade Event Street Closures

1. Both sides of Pecan Street between Highway 6 and Railroad Street and First Street between Mesquite and Elm Street may be closed, at the Event Holder's discretion, in conjunction with approved "Esplanade" Events.
2. The City will furnish barricades, cones and caution tape as required.

V. GENERAL REQUIREMENTS

A. Motor Vehicle Restrictions

All motor vehicles must be kept on streets, in officially designated parking areas or a driveway at all times. No motor vehicle may park in grass areas without advance approval of the City. No motorized vehicles except for permitted handicapped modes of transportation or wheelchairs may be driven on any pedestrian trails.

B. Sound Amplification

1. Sound amplification systems may only be employed in conjunction with scheduled events.
2. Sound amplification systems may not be used Sunday night through Friday morning between the hours of 10:30 p.m. and 7:00 a.m.

C. Alteration or Relocation of City Park Facilities and/or Equipment Prohibited

No one may alter or relocate City park facilities or equipment without prior approval from the City.