



Pleasant Hill Parks and Recreation

203 Paul Street Pleasant Hill, MO 64080 • 816-540-3135 • FAX 816-987-5141

Park Board Meeting
Tuesday, October 13, 2015
City Hall Council Chambers at 7pm

AGENDA

Roll Call

___ President – Auggie Augspurg	___ Andy Bailey
___ Vice-President – Tim Akin	___ Clay Hocker
___ Secretary – Tria Cartner	___ Christy Reeves
	___ Heather Shore
	___ Jeff Stith
	___ David Whitaker

Consent Agenda

1. Minutes – September 8, 2015
2. Director's Report

Regular Agenda

1. Old Business
 - a. MDC Updates - TRIM Grant and CAP Agreement
 - b. Rec Complex Update
 - i. Football Association Improvements
 - ii. Additional Fields
2. New Business
 - a. Theatre Committee Proposal – Sean Berry
 - b. Policies and Procedures: PPHR Parks/Facilities Policies & Procedures
 - c. Pleasant Hill Pool Financial Report 2015
3. Park Board Nominations
4. Comments from the Board Members and Public
5. Next Meeting – November 10, 2015
6. Adjourn

Posted on: Date – 10/12/15

Time – 4:46 pm Initials - JW

**Pleasant Hill Parks Board
Regular Meeting Minutes
Tues August 18, 2015
Pleasant Hill City Hall**

Opening:

The regular meeting of the Pleasant Hill Board was called to order at 7:01pm on Tues August 18, 2015 in the Conference room at the Pleasant Hill City Hall by Park Board President Auggie Augspurg.

Present:

Board members in attendance were Auggie Augspurg, Tim Akin, Tria Cartner, Andy Bailey, Clay Hocker, Heather Shore, and David Whitaker. Also in attendance were Justin Weiberg, and CJ Hicks.

Consent Agenda:

Andy made the motion to accept the consent agenda. David second the motion and passed unanimously.

New Business:

- a) Haunted Trail - Marc Crain of the notables joined us to ask for permission to use the trail for a Halloween Haunted trail. He asked for use of the MOPAC on October 24 from 4-11:00pm. Would like to use N Boardman to the parking lot. It will be set up for little ones to Trick or treat, and then turned into a hunted trail for the older children. It will be \$7 per ticket, which will include drinks, hotdog, candy, and trail walk. They raised \$3-\$4,000. Last year. Tim motioned to allow for use, Andy 2nd and passed. They will be required to purchase event insurance.
- b) Bulletin board at the pool for swim records - Vic Watson, and John Hemmerling here to represent the Dolphins swim team. The board for records with a header on it is approx 48x60x2. The records will be laminated and clean. They will also present meet results per team, practices and other general info. Approx cost is \$1000. The city has agreed to mount the board. David motioned to accept, Heather 2nd, passed.
- c) Duck Blind -Tom Livingston. Group of duck hunters were concerned that the city was going to get rid of hunting at city lake, due to the addition of the Mtn bike trail. Came to find out that 80+ hunters still use the blinds. Season runs from end of Oct to end of Dec. they pay approx \$50 to use the blind for 2 months, and there are 5 blinds. Also discovered that the drawing for the blinds did not happen this year or last. We assured them that this was not going away, and they were willing to work with trail builders on certain days during season.
- d) Trail additions - 5k markers and kiosk at Boardman parking lot. Justin will find out cost for markers and continue the discussion. Tim motioned to accept the bottom kiosk, Heather 2nd and passed.
- e) Policies and procedures - PPHR proof reading

Old Business:

a) Best Friends Dog Park - Grand Opening Sept 26 @ noon.

b) Fitness park land update - \$7942.20 - minimum bid, this includes the cost of the survey which was \$1400.00 this value came from close property value.

c) United Way - to donate \$10,000. for irrigation to North baseball field at Rec Complex. Mark Randall and Justin Wieberg went to the United Way board meeting to ask for the donation. Also the Lions club is going to donate approx \$15000. For the Porter Park shelter.

d) WE TIP program - went thru the Midwest Public Risk video. Posted on the website. Signs will go up soon. There are approx 25 signs to go up.

There will be more discussion on the fish stock program and TRIM program.

Next meeting is Sept 8th

Tria made the motion to adjourn, with David 2nd. Passed unanimously adjourning at 9:35pm.

Director's Report October 13, 2015

Maintenance:

City Park – The tennis courts have been completed. City Council approved the funding of the adhesive rubber under the Handicap Swing. It should be installed this Spring.
Best Friends Dog Park – Grand Opening was on Saturday, October 10th!

Recreation:

Punt, Pass, Kick – Held on October 2nd and had 16 participants. Winners moved on to Regionals that will take place in Belton on October 24th.
Youth Fall Baseball/Softball – Games will wrap up on October 22nd pending the weather.
Youth Volleyball – Games started on Saturday, October 10th and will last till the weekend before Thanksgiving.
Youth Basketball – Registration deadline is on October 30th.

Aquatics

The Pool will be winterized within the next week. Participation and financials are included in the packet.

Theatre

Auditions for The Lion, The Witch, and The Wardrobe are being held tonight at the Community Building at 7pm. Performance dates (tentative) will be on February 26th and 27th.

Administration

The NW parcel of land totaling 1.4 acres at the Goppert Fitness Park was passed by the City Council to be sold to Joshua Curtis for \$7,945. The deed has been written up by our attorney and is currently awaiting the signature of Mr. Joshua Curtis.
Best Friends Dog Park – Grand Opening was on Saturday, October 10th!
Mike will be out at least Monday and Tuesday or possibly the entire next week due health issues.

Baseball/Softball Field Estimates

2015

Ballfield Dimensions of 275 feet down the lines and 310 feet down centerfield

<u>Materials</u>	<u>Pricing</u>	
Dirt for Elevation		\$ 10,000
Fencing Total		\$ 72,550
<i>Mow Strip</i>	\$ 3,550	
<i>Caps</i>	\$ 10,000	
<i>5 ft. (outfield/grass area)</i>	\$ 10,500	
<i>8 ft. (infield/dirt area)</i>	\$ 10,500	
<i>30 ft. (backstop)</i>	\$ 34,000	
<i>Dugout Roof</i>	\$ 4,000	
Surface (infield surface & warning track)		\$ 10,000
Seed		\$ 4,000
Fertilizer		\$ 4,000
Lighting		\$ 150,000
TOTAL		\$ 250,550

Recreation Complex Dimensions





Swimming Pool 2015

Total Attendance: 10,469

Pleasant Hill Parks and Recreation Swimming Pool 2015 Statement of Cost			
		Budgeted	Actual
Revenue:			
	Admissions	\$ 21,000.00	\$ 21,025.99
	Passes	\$ 20,000.00	\$ 21,419.50
	Concessions	\$ 12,000.00	\$ 14,427.86
	Lessons	\$ 10,000.00	\$ 12,275.33
	Pool Rental	\$ 7,000.00	\$ 7,529.00
TOTAL REVENUE		\$ 70,000.00	\$ 76,677.68
Expenses:			
	Personnel	\$ 56,355.00	\$ 55,483.78
	Operating	\$ 28,935.00	\$ 31,619.08
TOTAL EXPENSES		\$ 85,290.00	\$ 87,102.86
Pool Contribution Margin		\$ (15,290.00)	\$ (10,425.18)
Money Saved		\$	4,864.82

Section C: Parks/Facilities Policies and Procedures

I. Park/Facility Locations and Amenities

A. Parks

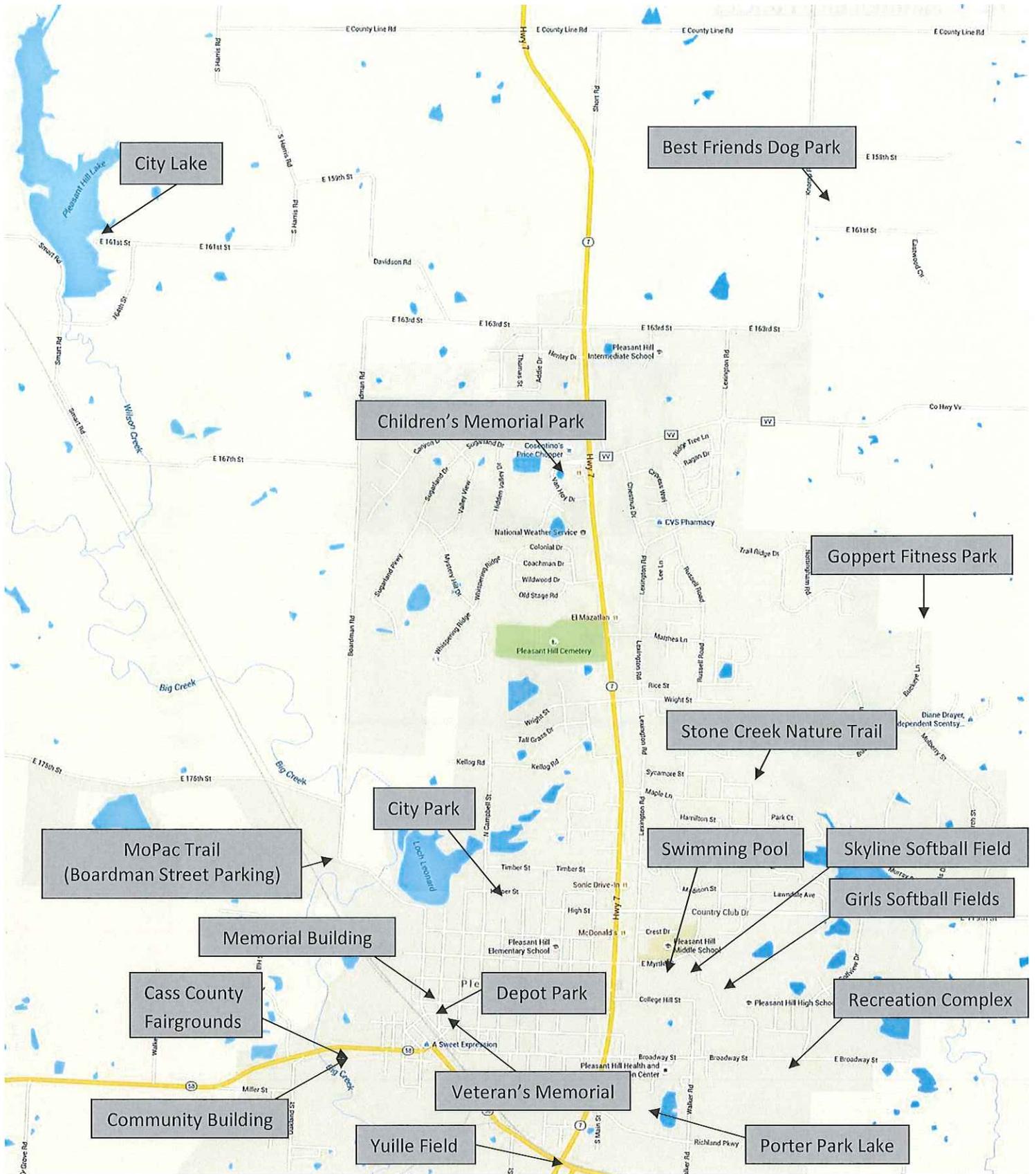
1. Best Friends Dog Park – 15909 Knorpp Road (next to Water Towers)
 - a. Large Dog Area
 - b. Small Dog Area
 - c. Water Fountains for Dual Use (Dogs/Humans)
 - d. Benches
2. Children's Memorial Park – 2000 Van Hoy
 - a. Gazebo
 - b. Flower Garden
 - c. Children's Memorial Wall
 - d. Pond (no fishing)
3. City Lake – 16104 South Lake (Usage Fees found on page 21)
 - a. Fishing & Boating (License required for both)
 - b. Pavilion Shelters (Brown's Arm & Lion's)
 - c. Camping Sites (Primitive & Electric)
 - d. Disc Golf Course – 18-Holes (Rules & Regulations found on page 22)
 - e. Horseshoe Pits (4)
 - f. Playground
4. City Park – 500 Harper
 - a. T-Ball Field
 - b. Playgrounds (2)
 - c. Pavilion Shelters (2)
 - d. Tennis Courts (2)
 - e. Basketball Court
5. City Pool – 1300 East Myrtle
 - a. Zero-Entry Kid Area
 - b. Water Features
 - c. Slide
 - d. Diving Board
 - e. ADA Accessible Wheelchair Lift
6. Depot Park – Across the street from City Hall (203 Paul Street)
 - a. Train Depot
 - b. Gazebo
 - c. Benches for Seating of 2 (5)
7. Fairgrounds – 308 West Commercial (Rental Policy found on page 34)
 - a. Community Building (Amenities can be found under the B. Facilities)
 - b. Miller Lite Pavilion
 - c. Walking Trail (1/4 Mile)
 - d. Rodeo Arena
 - e. Motocross Track
 - f. Demo Derby Arena
 - g. Tractor Pull Pit
 - h. Mud Pit
8. Girls Softball Fields – 1 Rooster Way

- a. School Softball Fields (North & South)
- 9. Goppert Fitness Park – Alexandria (Hickory Hills Subdivision)
 - a. Outdoor Fitness Equipment
 - b. Walking Trail
- 10. MoPac Trail – Stretches 2.5 miles from Front Street to Smart Road
 - a. 5 Safety Benches
 - b. Gravel Parking at Boardman Street Entrance
- 11. Porter Park – 1201 Richland Parkway
 - a. Fishing
- 12. Recreation Complex – 1528 East Broadway
 - a. Fields – 2 Baseball & 2 Football
 - b. Batting Cage
 - c. Bullpen with 3 Mounds
 - d. Playground
 - e. Pavilion
 - f. Concession Stand
 - g. Skate Park
- 13. Skyline Field – 1300 Myrtle
 - a. High School Softball Field
 - b. Batting Cages (4)
- 14. Stone Creek Nature Trail – Hillcrest & Redbud (Stone Creek Subdivision)
 - a. Wooded Walking Trail (1/3 of a Mile)
 - b. Gravel Surface
 - c. No Parking
- 15. Yuille Field – 1200 East Highway 58
 - a. Youth Baseball/Softball Field

B. Facilities

- 1. Community Building – 308 West Commercial (Rental Policy found on page 18)
 - a. Small Reception Hall
 - b. Kitchen
 - c. Tables – Round (3), 6-Foot (4), & 8-foot (9)
 - d. Chairs (85)
- 2. Memorial Building – 212 Cedar (Rental Policy found on page 18)
 - a. Two-story Reception Hall
 - b. Kitchen (downstairs) & Stage (upstairs)
 - c. Tables – Round (14) & 8-foot (13)
 - d. Chairs (175)
- 3. Swimming Pool – 1300 Myrtle
 - a. Zero-Entry
 - b. Water Features
 - c. 6-Lap Lanes
 - d. Diving Board
 - e. Concessions

II. Park/Facility Map



III. Maintenance Policies



PHPR Facility Maintenance Policy

I. Purpose

It is the intention of PHPR to maintain quality facilities while at the same time completing work with efficiency. This policy provides a way to prioritize responsibilities and maintain facilities effectively.

II. Inspections

A. A facility inspection will be performed by staff on a weekly basis and on an as-needed basis. The following will be checked during these routine inspections on the interior and exterior of all City-owned facilities:

1. Trash
2. Lighting and Electricity
3. Cleanliness of Floors, Windows, Walls, Ceilings, Bathrooms, and Furniture
4. HVAC System
5. Indoor Air Quality
6. Office Equipment Placement
7. Security

III. Maintenance Requirements

- A. Priority of maintenance issues will be determined by the Maintenance Supervisor and/or the Director.
- B. Minor maintenance issues will be maintained and fixed by the Maintenance Supervisor.
- C. Major maintenance issues will be brought to the Director's attention. A plan to correct the issue will be prepared by the Director and the Maintenance Supervisor to work within the PHPR budgetary needs.

IV. Routine Cleaning

A. General Tasks for Each Building

1. Floors/Flooring
 - a. Tile Flooring
 - i. Sweep and/or Dust Mop – Each visit
 - ii. Wet or Damp Mop – Once per week, or more depending on condition of floor and weather
 - iii. Restroom Floors – Wet mop/disinfect each visit
 - iv. Spray Buffing – Weekly
 - v. Deep Wax/Buffering – As Needed
 - vi. Strip and Wax – As Needed
 - b. Carpeted Floors and Mats
 - i. General Vacuum/Sweeping – Each visit
 - ii. Detail Power Vacuum – Weekly
 - iii. Spot/Spilling – Each visit (hot water extraction if needed)
 - c. Restroom Cleaning
 - i. Walls and Partitions – Twice per week or more
 - ii. Urinals/Stools/Lavatories – Each visit
 - iii. Mirrors – Each visit
 - iv. Floors Damp Mop/Disinfect – Each visit
 - v. Empty Waste Paper/Napkin Disposal Units – Each visit
 - vi. Soap Dispensers Clean/Fill – Each visit
 - vii. Toilet Tissue Dispensers – Each visit
 - d. Dusting
 - i. High Dusting – Weekly

- ii. Low Dusting – Each visit
 - iii. Blinds – Monthly
 - e. Trash
 - i. Empty Trash Cans – Each visit
 - ii. Clean Trash Cans – As needed
 - f. Stairs/Stairwells
 - i. Vacuum/Sweep Stairs – Each visit
 - ii. Wet/Damp Mop (steps and risers) – Weekly
 - iii. Wax – As needed
 - g. Windows
 - i. Glass Entry/Exit Doors – Weekly
 - ii. Windows-Interior – Weekly
 - iii. Windows-Exterior – Monthly
 - iv. Interior Glass Partitions – Weekly
 - h. Furniture
 - i. Vinyl Surfaces (Damp Wipe) – Monthly
 - ii. Fabric Surfaces (Detail Vacuum) – Monthly
 - iii. Supports (Arms/Legs –Damp Wipe, Dust, or Wax) – Monthly
 - i. Walls
 - i. Any Surface Material (Remove Spots, Hand/Finger Prints, Shoe Marks, etc.) – Daily
 - j. Cigarette/Ash Urns
 - i. Interior & Exterior – Each visit
 - ii. Pickup Ground Radius of 10' from urn – Each visit
- B. Specific Building Area & Tasks
 - 1. Police Department
 - a. Jail Cell (Clean & Spray with Disinfectant) – Weekly
 - b. Locker Room/Shower Areas (Clean & Spray with Disinfectant – Each visit
 - 2. Memorial Building
 - a. Kitchen/Serving Area
 - i. Floor (Sweep or Dust Mop) – Each visit
 - ii. Floor (Wet Mop with degreaser) – Weekly
 - iii. Floor (Scrubbed with degreaser) – Monthly
 - b. Upstairs
 - i. Blinds (Dusted) – Weekly

PHPR Grounds Maintenance Policy

I. Purpose

It is the intention of PHPR to maintain quality grounds while at the same time completing work with efficiency. This policy provides a way to prioritize responsibilities and maintain grounds effectively.

II. Maintenance Standards

A. Level 1

Level 1 is reserved for the parks and grounds that carry the greatest amount of annual patron use and pass-by traffic, facilities which require a fee for use, or areas used for revenue generating purposes. Due to their high visibility and type of patron use, they require the most attention and detail in grooming. These properties are therefore afforded the highest level of man hours expended, equipment use and budget resources.

1. City Hall Grounds
2. City Park
3. City Pool
4. Depot Park
5. Girls Softball Fields
6. MOPAC Trail
7. Recreation Complex
8. Skyline Field
9. Soccer Complex
10. Veterans Memorial Park
11. Yuille Field

B. Level 2

Level 2 is reserved for the parks and grounds that carry a large amount of annual patron use, facilities which require a fee or reservation for use, or areas used for special event purposes. Due to their high visibility and type of patron use, they require attention and detail in grooming. These properties are therefore afforded a high level of man hours expended, equipment use, and budget resources, similar to Level I standards.

1. City Lake
2. Dog Park
3. Fairgrounds

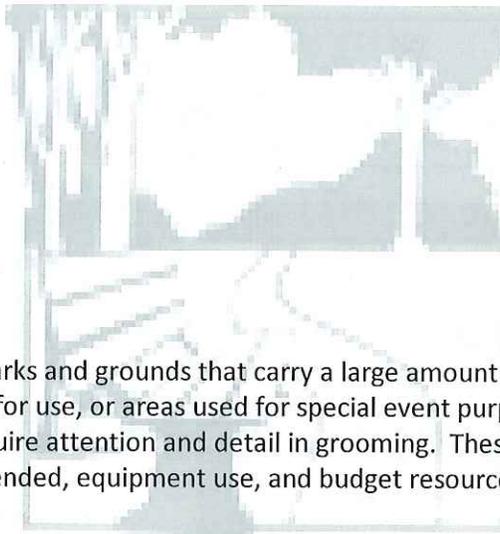
C. Level 3

Level 3 areas include those parks and grounds that are smaller neighborhood parks and improved linear parks. Due to their lower visibility and smaller size, they require the moderate attention to grounds, but still attention to equipment and amenity safety inspections. These properties are therefore afforded a moderate level of man hours expended, equipment use and budget resources.

1. Animal Control Grounds
2. Children's Memorial Park
3. Goppert Fitness Park
4. Park Maintenance Building Grounds
5. Porter Lake Park
6. Public Works Grounds
7. Ridge Tree Trail
8. Stone Creek Nature Trail

D. Level 4

Level 4 areas include those parks and grounds not yet developed but still require maintenance.
(None at this time)

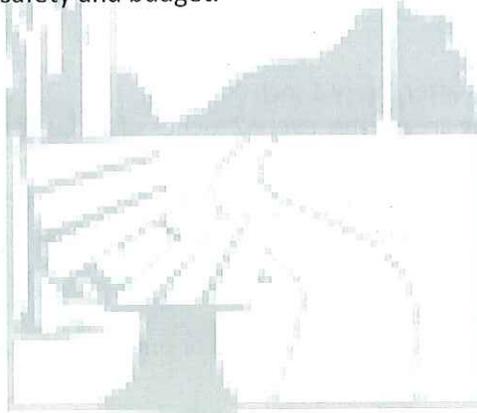


Type of Maintenance	Level 1	Level 2	Level 3	Level 4
Athletic Fields				
Preseason Preparations	Annually (Early Spring – aerate turf, seed, prep infield, paint/repair dugouts, foul posts, foul lines, etc.)		NA	
Repairs	As Needed		NA	
Infield Preparations	Daily		NA	
Lighting	Monthly (Check timers and bulbs)		NA	
Backstops/Fencing/Goalposts	As Needed (Install/remove and repair)		NA	
Landscape Beds				
Planting/Mulching	Annually (Spring)		NA	
Irrigate	Weekly (Approximate 1")		NA	
Weed/Pest Control	Follow Integrated Pest Management (IPM) Guidelines		NA	
Repairs	As Needed		NA	
Picnic Sites/Shelters/Pavilions				
Clean Tables/Bar-B-Que Pits	Weekly			
Paint/Repair Tables & Trash Cans	Annually			
Playgrounds				
Visual Inspection	Daily (Peak season) and Weekly (Dormant season)			
Repairs	As Needed			
Signage				
Repair/Install	As Needed			
Fabricate/Install	As Needed			
Trash/Litter Maintenance				
Trash Receptacles	Daily (Empty if: a) greater than 33% full, b) reserved site dictates having all receptacles empty regardless 33% rule, or c) foul contents or a nuisance)			
Roadways/Parking Lots/Paved Trails/Outdoor Courts				
Clean/Inspect	Daily		Weekly	
Repair	As Needed			
Curb Stops	As Needed			
Lighting	As Needed			
Snow Removal/Ice Control	(See Snow Removal Policy)			
Bridge Maintenance	As Needed			
Nets/Center Straps	Weekly (Net height)	NA		
Fencing	As Needed (Repair)			
Trees/Shrubs				
Irrigation*	Weekly (Approximate 1" first 2 years of establishment)			
Pruning	Annually (Dormant season)			
Mulching	Annually (Spring – fine hardwood mulch)	As Needed		
Fertilization	Annually (Fall)	No routine applications		
Pest Control	IPM Guidelines	No routine applications		
Removals	As Needed			
Planting	As Needed			
Turf Maintenance				
Mowing Cycle (3" height after)	Weekly			
Trim Cycle (Immediately After Mowing Cycle)	Weekly			

Irrigation	Weekly (Approximate 1" of Rainfall)	As necessary		
Overseed/Powerseed	Bi-Annually (Spring & Fall)		No routine applications	
Pest Control	Annually (Post-emergent herbicide) and As Needed (Other pests detected)		No routine applications	
Fertilization	Bi-Annually (Spring & Fall)		No routine applications	
Leaf Removal	Annually (Fall/Winter leaf drop mulched on site)			
Aeration	Monthly (Peak season)	Bi-Annually (Spring & Fall)	Annually	No routine applications
Unpaved Trails/Roads				
Clean/Inspect	Daily	Weekly		
Repair	Bi-Annually	As Needed		

*Peak season is April 1st thru November 1st. Dormant season is the time outside of peak season.

**As needed maintenance is dependent on safety and budget.



PHPR Snow/Ice Maintenance Policy

I. Purpose

It is the intention of PHPR to maintain a safe facility during a winter storm. This policy will be used in the case of snow, ice, and any other mixture of winter weather precipitation.

II. Police Department

At all times:

- A. Clear and treat sidewalks after every 1 inch of snow.
- B. Clear and treat all parking areas after every 2 inches of snow or end of the snow event.

III. City Hall

During business hours:

- A. Clear and treat sidewalks after every 1 inch of snow.
- B. Clear and treat all parking areas after every 2 inches of snow or end of the snow event.

After business hours:

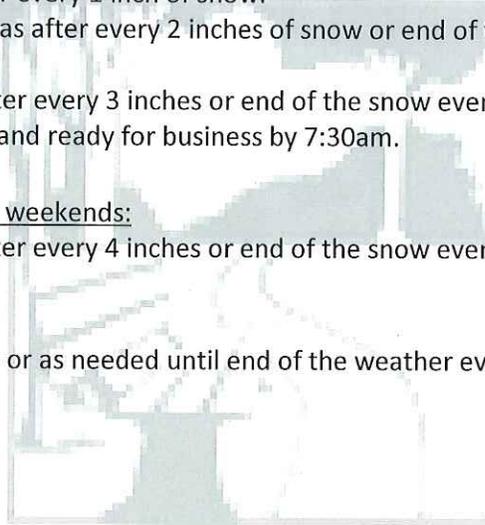
- A. Clear and treat all surfaces after every 3 inches or end of the snow event.
- B. All surfaces are to be cleared and ready for business by 7:30am.

IV. All other facilities and City Hall on weekends:

- A. Clear and treat all surfaces after every 4 inches or end of the snow event.

V. Ice Treatment for ALL Facilities:

- A. Spread ice-melt every 4 hours or as needed until end of the weather event.



PHPR Park/Facility Vandalism Restitution Policy

I. Purpose

It is the intention of PHPR to recover the cost that it takes to repair a park/facility after it has been vandalized. If the individual(s) responsible for the vandalism have been found guilty of vandalizing a park/facility, the following prices will be used to determine the restitution of the vandalism:

<u>Restitution Reference Table</u>	
<u>Resources</u>	<u>Pricing</u>
Manual Labor	\$20 Per Hour
Grass Seed	\$50 Per Bag
Machine & Operator	\$80 Per Hour
Dirt	\$250 Per Tandem Load

II. Worksheet

Today's Date _____

Type of Vandalism (Include Date of)

Description of Vandalism (Include brief description and what will be used in the repair process)

<u>Materials to be Used</u>	<u>Price of Material</u>	<u>Quantity</u>	<u>Price</u>
			\$
			\$
			\$
			\$
			\$
			\$
			\$
			\$
			\$
			\$
			\$
			\$
			\$
			\$
			\$
TOTAL PRICE OF RESTITUTION			\$

IV. Rental Policies



PHPR Building Rental Policy

I. Reserving Your Building

Payment must be made when making your reservation. Reservations may be made in person at City Hall (203 Paul Street) or by phone (816-540-3135). For your convenience, you may drop your reservation permit and payment in the City Hall drop box after hours. We encourage you to call in advance to determine availability, location of buildings, and cost, as well as to visit your building to ensure its suitability for your needs.

<u>Building</u>	<u>Section</u>	<u>Tables</u>	<u>Chairs</u>	<u>Other Amenities</u>	<u>Deposit</u>	<u>Fee (Per Day)</u>
Memorial Building <i>(212 Cedar St.)</i>	Downstairs	(6) 8-Foot	175 Folding	Kitchen	\$250 – Resident \$350 – Non-Resident	\$250 – Resident \$450 – Non-Residents
	Entire Building	14 Round & (13) 8-Foot	175 Folding	Kitchen (Downstairs) & Stage (Upstairs)	\$250 – Resident \$350 – Non-Resident	\$300 – Resident \$550 – Non-Residents
Community Building <i>(308 W. Commercial)</i>	Entire Building	3 Round, (4) 6-Foot, & (9) 8-Foot	85 Folding	Kitchen	\$200 – Resident \$300 – Non-Resident	\$200 – Resident \$400 – Non-Residents

II. Building Reservation Facts

- A. Rest rooms are handicap accessible in every building.
- B. Your fee covers your use of the building for the entire day – we do not make more than one reservation per building per day.
- C. A copy of your reservation form is your proof of reservation. Please bring it with you. If you have issues with another group, please call the Pleasant Hill Police NON-emergency number at 816-987-9149.
- D. If you plan on decorating, you may use tape (not duct tape) on interior surfaces. After your event, please properly dispose of all decorations.
- E. The reserving group is responsible for:
 1. Sweeping the floors, as well as, mopping up any spills;
 2. Emptying of trash containers;
 3. Returning chairs neatly in racks;
 4. Returning all gray padded chairs upstairs;
 5. Returning all round tables upstairs; and
 6. Returning tables to their respective places.

III. Cancellations, Refunds, and Changes

- A. Requests of cancellation, refunds, and changes to the Parks and Recreation Director in person (203 Paul Street) or by phone (816-540-3135)
- B. No refunds will be given for cancellations received 10 days or less prior to the reservation date.
- C. 50% refunds will be given to cancellations received 11-29 days prior to the reservation date.
- D. Full refunds (minus a \$5 processing fee) are given for cancellation requests received at least 30 days prior to the reservation date.
- E. Changes to a reservation (date/time or location) will have a \$5 processing fee.

PHPR Building Reservation Permit

This is your reservation permit. Please keep a copy with you and use it as a reference should you have any issues during your event. If you have any emergencies or problems, please contact City Hall (816-540-3135) during normal business hours or the Pleasant Hill Police Department (9-1-1 for emergencies or 816-987-9149) after 5pm on weekdays and anytime on weekends. Your fee covers the cost of your reservation; any setup or maintenance of the area is your responsibility. Please visit your site early to ensure that it is suitable for your needs.

NAME _____ ORGANIZATION _____
 ADDRESS _____ CITY _____ ZIP _____
 DAY PHONE _____ EVENING PHONE _____
 EMAIL _____

DATE OF RESERVATION _____ DAY OF WEEK _____
 PURPOSE FOR EVENT _____

CIRCLE YOUR BUILDING & SECTION:

Building	Section	Deposit	Fee (Per Day)
Memorial Building	Downstairs	\$250 – Resident \$350 – Non-Resident	\$250 – Resident \$450 – Non-Residents
	Entire Building	\$250 – Resident \$350 – Non-Resident	\$300 – Resident \$550 – Non-Residents
Community Building	Entire Building	\$200 – Resident \$300 – Non-Resident	\$200 – Resident \$400 – Non-Residents

WAIVER

I understand that I am responsible for ensuring that the area I am scheduling to use meets the accessibility, activity, and maintenance needs of my group. I understand that I am responsible for any damage to park property that occurs during my event. And, I have read and understand the park rules on the opposite side of this sheet.

SIGNATURE OF RENTER _____ DATE _____

FOR OFFICE USE ONLY:

APPROVAL SIGNATURE _____ DATE _____

PAID BY: CHECK # _____ CASH _____ CREDIT CARD _____ AMOUNT _____

PHPR City Lake Policy

- I. Fishing**

Fishing privileges are open to the public. All persons who are required by state law to obtain a fishing license must do so and purchase a user stamp from City Hall or the Caretaker prior to fishing and boating at the lake. Those under the age of 16 or over 65 are not required to obtain this stamp, but may receive a permit free of charge at City Hall. Day passes are also available at City hall or the Caretaker for \$3.00.
- II. Unlawful Fishing**

It is unlawful to use the following items for fishing purposes at the lake: trout lines, limb lines, throw lines, jug lines, bottle float, or bank lines.
- III. Picnic**

Any person picnicking on lake property shall clean up all litter and place it in the appropriate receptacle. All fires shall be kept in the appropriate fire ring, and all ambers extinguished before leaving.
- IV. Boats & Motor Boats**

Entire Lake is a no wake zone (at the caretakers' discretion). All Missouri State Water Patrol rules and regulations regarding occupancy and safety devices will be observed.
- V. Wading & Swimming**

Wading and swimming are strictly illegal at all times.
- VI. Horseback Riding**

Riding will only be allowed on the roadways.
- VII. Firearms**

It is unlawful for any person to shoot or discharge any rifle, pistol, or bow and arrow on the lake property at any time. Shotguns will be allowed during duck and goose season, but persons must be permitted on a blind and have a hunting license.
- VIII. Duck Blinds**

Five ducks blinds will be raffled off annually on the Fourth Friday in July. The spots are open to residents inside the City limits first, with leftover spots being available to those who have a Pleasant Hill address.
- IX. Camping**

Overnight camping will be allowed with a permit from the caretaker.
- X. Destruction of Property**

It is unlawful to mar, deface, or destroy any city property. This includes trees, shrubs, and bushes.
- XI. Noise Curfew**

No loud music or other loud noises will be allowed between 10pm and 7am.
- XII. Fees**

See Usage Fees on page 21.
- XIII. Protected Limits**

Bass 12" to 15", Channel Cat under 11", and all Crappie and Bluegill are to be harvested. State quantity limits do apply on all fish.
- XIV. Disc Golf**

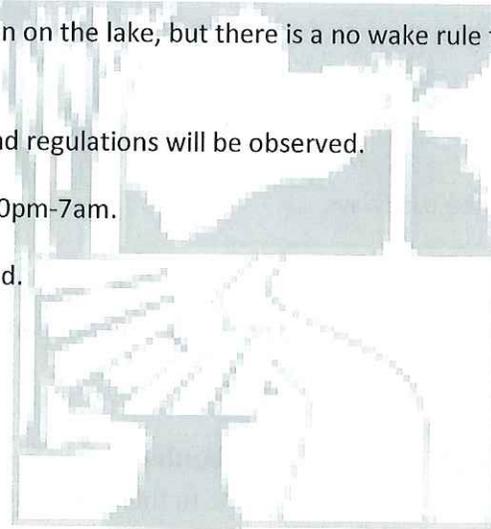
See Rules and Regulations on page 22

PHPR CITY LAKE USAGE FEES

<u>License</u>	<u>Resident</u>	<u>Non-Resident</u>
Fishing	\$8	\$13
Boat	\$7	\$11
Motor	\$7	\$11
Camping (primitive)	\$6	\$6
Camping (electric)	\$11	\$11
Shelter Reservation	\$30	\$30

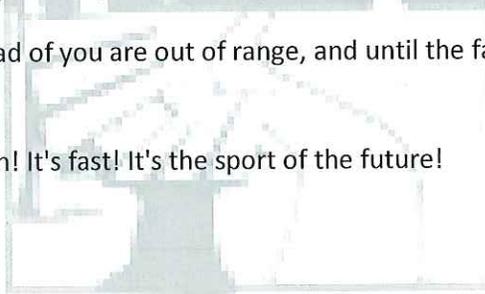
When you pay for camping, you may receive a free fishing day pass

- 1) All fishing licenses are good for one year.
- 2) Kids under 16 years old do not need a fishing license.
- 3) Senior Citizens over the age of 65 get a free license.
- 4) There is no horsepower restriction on the lake, but there is a no wake rule that will be enforced by the discretion of the Park Manager.
- 5) All Missouri Water Patrol rules and regulations will be observed.
- 6) Noise curfew at the City Lake is 10pm-7am.
- 7) No swimming or wading is allowed.



PHPR LAKE SHORE DISC GOLF COURSE RULES & REGULATIONS

- 1) Be earth conscious - Don't Litter!
- 2) Disc golf is played like ball golf, using flying discs. One stroke is counted each time the disc is thrown, and when a penalty is incurred. The winner is the golfer with the lowest score.
- 3) Tee throws must be completed within the designated tee areas.
- 4) After teeing off, the player whose disc is farthest from the hole always throws first. The player with the fewest strokes on the previous hole is first to tee off.
- 5) Fairway throws must be made with the foot closest to the hole on the spot where the last throw came to rest. The other foot may be no closer to the hole than the foot on this lie.
- 6) A run-up and normal follow-through, after the release, are allowed more than 10 meters from the hole. Inside 10 meters, a player may not step past his / her lie. Falling or jumping putts are not allowed inside 10 meters.
- 7) A disc that comes to rest inside the Disc Pole Hole basket or chains constitutes successful completion of that hole. A disc that comes to rest on top of the pole does **not** constitute a successful putt.
- 8) A disc that comes to rest more than two meters above the ground is considered unplayable. The disc must be thrown from the ground directly below the disc. One stroke penalty.
- 9) A throw that lands out-of-bounds must be played from the point where the disc went out-of-bounds. One stroke penalty is incurred. Water, roads, pavilions, and walkways are normal disc golf out-of-bounds hazards.
- 10) Never throw until the players ahead of you are out of range, and until the fairway is completely clear of spectators and park guests.
- 11) Enjoy the game of disc golf! It's fun! It's fast! It's the sport of the future!



PHPR Building Reservation Permit

This is your reservation permit. Please keep a copy with you and use it as a reference should you have any issues during your event. If you have any emergencies or problems, please contact City Hall (816-540-3135) during normal business hours or the Pleasant Hill Police Department (9-1-1 for emergencies or 816-987-9149) after 5pm on weekdays and anytime on weekends. Your fee covers the cost of your reservation; any setup or maintenance of the area is your responsibility. Please visit your site early to ensure that it is suitable for your needs.

NAME _____ ORGANIZATION _____
 ADDRESS _____ CITY _____ ZIP _____
 DAY PHONE _____ EVENING PHONE _____
 EMAIL _____

DATE OF RESERVATION _____ DAY OF WEEK _____
 PURPOSE FOR EVENT _____

CIRCLE YOUR BUILDING & SECTION:

<u>Building</u>	<u>Section</u>	<u>Deposit</u>	<u>Fee (Per Day)</u>
Memorial Building	Downstairs	\$250 – Resident \$350 – Non-Resident	\$250 – Resident \$450 – Non-Residents
	Entire Building	\$250 – Resident \$350 – Non-Resident	\$300 – Resident \$550 – Non-Residents
Community Building	Entire Building	\$200 – Resident \$300 – Non-Resident	\$200 – Resident \$400 – Non-Residents

WAIVER

I understand that I am responsible for ensuring that the area I am scheduling to use meets the accessibility, activity, and maintenance needs of my group. I understand that I am responsible for any damage to park property that occurs during my event. And, I have read and understand the park rules on the opposite side of this sheet.

SIGNATURE OF RENTER _____ DATE _____

<u>FOR OFFICE USE ONLY:</u>	
APPROVAL SIGNATURE _____	DATE _____
PAID BY: CHECK # _____ CASH _____ CREDIT CARD _____	AMOUNT _____

PHPR Field Rental Policy

Field Usage Philosophy

It is the policy of the Pleasant Hill Parks and Recreation Department to control the use of City recreation facilities, parks, and sport fields, to protect these resources and to allow usage to individuals, groups, and organizations based on availability and priority. Use shall be consistent with City Policies and Ordinances, and promote wellness, recreation, and positive participation and sportsmanship. The City desires to be supportive of such use and will schedule and help facilitate their use in accordance with the requirements of this policy.

Purpose

This policy is intended to enhance the recreation opportunities and events available to the citizens of Pleasant Hill; to facilitate City and non-City use and scheduling of recreational venues; to offer safe, wholesome recreation programming for participants and spectators, and to adequately reimburse the City for expenses related to providing this use.

Prioritization of Users

The Pleasant Hill Parks and Recreation Department reserves the right to schedule activities and events on City facilities, parks, and sport fields on an "as available" basis. The following priority applies to all scheduling for use of facilities:

1. Pleasant Hill Recreation Programs
2. Pleasant Hill School District
3. Community-Based Recreation Organizations
4. Non-Profit Competitive, Accelerated, or Super League Youth Programs
5. Non-Profit Adult Recreation Leagues or Programs
6. All Others

ALL practices and games MUST be scheduled through the Pleasant Hill Parks and Recreation Department at (816) 540-3135.

Guidelines

1. The Pleasant Hill Parks and Recreation Department reserves the right to schedule activities and events on City facilities and parks on an "as available" basis. Game scheduling must be done a minimum of 10 days in advance, with at least a 48-hour notice of rescheduling for rain-outs or other scheduling problems. The City reserves the right to cancel any scheduled activity due to conditions or circumstances that are determined to be detrimental, unsafe, or in conflict with City ordinances and policies.
2. Users conducting their activities for commercial or individual financial gain are not endorsed by the City. Conducting business or sale of merchandise for profit is prohibited, without prior approval by the City.
3. The recreation facilities, parks, and sport field usage fees will be paid in advance of use and before the event is scheduled on the calendar. The City refund policy applies as follows: Cancellation by user 30 days prior to use is a full refund, minus \$5.00 handling charge; Cancellation by user up to 15 days prior to use is a 50% refund, minus \$5 handling charge; and cancellations less than 15 days prior to use, no refund will be issued.
4. Cancellations of an event due to weather, facility or field conditions, or city-declared emergency will be rescheduled, if possible, or refunded (except for a \$5.00 handling fee). Playability of fields will be determined jointly by the Recreation Supervisor and Maintenance Supervisor within two hours prior to game time.
5. Cancellation of an event due to user failing to comply with this policy or City code and policies, or due to acts or activities deemed to be offensive or harmful, shall not receive a refund. The City reserves the right to prohibit the user from future use of or scheduling of the facilities.
6. No alcoholic beverages, fireworks, firearms, weapons, or other dangerous devices are permitted in park or facility areas. Camping, archery, or amplified sound equipment must be approved through the City's special event policy.
7. A minimum of \$1,000,000.00 liability insurance policy, naming the City of Pleasant Hill as additional insured must be submitted with scheduling request for all users. In addition, User shall release, indemnify, and hold

harmless the City of Pleasant Hill, its elected and appointed officials, officers, employees, and volunteers from any and all claims, damages, lawsuits, losses, and expenses (including attorney fees) arising out of or resulting from User's performance or failure to perform this agreement and all of User's activities conducted on City's facilities/property. Commercial and privately owned and operated program providers must provide proof of Worker's Compensation and Employee's Liability for employees of the organization as required by Missouri State Law.

8. Users shall make every reasonable and prudent effort to keep the area in which user's activities are held, clean and free from trash or other debris. User will clean up any trash and debris generated by user's activities and place it in trash containers provided by the City. The User is responsible for any maintenance or cleanup cost incurred through the negligence of the User of any area or facility.
9. Scheduling must be requested annually. No automatic or protected right to use because of previous use shall be granted. The City reserves the right to deny use of City facilities to any user that, in the City's opinion, has had public relations problems, has abused City facilities or property, has administered its programs in such a way to cause discredit to the City or has not paid all fees due or past due.
10. The City assumes no financial responsibility for the user's group, programs, or any of their constituents.
11. Users shall abide by sport or event-specific rules and field usage rules. All games and practice games need to be scheduled with the Recreation Supervisor and fees paid. A game is defined by any one of the following criteria:
 - a. If there is more than one team present.
 - b. If there are officials present, certified or not, or coaches acting as officials.
 - c. If players are in uniform.
 - d. If one of the teams travels to game site from another city or location.
12. All games and programs must end by 11:00pm, unless approved by the City. All lights must be turned off by 11:15pm.
13. Field sizes are set and are not negotiable. No painting or altering of fields is allowed. Moving of goals, bases, pitching rubbers, bleachers, tables, or other equipment owned, maintained, or managed by the City is not allowed.
14. Community-based volunteer-operated recreation organizations are NOT permitted to operate concessions during their program in the spectator area of their programs without the consent of the City. Concessions MUST be operated in compliance with all applicable health codes. All funds generated from concessions MUST be used to facilitate the organizations' recreation program.

PHPR FIELD USAGE FEES

Practice Rental

- 1) Resident.....\$20 per field per hour
- 2) Non-Resident.....\$30 per field per hour
- 3) Lights..... ADDITIONAL \$20 per field per hour

Weekend Tournament Rental – Friday, Saturday & Sunday

- 1) W/O Lights.....\$150 per field
 - 2) W/ Lights.....\$300 per field
- (Includes 1 field prep, each additional is \$20)*

1-Day Tournament

- 1) W/O Lights.....\$100 per field
 - 2) W/ Lights.....\$200 per field
- (Includes 1 field prep, each additional is \$20)*

League Rental

- 1) Associations (Defined by P&R Director).....Utilities ONLY
- 2) Other City-Affiliated Groups.....Utility Fees & 50% of PRACTICE RENTAL fees

Primary Use Fields

- 1) BASEBALL/SOFTBALL ONLY:
 - Girls North Softball Field
 - Girls South Softball Field
 - Recreation North Complex Baseball Field
 - Recreation South Complex Baseball Field
 - Skyline Softball Field
- 2) FOOTBALL ONLY:
 - Recreation North Complex Football Field
 - Recreation South Complex Football Field
- 3) SOCCER ONLY:
 - ALL fields at Soccer Complex

Multi-Use Fields

- 1) City Park Field
- 2) Fairgrounds Area
- 3) Pine & Patterson Field
- 4) Doug E. Yuille Field

Notes

- 1) BASEBALL/SOFTBALL ONLY fields are not available April thru July (Monday thru Friday) due to the City-programmed recreational league. Weekends ARE available during this time period.
- 2) Recreation North Complex Baseball Field is not available January thru July due to Pleasant Hill Baseball Team.
- 3) Skyline Softball Field is not available July thru November due to Pleasant Hill Softball Team.

PHPR Field Reservation Permit

This is your reservation permit. Please keep a copy with you and use it as a reference should you have any issues during your event. If you have any emergencies or problems, please contact City Hall (816-540-3135) during normal business hours or the Pleasant Hill Police Department (9-1-1 for emergencies or 816-987-9149) after 5pm on weekdays and anytime on weekends. Your fee covers the cost of your reservation; any setup or maintenance of the area is your responsibility. Please visit your site early to ensure that it is suitable for your needs.

NAME _____ ORGANIZATION _____
ADDRESS _____ CITY _____ ZIP _____
DAY PHONE _____ EVENING PHONE _____
EMAIL _____

ENTER YOUR RESERVATION INFORMATION BELOW:

DATE OF RESERVATION _____ DAY OF WEEK _____
PURPOSE FOR RESERVATION _____
RESIDENT _____ NON-RESIDENT _____
WITHOUT LIGHTS _____ WITH LIGHTS _____

WAIVER

I understand that I am responsible for ensuring that the area I am scheduling to use meets the accessibility, activity, and maintenance needs of my group. I understand that I am responsible for any damage to park property that occurs during my event. And, I have read and understand the park rules on the opposite side of this sheet.

SIGNATURE OF RENTER _____ DATE _____

<u>FOR OFFICE USE ONLY:</u>			
APPROVAL SIGNATURE _____	DATE _____		
PAID BY: CHECK # _____	CASH _____	CREDIT CARD _____	AMOUNT _____

PHPR Meeting Room Rental Policy

I. Reserving Your Meeting Room

Payment must be made when making your reservation. Reservations may be made in person at City Hall (203 Paul Street) or by phone (816-540-3135). For your convenience, you may drop your reservation permit and payment in the City Hall drop box after hours. We encourage you to call in advance to determine availability, location of meeting rooms, and cost, as well as to visit your meeting room to ensure its suitability for your needs.

<u>Facility</u>	<u>Room</u>	<u>Facility Hours</u>	<u>Amenities</u>	<u>Fee</u>
City Hall	Conference Room	8am-5pm	Meeting Table with 10 Chairs, Phone, Internet (Wireless Also Available), Projector, and Screen	\$20 Per Hour
	Council Chambers		Meeting Tables (2) with 30 Chairs, 60-inch Television available for Presenting, Internet (Wireless Also Available)	\$40 Per Hour

II. Meeting Room Reservation Facts

- A. Reservation is only good for the hours the facility is open with the exception the renter is an employee, only then will a reservation for a meeting room be available after hours of operation.
- B. Rest rooms are available for use.
- C. Your fee covers your use of the meeting room for the hours specified in the reservation – no more, no less.
- D. A copy of your reservation form is your proof of reservation. Please bring it with you. If you have issues with another group, please call the Pleasant Hill Police NON-emergency number at 816-987-9149.
- E. Meeting room reservations do not include exclusive use of any other room in the facility.
- F. No decorating will be allowed in the meeting rooms without the consent of the PHPR Director.
- G. All meeting rooms are equipped with trash containers. The reserving group is responsible for cleanup.
- H. The following are NOT ALLOWED in the meeting rooms:
 1. Drug or firearms/weapons
 2. Open burning
 3. Removal of or damage to the facility property

III. Cancellations, Refunds, and Changes

- A. Requests of cancellation, refunds, and changes to the Parks and Recreation Director in person (203 Paul Street) or by phone (816-540-3135)
- B. No refunds will be given for cancellations received 10 days or less prior to the reservation date.
- C. 50% refunds will be given to cancellations received 11-29 days prior to the reservation date.
- D. Full refunds (minus a \$5 processing fee) are given for cancellation requests received at least 30 days prior to the reservation date.
- E. Changes to a reservation (date/time or location) will have a \$5 processing fee.

PHPR Meeting Room Reservation Permit

This is your reservation permit. Please keep a copy with you and use it as a reference should you have any issues during your event. If you have any emergencies or problems, please contact City Hall (816-540-3135) during normal business hours or the Pleasant Hill Police Department (9-1-1 for emergencies or 816-987-9149) after 5pm on weekdays and anytime on weekends. Your fee covers the cost of your reservation; any setup or maintenance of the area is your responsibility. Please visit your site early to ensure that it is suitable for your needs.

NAME _____ ORGANIZATION _____
 ADDRESS _____ CITY _____ ZIP _____
 DAY PHONE _____ EVENING PHONE _____
 EMAIL _____

DATE OF RESERVATION _____ DAY OF WEEK _____
 PURPOSE FOR EVENT _____

CIRCLE YOUR MEETING ROOM:

<u>Facility</u>	<u>Meeting Room</u>	<u>Facility Hours</u>	<u>Amenities</u>	<u>Fee</u>
City Hall	Conference Room	8am-5pm	Meeting Table with 10 Chairs, Phone, Internet (Wireless Also Available), Projector, and Screen	\$20 Per Hour
	Council Chambers		Meeting Tables (2) with 30 Chairs, 60-inch Television available for , Internet (Wireless Also Available),	\$40 Per Hour

WAIVER

I understand that I am responsible for ensuring that the area I am scheduling to use meets the accessibility, activity, and maintenance needs of my group. I understand that I am responsible for any damage to facility property that occurs during my event. And, I have read and understand the facility rules on the opposite side of this sheet.

SIGNATURE OF RENTER _____ DATE _____

FOR OFFICE USE ONLY:

APPROVAL SIGNATURE _____ DATE _____

PAID BY: CHECK # _____ CASH _____ CREDIT CARD _____ AMOUNT _____

PHPR Shelter/Pavilion Rental Policy

I. Reserving Your Shelter/Pavilion

Payment must be made when making your reservation. Reservations may be made in person at City Hall (203 Paul Street) or by phone (816-540-3135). For your convenience, you may drop your reservation permit and payment in the City Hall drop box after hours. We encourage you to call in advance to determine availability, location of shelters, and cost, as well as to visit your shelter to ensure its suitability for your needs.

<u>Park</u>	<u>Shelter/Pavilion</u>	<u>Picnic Tables</u>	<u>Grills</u>	<u>Fee</u>
City Lake	Brown's Arm Shelter	6	No	\$30 Per Day
	Lion's Shelter	7	No	\$30 Per Day
City Park	Lower Shelter	8	2	\$30 Per Day
	Upper Shelter	8	2	\$30 Per Day
Recreation Complex	Ledwidge Goppert Pavilion	8	No	\$50 Per Day
Fairgrounds	Miller Lite Pavilion	No	No	\$100 Per Day

II. Shelter/Pavilion Reservation Facts

- A. Reservation is only good for the hours the park is open: OPEN FROM DAWN TIL DUSK.
- B. Rest rooms are seasonal and are open generally from April 1 to November 1.
- C. Your fee covers your use of the shelter for the entire day – we do not make more than one reservation per shelter per day.
- D. A copy of your reservation form is your proof of reservation. Please bring it with you. If you have issues with another group, please call the Pleasant Hill Police NON-emergency number at 816-987-9149.
- E. Shelter/Pavilion reservations do not include exclusive use of any other park amenities such as ball diamonds, tennis courts, or play equipment. These areas are first come, first serve.
- F. If you plan on decorating, you may use tape (not duct tape) on shelter surfaces. After your event, please properly dispose of all decorations.
- G. All shelters/pavilions are equipped with trash containers. The reserving group is responsible for cleanup.
- H. The following are NOT ALLOWED in the parks:
 1. Alcoholic beverages, Drugs, or firearms/weapons
 2. Glass containers
 3. Driving or parking motorized vehicles on the grass or sidewalks
 4. Open burning
 5. Parking vehicles in front or within 10 feet of trash dumpsters
 6. Removal of or damage to park property

III. Cancellations, Refunds, and Changes

- A. Requests of cancellation, refunds, and changes to the Parks and Recreation Director in person (203 Paul Street) or by phone (816-540-3135)
- B. No refunds will be given for cancellations received 10 days or less prior to the reservation date.
- C. 50% refunds will be given to cancellations received 11-29 days prior to the reservation date.
- D. Full refunds (minus a \$5 processing fee) are given for cancellation requests received at least 30 days prior to the reservation date.
- E. Changes to a reservation (date/time or location) will have a \$5 processing fee.

PHPR Shelter/Pavilion Reservation Permit

This is your reservation permit. Please keep a copy with you and use it as a reference should you have any issues during your event. If you have any emergencies or problems, please contact City Hall (816-540-3135) during normal business hours or the Pleasant Hill Police Department (9-1-1 for emergencies or 816-987-9149) after 5pm on weekdays and anytime on weekends. Your fee covers the cost of your reservation; any setup or maintenance of the area is your responsibility. Please visit your site early to ensure that it is suitable for your needs.

NAME _____ ORGANIZATION _____
 ADDRESS _____ CITY _____ ZIP _____
 DAY PHONE _____ EVENING PHONE _____
 EMAIL _____

DATE OF RESERVATION _____ DAY OF WEEK _____
 PURPOSE FOR EVENT _____

CIRCLE YOUR SHELTER/PAVILION:

<u>Park</u>	<u>Shelter/Pavilion</u>	<u>Fee</u>
City Lake	Brown's Arm Shelter	\$30 Per Day
	Lion's Shelter	\$30 Per Day
City Park	Lower Shelter	\$30 Per Day
	Upper Shelter	\$30 Per Day
Recreation Complex	Ledwidge/Goppert Pavilion	\$50 Per Day
Fairgrounds	Miller Lite Pavilion	\$100 Per Day

WAIVER

I understand that I am responsible for ensuring that the area I am scheduling to use meets the accessibility, activity, and maintenance needs of my group. I understand that I am responsible for any damage to park property that occurs during my event. And, I have read and understand the park rules on the opposite side of this sheet.

SIGNATURE OF RENTER _____ DATE _____

FOR OFFICE USE ONLY:

APPROVAL SIGNATURE _____ DATE _____

PAID BY: CHECK # _____ CASH _____ CREDIT CARD _____ AMOUNT _____

PHPR Trail Rental Policy

I. Reserving Your Trail

Payment must be made when making your reservation. Reservations may be made in person at City Hall (203 Paul Street) or by phone (816-540-3135). For your convenience, you may drop your reservation permit and payment in the City Hall drop box after hours. We encourage you to call in advance to determine availability, location of shelters, and cost, as well as to visit your shelter to ensure its suitability for your needs.

<u>Trail</u>	<u>Fee</u>
MOPAC Trail	\$100/Day
Stone Creek Nature Trail	\$50/Day

II. Trail Reservation Facts

- A. Reservation is only good for the hours specified on the reservation.
- B. Rest rooms are seasonal and are open generally from April 1 to November 1.
- C. A copy of your reservation form is your proof of reservation. Please bring it with you. If you have issues with another group, please call the Pleasant Hill Police NON-emergency number at 816-987-9149.
- D. Trail reservations do not include exclusive use of any other park amenities such as benches or parking areas. These areas are first come, first serve.
- E. Trails are equipped with trash containers throughout. The reserving group is responsible for cleanup.
- F. The following are NOT ALLOWED in the parks:
 - 1. Alcoholic beverages, Drugs, or firearms/weapons
 - 2. Glass containers
 - 3. Driving or parking motorized vehicles on the grass or sidewalks
 - 4. Open burning
 - 5. Parking vehicles in front or within 10 feet of trash dumpsters
 - 6. Removal of or damage to park property

III. Cancellations, Refunds, and Changes

- A. Requests of cancellation, refunds, and changes to the Parks and Recreation Director in person (203 Paul Street) or by phone (816-540-3135)
- B. No refunds will be given for cancellations received 10 days or less prior to the reservation date.
- C. 50% refunds will be given to cancellations received 11-29 days prior to the reservation date.
- D. Full refunds (minus a \$5 processing fee) are given for cancellation requests received at least 30 days prior to the reservation date.
- E. Changes to a reservation (date/time or location) will have a \$5 processing fee.

PHPR Trail Reservation Permit

This is your reservation permit. Please keep a copy with you and use it as a reference should you have any issues during your event. If you have any emergencies or problems, please contact City Hall (816-540-3135) during normal business hours or the Pleasant Hill Police Department (9-1-1 for emergencies or 816-987-9149) after 5pm on weekdays and anytime on weekends. Your fee covers the cost of your reservation; any setup or maintenance of the area is your responsibility. Please visit your site early to ensure that it is suitable for your needs.

NAME _____ ORGANIZATION _____
ADDRESS _____ CITY _____ ZIP _____
DAY PHONE _____ EVENING PHONE _____
EMAIL _____

DATE OF RESERVATION _____ DAY OF WEEK _____
TIME OF RESERVATION _____ PURPOSE FOR EVENT _____

CIRCLE YOUR TRAIL:

<u>Trail</u>	<u>Fee</u>
MOPAC Trail	\$100/Day
Stone Creek Nature Trail	\$50/Day

WAIVER

I understand that I am responsible for ensuring that the area I am scheduling to use meets the accessibility, activity, and maintenance needs of my group. I understand that I am responsible for any damage to park property that occurs during my event. And, I have read and understand the park rules on the opposite side of this sheet.

SIGNATURE OF RENTER _____ DATE _____

FOR OFFICE USE ONLY:

APPROVAL SIGNATURE _____ DATE _____

PAID BY: CHECK # _____ CASH _____ CREDIT CARD _____ AMOUNT _____

PHPR Fairgrounds Rental Policy

I. Reserving Your Area at the Fairgrounds

Payment must be made when making your reservation. Reservations may be made in person at City Hall (203 Paul Street) or by phone (816-540-3135). For your convenience, you may drop your reservation permit and payment in the City Hall drop box after hours. We encourage you to call in advance to determine availability, location of shelters, and cost, as well as to visit your shelter to ensure its suitability for your needs.

<u>Area</u>	<u>Amenities</u>	<u>Daily Fee</u>	<u>Weekend Fee</u>
Demolition Derby Arena	Bleachers	\$300 (For Profit) & \$150 (Non-Profit)	\$750
Motocross Track	Bleachers	\$400 (For Profit) & \$200 (Non-Profit)	\$1,000
Rodeo Arena	Announcing Box and Bleachers	\$400 (For Profit) & \$200 (Non-Profit)	\$1,000
Tractor/Truck Pull Track	Bleachers	\$400 (For Profit) & \$200 (Non-Profit)	\$1,000

II. Fairgrounds Reservation Facts

- A. Approval – Any activities must be proposed and approved by the Cass County Fair Board no less than 90 days prior to the event. Participant/Spectator fees will also be discussed for collection.
- B. Deposit – A \$200 refundable deposit is required at the time of reservation purchase.
- C. Exclusivity – Reservation is only good for the entire day(s) on the reservation permit. We do not make more than one reservation at the Fairgrounds per day. Fairgrounds Area reservations do not include exclusive use of any other areas included at the Fairgrounds; each reservation must be made separately.
- D. Insurance – Renter must provide the City with a minimum \$2,750,000 liability policy.
- E. Prohibited – The following are NOT ALLOWED at the Fairgrounds:
 1. Drugs or firearms/weapons
 2. Glass containers
 3. Driving or parking motorized vehicles on the grass or sidewalks
 4. Open burning
 5. Parking vehicles in front or within 10 feet of trash dumpsters
 6. Removal of or damage to park property
- F. Proof of Rental – A copy of your reservation form is your proof of reservation. Please bring it with you. If you have issues with another group, please call the Pleasant Hill Police NON-emergency number at 816-987-9149.
- G. Restrooms – One port-a-potty is provided between the dates of April 1 to November 1; renter may bring more if he/she chooses.
- H. Site Preparation – Venue rented will be prepared by City’s maintenance staff.
- I. Trash – Renter is responsible for trash cleanup and trash service.

III. Cancellations, Refunds, and Changes

- A. Requests of cancellation, refunds, and changes to the Parks and Recreation Director in person (203 Paul Street) or by phone (816-540-3135)
- B. No refunds will be given for cancellations received 10 days or less prior to the reservation date.
- C. 50% refunds will be given to cancellations received 11-29 days prior to the reservation date.
- D. Full refunds (minus a \$5 processing fee) are given for cancellation requests received at least 30 days prior to the reservation date.
- E. Changes to a reservation (date/time or location) will have a \$5 processing fee.

PHPR Fairgrounds Reservation Permit

This is your reservation permit. Please keep a copy with you and use it as a reference should you have any issues during your event. If you have any emergencies or problems, please contact City Hall (816-540-3135) during normal business hours or the Pleasant Hill Police Department (9-1-1 for emergencies or 816-987-9149) after 5pm on weekdays and anytime on weekends. Your fee covers the cost of your reservation; any setup or maintenance of the area is your responsibility. Please visit your site early to ensure that it is suitable for your needs.

NAME _____ ORGANIZATION _____
 ADDRESS _____ CITY _____ ZIP _____
 DAY PHONE _____ EVENING PHONE _____
 EMAIL _____

DATE OF RESERVATION _____ DAY OF WEEK _____
 PURPOSE FOR EVENT _____

CIRCLE YOUR SHELTER/PAVILION:

<u>Area</u>	<u>Amenities</u>	<u>Daily Fee</u>	<u>Weekend Fee</u>
Demolition Derby Arena	Bleachers	\$300 (For Profit) & \$150 (Non-Profit)	\$750
Motocross Track	Bleachers	\$400 (For Profit) & \$200 (Non-Profit)	\$1,000
Rodeo Arena	Announcing Box and Bleachers	\$400 (For Profit) & \$200 (Non-Profit)	\$1,000
Tractor/Truck Pull Track	Bleachers	\$400 (For Profit) & \$200 (Non-Profit)	\$1,000

WAIVER

I understand that I am responsible for ensuring that the area I am scheduling to use meets the accessibility, activity, and maintenance needs of my group. I understand that I am responsible for any damage to park property that occurs during my event. And, I have read and understand the park rules on the opposite side of this sheet.

SIGNATURE OF RENTER _____ DATE _____

FOR OFFICE USE ONLY:

APPROVAL SIGNATURE _____ DATE _____
 PAID BY: CHECK # _____ CASH _____ CREDIT CARD _____ AMOUNT _____