

City Council Meeting

Agenda Item

Data Sheet

Meeting Date: November 3 2025

Topic:

Approve changes to Administrative Policy No. 23, Park Reservation.

Background:

In August 2019, the City of Tomball adopted an updated Parks Reservation policy for City facility rules and rentals, including pavilions and gazebos. The policy was established to set clear standards for public use, facility reservations, and maintenance responsibilities. The policy was designed to ensure that the facilities are safe, well-maintained, and available for the enjoyment of all residents and visitors. Key provisions addressed included rules for the parks and facilities, reservation procedures, restricted activities, and responsibilities of individuals or organizations using the City facilities.

Since adoption, staff have identified areas where updates are necessary to align the policy with current practices and ensure consistency in application. The proposed revisions provide grammatical and formatting updates for clarity, adjustments to reservation procedures to match current practices, rules for the facilities, and updates the name of the policy.

Origination: Project Management

Recommendation:

Staff recommends approving changes to Administrative Policy No. 23, Parks Reservation Rules and Application.

Party(ies) responsible for placing this item on agenda: Meagan Mageo, Project Manager

FUNDING (IF APPLICABLE)

Are funds specifically designated in the current budget for the full amount required for this purpose?

Yes: _____ No: _____ If yes, specify Account Number: Various

If no, funds will be transferred from account # _____ To account # _____

Signed	<u>Meagan Mageo</u>	Approved by	_____
	Staff Member		City Manager
	Date		Date