

Parks, Recreation, & Forestry

To: Parks, Recreation, & Forestry Commission

From: Kristine Butteris, Director, Parks, Recreation, & Forestry

Date: 9/16/2024

Subject: Facility Reservation Policy, Early Park Reservation List, and Park Reservation Application

Background

Facility Reservations Policy was created to set guidelines for park shelter reservations.

The park reservation application was designed to keep track of reservations as they come into the department in early January and throughout the year.

Early park reservations are something that the department offers to event coordinators with which would like to continue their event on the same day each year.

Budget Goal

#5. Maintains a safe and healthy community, with an eye toward future needs and trends.

Financial Impact

Reservations generate approximately \$46,000.00 in revenue for the department

Recommendation

We recommend approval of the updates to each form.

Facility Reservation Policy –

Reservations

Early- reapproval of early park reservations every 5 years starting in 2025.

Reservations- Additional equipment billing information added

Rules

Permits – Special Event information updated
Concession in parks information updated
Update to additional rental items

Park Reservation Application –

Added Early to the top portion of the page to eliminate additional forms.

Added permit adds from the facility reservation policy to Park Reservation information.

Early Park Reservations –

Updating when the groups hosting events in parks yearly will need to be reapproved by the commission.

2024 Operational Goals

1. Proactively maintains and improves our parks and infrastructure in an effort to ensure quality, safety and compliance
2. Supports employee retention and growth, and also works to address critical staffing areas
3. Invests in the assessment, strategic planning and maintenance of our city buildings
4. Promotes and fosters innovative approaches for community development and growth
5. Maintains a safe and healthy community, and expands community education on safety and health