



STAFF REPORT

MEETING DATE:	September 2, 2025
MEETING TYPE:	City Council
SUBMITTED BY:	Katherine Lindsey
AGENDA CAPTION:	A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF HUTCHINS, TEXAS, ADOPTING A PARK FACILITIES RENTAL POLICY, ATTACHED HERETO AS EXHIBIT "A"; AND PROVIDING FOR AN EFFECTIVE DATE. Presented by: Katherine Lindsey, Assistant to the City Administrator

Background Information

The Park Facility Rental Policy provides uniform guidelines for staff and renters to follow when members of the public wish to rent the large pavilion and baseball field at Campbell Park. Specifically, the policy covers who is eligible to rent the facilities and how frequently, the rules and requirements renters must follow, cancellations, and liability.

Included in the supporting documents are the post-rental checklist for staff to use internally and the rental agreement.

Budget Implications

The policy states that the fees and deposits are set according to the fee schedule in Appendix A of the Code of Ordinances.

Operational Impact

Implementing this policy will provide an avenue for staff to uniformly implement rules and guidelines when renting park facilities to the public.

Legal Review

The City Attorney approved the resolution, policy, and rental agreement.

Staff Recommendation

Staff recommends that the City Council approves the Park Facility Rental Policy.

Supporting Documentation and Attachments

1. Resolution and Policy
2. Rental Agreement
3. Post-Rental Checklist