



# STAFF REPORT

---

<b>MEETING DATE:</b>	April 20 <sup>th</sup> , 2026
<b>MEETING TYPE:</b>	City Council
<b>SUBMITTED BY:</b>	Katherine Lindsey
<b>AGENDA CAPTION:</b>	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