



## **Policy: Park Rental Policies - Update**

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Authorized by: \_\_\_\_\_

Date: \_\_\_\_\_

*Board Chair*

References: Policies CAPRA 1.4.1

Revision Date: \_\_\_\_\_

### **POL.A.06.04 – Park Rental Policies**

It is the general policy of GSC Parks to protect the general public from harm while utilizing department facilities; protect public property which is within the jurisdiction of the department; and prevent the use of public property, which is paid for and maintained by tax dollars, from being utilized for private gain.

Therefore, the following rental policies are adopted for use in the process of renting any facility owned, managed, or maintained by GSC Parks by any person or organization other than the department:

Only non-profit organizations exempt from federal and state income tax shall be permitted to reserve or utilize any park facility for the purpose of holding any event where an admission for attendance or participation will be charged. Proof of tax-exempt status must be shown to the satisfaction of GSC Parks before a reservation will be accepted. Individuals shall not be allowed to reserve or utilize park facilities for this purpose. An individual or for-profit organization shall not be allowed to reserve or utilize park facilities for the purpose of giving private athletic lessons in exchange for payment.

#### **Brooking Park Concessions Building**

1. The following shall be required of all non-profit organizations seeking to reserve or utilize any GSC Parks facility for an event which an admission for attendance or participation will be charged:

a. A one hundred-dollar (\$100) cleanup deposit paid to GSC Parks within two (2) weeks after the reservation is made. A one hundred ten-dollars (\$110) fee per day of the event to be paid to GSC Parks no later than two (2) weeks prior to the first day of the scheduled event.

b. A certificate of coverage showing proof of a liability insurance policy covering the non-profit organization with a minimum limit of \$1,000,000.00 naming Georgetown-Scott County Parks and Recreation, its members and employees, as an additional insured, must be presented to GSC Parks no later than two (2) weeks prior to the first day of the scheduled event.

c. A certificate of coverage showing proof of a worker's compensation insurance policy covering the employees of the non-profit organization as well as any volunteers, for all workers' compensation liabilities set forth in the Worker's Compensation Act of Kentucky.

d. Within seven (7) days of the last day of the rental the non-profit organization shall provide to GSC Parks a profit/loss statement of the event. This statement shall include at a minimum a breakdown of all categories of expenses and sources of revenue as well as determination of the

net profit or net loss for the event. In order to facilitate this requirement, the non-profit organization renting the facility shall sell numbered tickets to those patrons charged to attend

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the event. Ticket information shall be provided in the profit/loss statement to GSC Parks. This shall include:

- i. The number of the first ticket sold;
- ii. The number of the last ticket sold;
- iii. The number of tickets sold; and
- iv. Price per ticket

If the price of tickets varies then the number sold of each differently priced ticket must be reported separately.

### Pulling Events

All pulling events will be conducted as a partnership between GSC Parks and the non-profit organization. Any non-profit organization wishing to partner with GSC Parks for a pulling event will contact GSC Parks to obtain a pulling event request form.

1. If more than one non-profit organization applies to partner with GSC Parks in any particular month, the request forms will be reviewed in the order in which they were received in the GSC Parks Administrative office. After the pulling event request form is submitted to the GSC Parks Administrative office, the request will be processed and a staff member of GSC parks will contact the non-profit organization within one working week of the submittal date. Non-profit organizations will be pre-approved on the basis of the request form. GSC parks may require references for the purpose of assisting the process of approving a request.
2. GSC Parks must approve any organization and equipment to be used in the process of holding a pulling event. References may be required for the purpose of assisting the process of approving any organization or equipment.
3. GSC Parks will not partner with any non-profit organization for more than two (2) pulls per calendar year. GSC Parks will provide one person to help oversee the pull on the night of the event. The non-profit organization will be responsible for all other volunteers needed to host the event.
4. All expenses for the pull (i.e. pulling organization fees, sled fees, advertising, insurance, concession supplies, etc.) will be the responsibility of the non-profit organization. All funds raised by the event will go to the non-profit organization. The non-profit organization will be required to complete a Pulling Event Income/Expense Report and submit it within seven working days of the event.
5. Pulls may only be held on dates specified by GSC Parks between the months of April and October of each calendar year. These designated dates will be reserved by GSC Parks until February 28 of each calendar year. After February 28, on any dates initially reserved as pull dates for which no pull has been scheduled, GSC Parks may allow other Brookings Park facilities (i.e. Concession building, barns) to be reserved, thereby eliminating the use of the park for a pull on that date. No pulls shall be held on Sunday. Rain dates will automatically be scheduled for the following Saturday after the approved date on the request form.

6. All supercharged motorized activity and/or competition must cease between the hours of 12:00am – 10:00am for each day that the event is scheduled. Any non-profit organization failing to comply with this provision may, at GSC Park's discretion after consideration of all relevant circumstances, be deemed ineligible to host a pull for a period of one year. Ineligibility shall begin after formal notification from GSC Parks has been given to the

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non-profit organization hosting the pull. A request to partner with GSC Parks for a pulling event will only be considered after the suspension is no longer in effect.

7. There will be a four (4) class maximum for each event night that begins at 6:00pm or later. Any request for additional classes must be approved during the application process by GSC Parks. The start time for any event with more than four (4) classes must be approved by GSC Parks.

8. Fire and emergency personnel must be furnished for all motorized events. The cost of providing these personnel, if any, shall be paid for by the non-profit organization.

#### Rental of Buildings at Brooking Park which are Non-Revenue Generating

Rental of the buildings at Brooking park for events where no admission/participation fee is charged shall be as follows:

1. Barn #1 (enclosed) \$55.00 + \$250.00 clean up deposit
2. Barn #2 (partially enclosed) \$115.00 + \$250.00 clean up deposit
3. Concession Building \$110.00 + \$100.00 clean up deposit

These fees shall be in addition to any fees paid to rent the other facilities at Brooking Park. The barns shall be used solely for agricultural events, i.e. Cattle shows/sales, sheep sales, etc. and there will be a required \$250.00 clean up deposit payable to GSC Parks within two weeks of reserving the facility. If the facility is reserved within two weeks of the scheduled event, the deposit and fee will be due within two days of reserving the facility. This deposit will only be returned to the lessor upon cleanup of the facilities, including sweep out, hose out, and removal of hay/straw and/or animal droppings, etc. from the park premises. Clean up must be completed within three (3) working days of the date of the rental.

#### Picnic Areas and/or Shelter Rentals

The picnic areas may be reserved for small gatherings such as family reunions, birthday parties, etc., for a fee of \$50.00 per day. A \$25.00 clean up deposit is required to be paid to GSC Parks within two (2) weeks of making a reservation and in no event less than two weeks prior to the event.

Use of GSC Parks facilities without a reservation for families or informal groups is free. These events include picnics, jogging, tennis, playground, etc.

#### Park Sport Amenities Rentals

This policy is intended to set the guidelines associated with the rental of sports amenities (fields/courts) within the GSC Parks system to exclude shelter rentals which are set forth in a separate policy.

Rental of any athletic playing field(s), volleyball court(s), tennis court(s), or basketball court(s) by a non-parks program or entity must be to the benefit of a non-profit organization. If the rental is made for the purpose of generating revenue shall be charged a rental fee as follows:

1. The renting entity shall pay to GSC Parks ten percent (10%) of the total revenue taken in by the renting entity for rental of any field(s) or court(s) for three (3) days or less per activity.
2. The renting entity shall pay to GSC Parks fifteen (15%) of the total revenue taken in by the renting entity for rental of any field(s) or court(s) for more than three (3) days per activity.
3. The program or entity shall provide to parks within two (2) days of the end of the rental period the fee charged for the rental. Along with this payment the program or entity shall provide a breakdown of the revenue generated by the activity/rental. (e.g. dollar amount per team for tournaments, dollar amount per player per camps, dollar amount per player per tryouts).

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4. All non-parks programs or entities shall pay a deposit of two hundred dollars (\$200.00) per field or court within two weeks of reserving or within two weeks prior to the activity/rental, whichever is sooner.
5. Usage of the lights associated with the activity/rental will be charged at a rate of fifteen dollars (\$15.00) per hour.
6. All programs or entities renting the field(s) or court(s) for the purpose of conducting camps and tournaments shall obtain liability insurance in advance of renting any field(s) or court(s) in the amount of \$1,000,000.00. Said insurance shall name Georgetown-Scott County Parks and Recreation as an additional insured under the policy.
7. No sporting activity shall start any later than 11:00p.m.
8. Field/Court rentals for the purpose of holding practice that is non-revenue generating are exempt from non-profit organization and liability insurance requirements. A rental fee of twenty dollars (\$20.00) per hour per field/court will be charged for anyone wishing to rent for practice, etc.

#### Failure to Comply with Rental Policies

Failure to provide a profit/loss statement or other financial documentation, if requested, documentation of the revenue and expenses shall result in a suspension of the non-profit organization's privilege to conduct an activity for a period of six (6) months for the first offense; one (1) year for the second offense; permanent suspension for the third offense.

An individual or for-profit organization that reserves or utilizes GSC Parks facilities for the purpose of giving private athletic lessons in exchange for payment is subject to a suspension of that individual's or organization's privilege to conduct an activity on GSC Parks facilities for a period of six (6) months for the first offense; one (1) year for the second offense; permanent suspension for the third offense.

Failure to comply with any provisions entered herein shall constitute grounds to terminate the rental agreement and deny rental privileges in the future. Repeated failure to comply with the provisions herein shall constitute grounds for permanent suspension of the right to rent GSC Parks facilities.

Any issue concerning the rental of any GSC Parks park facility not addressed herein shall be determined by a majority vote of the Georgetown-Scott County Parks and Recreation Board.