



## Park Commission

6801 Delmar Boulevard, University City, Missouri 63130, Phone: (314) 505-8560, Fax: (314) 862-0694

# A G E N D A

## PARK COMMISSION MEETING

HEMAN PARK COMMUNITY CENTER (HPCC), 975 PENNSYLVANIA  
TUESDAY, MAY 15, 2018 – 6:30PM

1. Roll Call
2. Approval of Minutes from April 17, 2018 meeting
3. Citizens' comments: Comments limited to 5 minutes. A comment form must be filled out by anyone wishing to speak. General comments may be made at this time. Comments related to specific agenda items may be made at this time or at the time the agenda item is discussed.
4. Department Reports
  - a. Public Works and Parks Operations – informational
  - b. Public Works and Parks Projects – informational
  - c. Community Development/Recreation Division – Review and Vote/Approve
  - d. Park and Storm water Sales Tax Report – Informational
5. Council Liaison Report
6. Individual Park Reports
7. Unfinished Business
  - a. RPGC – Enterprise fund
  - b. Subcommittee Report - Multi-Year Schedule of anticipated Equipment Replacement; and priorities for Capital Improvement Projects affecting Parks.
8. New Business
  - a. Sinan Alpaslan, Director of Public Works and Parks – State of CIP FY19-23
9. Citizens' comments: Comments limited to five (5) minutes. A comment form must be filled out by anyone wishing to speak.
10. Adjournment

### Enclosures:

- Draft – April 17, 2018 Park Commission Meeting Minutes
- Monthly Reports for April 2018
  - Park Maintenance/Forestry/Golf Maintenance
  - Project Manager Report
  - Ruth Park Golf Course
- Recreation Special Event Packet

*For more information regarding the Park Commission, please contact  
Chris Kalter, 314-505-8548 or email  
[ckalter@ucitymo.org](mailto:ckalter@ucitymo.org)*



## Park Commission

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### MINUTES OF THE PARK COMMISSION HEMAN PARK COMMUNITY CENTER (HPCC), 975 PENNSYLVANIA TUESDAY, APRIL 17, 2018

The meeting was called to order at 6:33pm.

#### Present:

Steve Goldstein, Park Commission President  
Clarence Olsen, Park Commission Vice President  
Kathy Standley  
Kevin Taylor  
Chris Kalter, Project Manager  
Ewald Winker, Park Operations Superintendent  
Lynda Euell-Taylor, Deputy Director of Recreation  
Paulette Carr, Council Liaison

1. Approval of meeting minutes from March 20, 2018 Clarence Olsen moves to approve, Kevin Taylor seconds. Vote taken. All approve.

#### 2. Citizens' comments:

- Kim Feld, 7511 Washington Ave.: Requested that the Park Commission recommend new shade structure location at Flynn Park. New structure will be donated to University City by the Flynn School PTO. We discussed details regarding the project.
- Park Commission requests that Kim work with Ewald Winker to collect feedback from residents who face Flynn Park, and provide to the park Commission a letter from school board or principal endorsing the project.

#### 3. Department Reports:

- Reports presented.
- Majerus park improvement is on hold.

#### 4. Council Liaison Report:

- Liaison report presented.

#### 5. Individual Park Reports:

- No major items.

#### 6. Park and Stormwater Sales Tax Review:

Kevin Taylor requested that city staff present to the commission more information regarding the administration of stormwater sales tax funds.

#### 7. Unfinished Business:

- RPGC – Enterprise Fund: No discussion.
- Potential Use of a Standardized Park Inspection Report Form; Kevin Taylor will update standard form and send to commission members.

- Discuss the Multi-Year Schedule of anticipated Equipment Replacement Cycles for park maintenance equipment as well as recreational equipment; and establishing priorities for Capital Improvement Projects affecting Parks. Work to date is productive. Continue progress as discussed in meeting.
- Establishing one or more task forces to address the above three items, if the Commission so agrees. See above.

8. New Business:

- Flynn Park – PTO Pavilion and Concrete Pad: See citizen comment above.

9. Citizens' comments: None

10. The meeting was adjourned at 8:48pm. Kathy Standley votes, Clarence Olsen seconds. Vote taken. All approve.

## Monthly Report for April 2018

### Park Maintenance

Mowing, trimming, herbicide application, restroom cleaning, rubbish and litter removal were the main activity of the month.

A light sleet/ice storm early in the month required treating and salting of park maintained sidewalks and parking lots.

Returned water service to park restrooms, drinking fountains and irrigation systems; plumbing & restroom fixture repairs were made as needed.

Basketball and tennis courts were cleaned and nets replaced where needed.

Performed eight park inspections and made needed repairs.

Picnic pavilion lights and timers were serviced.

The basins at Rain Man and Memorial Fountains were painted

Continued weekly residential mulch deliveries

Repaired mechanical gate at the mulch recycling area in Ruth Park

Bush honeysuckle was cut back along the creek banks in the 6800 block of Melrose.

Spring athletic field maintenance continued when ground conditions allowed; applied herbicide and fertilizer, prepared field for UCHS baseball games and repaired the scoreboard at Jack Buck Field.

Repaired damaged log barricades in the parking lot at Heman Park.

### Forestry and Gardening

Forestry crews continued street tree pruning, removal and planting.

Gardening work included lawn fertilization, grass seeding, and planting bed clean up; mulching; filling ruts; tree stump removals and pruning of small trees in the parks and greenways.

Stumps removed 8

### Lighting

Performed weekly street light inspections and reporting, made repairs on the Olive pedestrian lights, a street light in the 7000 block of Washington, and replaced the existing light fixtures with LED on the "free parking" signs at #4 municipal parking lot.



### Heman Pool

Deep end of pool was pumped dry and cleaned; repaired underwater light fixtures and replaced bulbs where needed; caulked expansion joints on the pool floor basin.

### Golf Course

Assisted maintenance staff with hauling dirt to the future site of forward tee on #6

### Specials

Assisted U.C.I.B. with plant delivery for their annual plant sale

Installed and/or removed promotional banners for UCB Plant sale, Pet Clinic, Chamber block party at North and South, and picked up Fair U City banners from printer.

Delivered and loaded leaf mulch for U City in Bloom

Delivered wood chips to the garden at Flynn Park School

Assisted with yard waste cleanup following SHED/Community Development county assistance program

Delivered tables, trash receptacles, benches and barricades to special events at 6800 Washington, Kingsbury/Melville Island and UCB garden site at Vernon

Constructed name plate for new judge of the municipal court

Assisted Central Garage staff with the repair of garage door on the MERF

### \*April Goals Completed

Returned water service to park restrooms, drinking fountains, and irrigation systems; began full scale mowing activities, daily restroom cleaning and rubbish routes; prepared and maintained ball fields for spring play; continued pool start up maintenance and expansion joint caulking; applied grass seed, fertilizers and pre-emergent herbicides; completed spring stump removal operations.

\*Did not continue Ruth Woods Trail renovations due to weather and work load priorities

### May Goals

Ready Heman Pool for opening; work with contractor to complete new main drain valve installation; continue full scale mowing and herbicide applications; apply second application of fertilizer at Heman Pool, Centennial Commons and City Hall grounds; complete irrigation backflow installations; and provide maintenance needs for block parties, special events, school picnics and field days.

Man Days

General outdoor maintenance	36%
General indoor maintenance	11%
Mowing, trimming & litter pick up	15%
Forestry	32%
Paid leave	6%

Full time        297.5  
P/T Seasonal    14.6875



**DEPARTMENT OF PARKS; FORESTRY DIVISION**

To: Sinan Alpaslan

From: James Crowe

Date: 5/4/18

Subject: **APRIL FORESTRY REPORT.**

- 1) Removed 17 trees in April 226 man-hours spent on removals. Total removals year to date 258.
- 2) A total of 46 trees were pruned in April, man-hours spent on trimming 152. The contractor Gamma Tree Service completed their trimming of 1001 trees making the total trees trimmed to date 1591.
- 3) 40 trees were planted and chipped; man- hours spent 70. Trees planted year to date 164.

Related forestry work:

- 11 Loads of woodchips were taken to Heman Park.
- 10 Loads of sweepings of bark and twigs were taken to recycle area in Ruth Park.
- 10 Load of logs on the crane truck were taken to Heman Park.
- Picked up at 79 fallen tree limbs and hanging branches.
- Performed daily chainsaw maintenance, and 34 hours of shop maintenance.



**DEPARTMENT OF PUBLIC WORKS AND PARKS; GOLF COURSE**

To: Sinan Alpaslan

From: Ken Morgan

Date: 5/9/18

Subject: **APRIL GOLF MAINTENANCE REPORT**

The main projects for the month were mowing and greens aeration.

Work Included:

Course Setup	6 days
Equipment Maintenance	2 days
Greens Aeration	5 days
Office Work	1 days
Mulch Transportation	2 days
Bed Preparation	2 days
Course Cleanup	3 days
Spaying	5 days
Mowing	27 days

Monthly Manpower Utilizations:

2017-18

I. Paid leave Taken

**TOTAL**

<u>Annual</u>	9.7813		
Sick	8.5000		
Injury	0.0000		
Special	0.0000		5.856%
		18.281	<b>Sub-total</b>

II. Mowing, Trimming, and Litter Pick Up

Tractor Mowing	23.2500		
Trim Mowing	16.9375		
Chemical Trim	0.0000		
Litter Pick-up	7.3750		15.235%
		47.563	<b>Sub-total</b>

III. General Outdoor Maintenance

Rubbish Truck Route	10.8750		
Restroom Cleaning Route	12.2500		
Athletic Field Maintenance	29.5000		
Playgrounds, Tennis Cts, Basketball	3.0625		
Snow Removal/Leaf Mulching	0.5000		
Palvillions, Restrooms	5.2500		
Swim Pool Maintenance	8.2500		
Sewer, Water Lines & Fountains	13.6250		
Signs, Bridges, Barricades, Fences	8.3750		
Picnic Tables, Ovens, Benches	0.0000		
Grounds Clean-up: leaves gumballs, etc.	11.4375		
Block Parties & Special Events	4.1250		
Other	6.3750		36.396%
		113.625	<b>Sub-total</b>

IV. General Indoor Maintenance

Equipment Repair	18.9375		
Pool/Rec. Facility	1.3750		
Community Center	0.0000		
Golf Pro Shop & Maintenance Shop	2.1250		
Park Maintenance Shop	5.5000		
Painting, Welding, Repairs in Shop	3.0000		
Other	1.5000		10.390%
		32.438	<b>Sub-total</b>

V. Forestry

# _____ Removals	27.7500		
# _____ Pruned	21.3125		
# _____ Planted	6.1250		
# _____ Stumps Removed	6.5000		
Tree Watering	0.0000		
Brush/Logs to Recycling	0.0000		

Cutting Firewood	0.0000		
Storm Damage	5.6250		
Other Tree Maintenance	0.7188		
Gardening	30.5000		
Forestry Tool Work, Saw Repair, etc.	1.7500		32.122%
		100.2813	<b>Sub-total</b>
<b><u>Totals</u></b>	312.1875	312.1875	<b>TOTAL</b>

**VI. Total Manpower Used**

# _____ Full-time	297.5000
# _____ Contractual	0.0000
# _____ PT/Seasonal	14.6875
# _____ Work Program	0.0000
# _____ Other	0.0000
<b><u>Totals</u></b>	312.1875

**VII. Man Days Lost**

AWOL	0.0000
Suspension	0.0000
Non-Paid Leave	0.0000
<b><u>Totals</u></b>	0.0000



**Department of Public Works and Parks**

6801 Delmar Boulevard, University City, Missouri 63130, Phone: (314) 505-8560, Fax: (314) 862-0694

# MEMORANDUM

**TO:** Park Commission  
**FROM:** Chris Kalter – Project Manager Parks Projects  
**DATE:** May 15, 2018  
**SUBJECT:** Update on Parks Projects

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Please see below for an update on all of the current park related projects for the Department of Public Works and Parks:



**Majerus Park (Phase 1 Improvements)**

**MONTHLY REPORT - April 2018**  
**GOLF COURSE ATTENDANCE/REVENUE**

<b>Attendance</b>	<b>April 2018</b>	<b>April 2017</b>	<b>2017-18 Fiscal Year</b>	<b>2016-17 Fiscal Year</b>	<b>2018 Calendar YTD</b>
Weekend Res	103	242	1,389	1,449	289
Weekend Non Res	446	660	4,954	5,713	970
Weekend Sr-Res	78	122	799	863	134
Weekend Sr-Non Res	67	103	805	899	113
Weekday Res	121	169	1,221	1,668	213
Weekday Non Res	1,178	1,001	8,197	9,281	1,729
Weekday Sr-Res	164	146	1,364	1,800	209
Weekday Sr-Non Res	203	190	1,975	1,803	292
Junior	36	37	366	370	58
Creve Coeur Res	37	33	404	348	53
Courtesy & Coupon	102	74	796	863	209
Play all day Res	3	2	41	104	5
Play all day Non Res	9	12	98	362	15
<b>Total</b>	<b>2,547</b>	<b>2,791</b>	<b>22,409</b>	<b>25,523</b>	<b>4,289</b>
Group Lessons		-	-	0	-
Pvt Lesson - Adult	3	10	19	19	3
Pvt Lesson - Child		3	-	12	-
Semi Pvt Lesson Ad		-	-	0	-
Semi Pvt Lesson Ad/Ch		-	-	0	-
Semi Pvt Lesson Ch		-	-	0	-
Semi Pvt Lesson Ch2		-	-	0	-
Pvt Lesson 5 Pkg	2	-	4	7	2
<b>Total</b>	<b>5</b>	<b>13</b>	<b>23</b>	<b>38</b>	<b>5</b>
<b>Revenue</b>					
Weekend Res	\$ 1,257.00	\$ 2,952.00	\$ 16,341.00	\$ 16,808.00	\$ 3,206.00
Weekend Non Res	\$ 6,710.00	\$ 9,933.00	\$ 72,615.00	\$ 84,783.90	\$ 13,596.00
Weekend Sr-Res	\$ 855.00	\$ 1,342.00	\$ 8,760.00	\$ 9,478.00	\$ 1,468.00
Weekend Sr-Non Res	\$ 804.00	\$ 1,224.00	\$ 9,636.00	\$ 9,089.00	\$ 1,351.00
Weekday Res	\$ 1,256.00	\$ 1,668.00	\$ 10,985.00	\$ 15,634.00	\$ 2,103.00
Weekday Non Res	\$ 15,011.00	\$ 12,701.50	\$ 106,375.50	\$ 104,623.50	\$ 21,397.00
Weekday Sr-Res	\$ 1,618.00	\$ 1,451.00	\$ 14,135.00	\$ 17,920.00	\$ 2,597.00
Weekday Sr-Non Res	\$ 2,103.00	\$ 2,086.00	\$ 21,039.50	\$ 35,331.50	\$ 2,548.00
Junior	\$ 135.00	\$ 317.00	\$ 3,103.00	\$ 3,314.00	\$ 324.00
Creve Coeur Res	\$ 403.00	\$ 353.00	\$ 4,324.00	\$ 3,797.00	\$ 561.00
Play all day Res	\$ 66.00	\$ 44.00	\$ 905.00	\$ 2,152.00	\$ 110.00
Play all day Non Res	\$ 243.00	\$ 280.00	\$ 2,645.00	\$ 9,597.00	\$ 405.00
<b>Total</b>	<b>\$ 30,461.00</b>	<b>\$ 34,351.50</b>	<b>\$ 270,864.00</b>	<b>\$ 312,527.90</b>	<b>\$ 49,666.00</b>
Group Lessons		\$ -	\$ -	\$ -	\$ -
Pvt Lessons - Adult	\$ 135.00	\$ 366.00	\$ 840.00	\$ 915.00	\$ 135.00
Pvt Lessons - Child		\$ 75.00	\$ -	\$ 505.00	\$ -
Semi Pvt Lesson Ad		\$ -	\$ -	\$ -	\$ -
Semi Pvt Lesson Ad/Ch		\$ -	\$ -	\$ -	\$ -
Semi Pvt Lesson Ch		\$ -	\$ -	\$ -	\$ -
Semi Pvt Lesson Ch 2		\$ -	\$ -	\$ -	\$ -
Pvt Lessons - 5 Pkg	\$ 370.00	\$ -	\$ 740.00	\$ 920.00	\$ 370.00
<b>Total</b>	<b>\$ 505.00</b>	<b>\$ 441.00</b>	<b>\$ 1,580.00</b>	<b>\$ 2,340.00</b>	<b>\$ 505.00</b>
<b>Cart Revenue</b>					
Cart revenue - Pull	\$ 312.00	\$ 424.00	\$ 2,923.00	\$ 4,298.00	\$ 508.00
Cart rev - Motorized	\$ 8,144.00	\$ 10,803.00	\$ 90,759.00	\$ 103,258.50	\$ 12,512.00
<b>Total</b>	<b>\$ 8,456.00</b>	<b>\$ 11,227.00</b>	<b>\$ 93,682.00</b>	<b>\$ 107,556.50</b>	<b>\$ 13,020.00</b>
<b>Other Revenue</b>					
Shack-Range Sales	\$ 10,263.00	\$ 12,635.50	\$ 60,588.00	\$ 33,161.50	\$ 17,165.00
Small Range Bucket	\$ 536.00	\$ 508.00	\$ 3,596.00	\$ 1,902.00	\$ 892.00
Medium Range Bucket	\$ 882.00	\$ 889.00	\$ 5,586.00	\$ 2,751.00	\$ 1,638.00
Large Range Bucket	\$ 760.00	\$ 910.00	\$ 5,916.00	\$ 2,500.00	\$ 1,670.00
Teaching Bucket	\$ -	\$ -	\$ 110.00	\$ -	\$ -
HS Practice Bkt	\$ -	\$ -	\$ -	\$ -	\$ -
E-Range Key Pack 1	\$ 700.00	\$ 1,100.00	\$ 5,167.00	\$ 2,595.00	\$ 1,600.00
E-Range Key Pack 2	\$ 675.00	\$ 1,055.00	\$ 5,543.00	\$ 3,605.00	\$ 1,500.00
E-Range Key Pack 3	\$ 1,900.00	\$ 1,400.00	\$ 9,600.00	\$ 4,900.00	\$ 3,400.00
<b>Total Range</b>	<b>\$ 15,716.00</b>	<b>\$ 18,497.50</b>	<b>\$ 96,106.00</b>	<b>\$ 51,414.50</b>	<b>\$ 27,865.00</b>
Miscellaneous	\$ 14.00	\$ -	\$ 398.00	\$ 4,369.39	\$ 14.00
GHIN	\$ 120.00	\$ 77.00	\$ 406.00	\$ 487.00	\$ 351.00
Gift Certificate	\$ 201.00	\$ 193.00	\$ 3,254.50	\$ 1,428.00	\$ 650.00
Club Rentals	\$ 114.00	\$ 288.00	\$ 1,050.00	\$ 1,337.00	\$ 234.00
Club Repairs	\$ 486.00	\$ 288.75	\$ 2,633.45	\$ 2,568.55	\$ 1,496.00
Pro Shop Sales	\$ 8,737.55	\$ 7,666.92	\$ 61,161.98	\$ 47,319.24	\$ 12,995.00
Concessions	\$ 153.00	\$ 4,059.75	\$ 14,603.00	\$ 32,063.25	\$ 1,538.00
<b>Total Other Revenue</b>	<b>\$ 9,825.55</b>	<b>\$ 12,573.42</b>	<b>\$ 83,506.93</b>	<b>\$ 89,572.43</b>	<b>\$ 17,278.00</b>
<b>Grand Total</b>	<b>\$ 64,963.55</b>	<b>\$ 77,090.42</b>	<b>\$ 545,738.93</b>	<b>\$ 563,411.33</b>	<b>\$ 108,334.00</b>





# Park and Storm Water Sales Tax Budget Performance Report

Fiscal Year 2018 to Date 04/30/18

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions
<b>REVENUE</b>								
<i>Sales and Use Taxes</i>								
4120	Park Sales Tax (pt of sale)	\$ 1,300,000	\$ -	\$ 1,300,000	\$ 111,253	\$ -	\$ 908,342	\$ 391,658
	<i>Sales and Use Taxes Totals</i>	1,300,000	-	1,300,000	111,253	-	908,342	391,658
	<b>REVENUE TOTALS</b>	<b>1,300,000</b>	<b>-</b>	<b>1,300,000</b>	<b>111,253</b>	<b>-</b>	<b>908,342</b>	<b>391,658</b>
<b>EXPENSE</b>								
Department <b>40 - Public Works</b>								
Program <b>90 - Capital Improvement</b>								
<i>Personal Services</i>								
5001	Salaries-Full-time	151,400	-	151,400	13,449	-	148,313	3,087
5220	Injury Leave	-	-	-	-	-	(302)	302
5230	Injury Leave - Taxable	-	-	-	-	-	340	(340)
5340	Salaries-Part-time & Temp	3,000	-	3,000	301	-	3,129	(129)
5380	Overtime	3,000	-	3,000	111	-	2,294	706
5420	Workers Compensation	14,000	-	14,000	610	-	6,882	7,118
5460	Medical Insurance	30,000	-	30,000	2,928	-	31,427	(1,427)
5660	Social Security Contributions	9,400	-	9,400	788	-	8,707	693
5740	Pension Contribution Nonunif	5,500	-	5,500	-	-	5,500	-
5900	Medicare	2,200	-	2,200	184	-	2,091	109
	<i>Personal Services Totals</i>	218,500	-	218,500	18,371	-	208,381	10,119
<i>Contractual Services</i>								
6001	Auditing & Accounting	-	-	-	-	-	1,100	(1,100)
6010	Professional Services	12,000	-	12,000	-	-	-	12,000
6050	Maintenance Contracts	-	-	-	-	110,000	-	(110,000)
6270	Telephone & Pagers	200	-	200	32	-	331	(131)
6330	Decorative Street Lights	10,000	-	10,000	1,890	-	13,441	(3,441)
6530	Fleet Service & Replacement	45,000	-	45,000	-	-	38,324	6,676
	<i>Contractual Services Totals</i>	67,200	-	67,200	1,921	110,000	53,196	(95,996)



# Park and Storm Water Sales Tax Budget Performance Report

Fiscal Year 2018 to Date 04/30/18

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions
<i>Capital Outlay</i>								
8010	Parks Improvement	-	-	-	-	-	-	-
8020	Golf Improvement	-	-	-	-	-	-	-
8100	Misc. Improvements	335,000	-	335,000	-	-	-	335,000
	<i>Capital Outlay Totals</i>	<u>335,000</u>	<u>-</u>	<u>335,000</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>335,000</u>
<i>Other</i>								
9100	Debt Service - Expense	-	-	-	365	-	365	(365)
9150	Debt Service - Principal	258,700	-	258,700	-	-	258,650	50
9200	Debt Service - Interest	14,900	-	14,900	-	-	15,261	(361)
	<i>Other Totals</i>	<u>273,600</u>	<u>-</u>	<u>273,600</u>	<u>365</u>	<u>-</u>	<u>274,276</u>	<u>(676)</u>
	Program 90 - Capital Improvement Totals	<u>894,300</u>	<u>-</u>	<u>894,300</u>	<u>20,658</u>	<u>110,000</u>	<u>535,853</u>	<u>248,447</u>
	Department 40 - Public Works Totals	<u>894,300</u>	<u>-</u>	<u>894,300</u>	<u>20,658</u>	<u>110,000</u>	<u>535,853</u>	<u>248,447</u>
Department 45 - Community Development								
Program 90 - Capital Improvement								
<i>Capital Outlay</i>								
8001	Building Improvements	150,000	-	150,000	-	29,159	1,788	119,053
	<i>Capital Outlay Totals</i>	<u>150,000</u>	<u>-</u>	<u>150,000</u>	<u>-</u>	<u>29,159</u>	<u>1,788</u>	<u>119,053</u>
	Department 45 - Community Development Totals	<u>150,000</u>	<u>-</u>	<u>150,000</u>	<u>-</u>	<u>29,159</u>	<u>1,788</u>	<u>119,053</u>
	<b>EXPENSE TOTALS</b>	<b>1,044,300</b>	<b>-</b>	<b>1,044,300</b>	<b>20,658</b>	<b>139,159</b>	<b>537,641</b>	<b>367,500</b>
Fund 14 - Park and Storm Water Sales Tax Totals								
	<b>REVENUE TOTALS</b>	1,300,000	-	1,300,000	111,253	-	908,342	391,658
	<b>EXPENSE TOTALS</b>	1,044,300	-	1,044,300	20,658	139,159	537,641	367,500
	Fund 14 - Park and Storm Water Sales Tax Totals	<b>\$ 255,700</b>	<b>\$ -</b>	<b>\$ 255,700</b>	<b>\$ 90,596</b>	<b>\$ (139,159)</b>	<b>\$ 370,701</b>	<b>\$ 24,158</b>



# Golf Course Budget Performance Report

FY 2018 as of 04/30/18

Account	Account Description	Adopted	Budget	Amended	Current Month	YTD	YTD	Budget - YTD
		Budget	Amendments	Budget	Transactions	Encumbrances	Transactions	Transactions
<b>REVENUE</b>								
<i>Golf Course and Driving Range Fees</i>								
4601	Golf Course	\$ 705,000	\$ -	\$ 705,000	\$ 68,607	\$ -	\$ 560,295	\$ 144,705
<i>Golf Course and Driving Range Fees Totals</i>		705,000	-	705,000	68,607	-	560,295	144,705
<b>REVENUE TOTALS</b>		<b>705,000</b>	<b>-</b>	<b>705,000</b>	<b>68,607</b>	<b>-</b>	<b>560,295</b>	<b>144,705</b>
<b>EXPENSE</b>								
Department <b>40 - Public Works</b>								
Program <b>47 - Golf Course</b>								
<i>Personal Services</i>								
5001	Salaries-Full-time	170,000	-	170,000	12,310	-	119,920	50,080
5340	Salaries-Part-time & Temp	65,000	-	65,000	4,048	-	40,057	24,943
5380	Overtime	9,000	-	9,000	174	-	2,945	6,055
5420	Workers Compensation	4,000	-	4,000	532	-	5,160	(1,160)
5460	Medical Insurance	28,000	-	28,000	2,446	-	23,746	4,254
5660	Social Security Contributions	15,500	-	15,500	962	-	9,444	6,056
5740	Pension Contribution Nonunif	25,000	-	25,000	-	-	25,000	-
5900	Medicare	3,600	-	3,600	225	-	2,261	1,339
<i>Personal Services Totals</i>		320,100	-	320,100	20,697	-	228,533	91,567
<i>Contractual Services</i>								
6010	Professional Services	-	-	-	-	-	193	(193)
6050	Maintenance Contracts	11,000	-	11,000	296	-	9,709	1,291
6060	Instructors & Sports Officials	15,000	-	15,000	2,340	-	4,092	10,908
6070	Temporary Labor	2,000	-	2,000	-	-	-	2,000
6110	Mileage Reimbursement	1,300	-	1,300	86	-	557	743
6120	Professional Development	1,000	-	1,000	-	-	105	895
6130	Advertising & Public Notices	10,500	-	10,500	325	-	5,834	4,666
6150	Printing Services	1,000	-	1,000	-	-	1,185	(185)
6160	Insurance-Property & Auto	-	-	-	-	-	-	-
6170	Insurance-Liability	5,000	-	5,000	-	-	4,200	800



# Golf Course Budget Performance Report

FY 2018 as of 04/30/18

Account	Account Description	Adopted	Budget	Amended	Current Month	YTD	YTD	Budget - YTD
		Budget	Amendments	Budget	Transactions	Encumbrances	Transactions	Transactions
6250	Natural Gas	4,000	-	4,000	312	-	2,803	1,197
6260	Electricity	7,000	-	7,000	520	-	5,851	1,149
6270	Telephone & Pagers	1,000	-	1,000	80	-	800	200
6280	Water	30,000	10,000	40,000	-	-	37,276	2,724
6290	Sewer	1,000	-	1,000	52	-	782	218
6360	Building Maintenance	2,500	-	2,500	773	-	3,222	(722)
6380	Equipment Maintenance	18,000	(10,000)	8,000	2,497	-	11,100	(3,100)
6430	Misc. Repairs & Maintenance	6,000	-	6,000	79	-	749	5,251
6530	Fleet Service & Replacement	9,500	-	9,500	-	-	7,819	1,681
6540	Equipment Rental	20,000	-	20,000	-	-	18,298	1,702
6560	Technology Services	8,200	-	8,200	812	-	2,230	5,970
6570	Miscellaneous Rentals	1,200	-	1,200	228	-	812	388
6610	Staff Training	1,000	-	1,000	-	-	155	845
6650	Memberships & Certifications	1,700	-	1,700	250	-	1,385	315
6660	Laundry Services	-	-	-	-	-	223	(223)
6670	Cashier's Over/Under	-	-	-	-	-	20	(20)
6710	Waste Dumping Fees	500	-	500	-	-	20	480
6770	Bank & Credit Card Fees	15,000	-	15,000	1,221	-	18,666	(3,666)
	<i>Contractual Services Totals</i>	173,400	-	173,400	9,871	-	138,085	35,315
	<i>Materials and Supplies</i>							
7001	Office Supplies	1,400	-	1,400	49	-	847	553
7130	Agricultural Supplies	26,000	-	26,000	2,334	-	11,647	14,353
7210	Chemicals	9,000	-	9,000	725	-	7,275	1,725
7290	Concrete & Clay Products	3,600	-	3,600	735	-	1,505	2,095
7330	Food	24,000	-	24,000	1,868	-	15,585	8,415
7370	Institutional Supplies	2,700	-	2,700	203	-	2,206	494
7490	Building Materials	1,000	-	1,000	-	-	447	553
7530	Medical Supplies	200	-	200	-	-	158	42
7570	Hardware & Hand Tools	5,000	-	5,000	452	-	4,367	633



# Golf Course Budget Performance Report

FY 2018 as of 04/30/18

Account	Account Description	Adopted	Budget	Amended	Current Month	YTD	YTD	Budget - YTD
		Budget	Amendments	Budget	Transactions	Encumbrances	Transactions	Transactions
7610	Fuel, Oil & Lubricants	4,000	-	4,000	824	-	5,312	(1,312)
7690	Recreational Supplies	40,000	-	40,000	12,480	-	37,313	2,687
7730	Metal Supplies	100	-	100	-	-	600	(500)
7770	Uniforms & Safety Gear	1,400	-	1,400	-	-	276	1,124
7810	Sign Supplies	300	-	300	-	-	640	(340)
	<i>Materials and Supplies Totals</i>	<b>118,700</b>	-	<b>118,700</b>	<b>19,670</b>	-	<b>88,178</b>	<b>30,522</b>
	Program <b>47 - Golf Course</b> Totals	<b>612,200</b>	-	<b>612,200</b>	<b>50,238</b>	-	<b>454,796</b>	<b>157,404</b>
	Department <b>40 - Public Works</b> Totals	<b>612,200</b>	-	<b>612,200</b>	<b>50,238</b>	-	<b>454,796</b>	<b>157,404</b>
	<b>Revenue exceeded expenditures</b>	<b>\$ 92,800</b>		<b>\$ 92,800</b>	<b>\$ 18,369</b>	<b>\$ -</b>	<b>\$ 105,499</b>	<b>\$ (12,699)</b>



# Community Center Budget Performance Report

FY 2018 as of 04/30/18

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions
<b>REVENUE</b>								
<i>Community Center Fees</i>								
4615	Community Center	\$ 80,000	\$ -	\$ 80,000	\$ 6,306	\$ -	\$ 76,705	\$ 3,295
	<i>Community Center Fees Totals</i>	<u>80,000</u>	<u>-</u>	<u>80,000</u>	<u>6,306</u>	<u>-</u>	<u>76,705</u>	<u>3,295</u>
	<b>REVENUE TOTALS</b>	<b>80,000</b>	<b>-</b>	<b>80,000</b>	<b>6,306</b>	<b>-</b>	<b>76,705</b>	<b>3,295</b>
<b>EXPENSE</b>								
Department 45 - Community Development								
Program 49 - Community Center								
<i>Personal Services</i>								
5001	Salaries-Full-time	49,300	-	49,300	1,099	-	11,223	38,077
5340	Salaries-Part-time & Temp	10,000	-	10,000	183	-	2,462	7,538
5380	Overtime	1,000	-	1,000	-	-	-	1,000
5420	Workers Compensation	1,000	-	1,000	53	-	574	426
5460	Medical Insurance	10,000	-	10,000	189	-	1,887	8,113
5660	Social Security Contributions	4,100	-	4,100	73	-	789	3,311
5740	Pension Contribution Nonunif	6,000	-	6,000	-	-	6,000	-
5900	Medicare	1,000	-	1,000	17	-	188	812
	<i>Personal Services Totals</i>	<u>82,400</u>	<u>-</u>	<u>82,400</u>	<u>1,615</u>	<u>-</u>	<u>23,123</u>	<u>59,277</u>
<i>Contractual Services</i>								
6050	Maintenance Contracts	1,500	-	1,500	259	-	601	899
6170	Insurance-Liability	4,000	-	4,000	-	-	4,200	(200)
6210	Insurance - Flood	4,500	-	4,500	-	-	4,941	(441)
6250	Natural Gas	6,000	-	6,000	924	-	6,671	(671)
6260	Electricity	15,000	-	15,000	636	-	10,159	4,841
6270	Telephone & Pagers	-	-	-	10	-	95	(95)
6280	Water	5,000	-	5,000	-	-	834	4,166
6290	Sewer	4,000	-	4,000	64	-	1,850	2,150
6360	Building Maintenance	8,000	-	8,000	-	-	2,003	5,997
6380	Equipment Maintenance	4,000	-	4,000	-	-	3,477	523



# Community Center Budget Performance Report

FY 2018 as of 04/30/18

Account	Account Description	Adopted	Budget	Amended	Current Month	YTD	YTD	Budget - YTD
		Budget	Amendments	Budget	Transactions	Encumbrances	Transactions	Transactions
6430	Misc. Repairs & Maintenance	3,000	-	3,000	-	-	750	2,250
6640	Exterminations	900	-	900	54	-	611	289
	<i>Contractual Services Totals</i>	<u>55,900</u>	<u>-</u>	<u>55,900</u>	<u>1,947</u>	<u>-</u>	<u>36,191</u>	<u>19,709</u>
	<i>Materials and Supplies</i>							
7370	Institutional Supplies	8,000	-	8,000	793	2,399	4,662	939
7490	Building Materials	500	-	500	41	-	48	452
7570	Hardware & Hand Tools	1,000	-	1,000	-	-	954	46
	<i>Materials and Supplies Totals</i>	<u>9,500</u>	<u>-</u>	<u>9,500</u>	<u>834</u>	<u>2,399</u>	<u>5,664</u>	<u>1,437</u>
	<i>Capital Outlay</i>							
8001	Building Improvements	25,000	-	25,000	-	-	3,859	21,141
8100	Misc. Improvements	10,000	-	10,000	-	212	-	9,788
	<i>Capital Outlay Totals</i>	<u>35,000</u>	<u>-</u>	<u>35,000</u>	<u>-</u>	<u>212</u>	<u>3,859</u>	<u>30,929</u>
	Program <b>49 - Community Center Totals</b>	<u>182,800</u>	<u>-</u>	<u>182,800</u>	<u>4,395</u>	<u>2,611</u>	<u>68,837</u>	<u>111,352</u>
	<b>Expenditures exceeded revenue</b>	<b>\$ (102,800)</b>		<b>\$ (102,800)</b>	<b>\$ 1,911</b>	<b>\$ (2,611)</b>	<b>\$ 7,868</b>	<b>\$ (108,057)</b>



# Aquatics Budget Performance Report

FY 2018 as of 04/30/18

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions
<b>REVENUE</b>								
<i>Aquatics Fees</i>								
4610	Aquatics	\$ 100,000	\$ -	\$ 100,000	\$ 212	\$ -	\$ 42,699	\$ 57,301
	<i>Aquatics Fees Totals</i>	100,000	-	100,000	212	-	42,699	57,301
	<b>REVENUE TOTALS</b>	<b>100,000</b>	<b>-</b>	<b>100,000</b>	<b>212</b>	<b>-</b>	<b>42,699</b>	<b>57,301</b>
<b>EXPENSE</b>								
Department 45 - Community Development								
Program 51 - Aquatics								
<i>Personal Services</i>								
5340	Salaries-Part-time & Temp	-	-	-	-	-	19,051	(19,051)
5420	Workers Compensation	-	-	-	-	-	121	(121)
5660	Social Security Contributions	-	-	-	-	-	1,181	(1,181)
5900	Medicare	-	-	-	-	-	300	(300)
	<i>Personal Services Totals</i>	-	-	-	-	-	20,653	(20,653)
<i>Contractual Services</i>								
6050	Maintenance Contracts	217,800	-	217,800	1,074	-	103,064	114,736
6170	Insurance-Liability	4,500	-	4,500	-	-	4,800	(300)
6250	Natural Gas	700	-	700	34	-	491	209
6260	Electricity	27,000	-	27,000	1,622	-	23,475	3,525
6280	Water	15,000	-	15,000	-	-	7,791	7,209
6290	Sewer	10,000	-	10,000	668	-	6,945	3,055
6360	Building Maintenance	10,000	-	10,000	-	-	548	9,452
6380	Equipment Maintenance	5,000	-	5,000	-	-	2,078	2,922
6430	Misc. Repairs & Maintenance	4,800	-	4,800	-	-	-	4,800
6610	Staff Training	500	-	500	-	-	900	(400)
6640	Exterminations	200	-	200	-	-	56	144
	<i>Contractual Services Totals</i>	295,500	-	295,500	3,398	-	150,148	145,352
<i>Materials and Supplies</i>								
7210	Chemicals	16,000	-	16,000	1,665	-	1,665	14,335





# Aquatics Budget Performance Report

FY 2018 as of 04/30/18

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions
7330	Food	13,000	-	13,000	-	-	5,733	7,267
7370	Institutional Supplies	2,000	-	2,000	-	-	2,175	(175)
7490	Building Materials	1,000	-	1,000	213	-	282	718
7530	Medical Supplies	100	-	100	-	-	-	100
7570	Hardware & Hand Tools	1,000	-	1,000	-	-	514	486
7690	Recreational Supplies	2,000	-	2,000	-	-	1,580	420
7770	Uniforms & Safety Gear	1,200	-	1,200	31	-	284	916
	<i>Materials and Supplies Totals</i>	36,300	-	36,300	1,908	-	12,231	24,069
	<i>Capital Outlay</i>							
8001	Building Improvements	10,000	-	10,000	-	-	-	10,000
8100	Misc. Improvements	2,000	-	2,000	-	-	-	2,000
	<i>Capital Outlay Totals</i>	12,000	-	12,000	-	-	-	12,000
	Program <b>51 - Aquatics</b> Totals	343,800	-	343,800	5,306	-	183,032	160,768
	<b>Expenditures exceeded revenue</b>	<b>\$ (243,800)</b>		<b>\$ (243,800)</b>	<b>\$ (5,094)</b>	<b>\$ -</b>	<b>\$ (140,334)</b>	<b>\$ (103,466)</b>



# Centennial Commons Budget Performance Report

FY 2018 as of 04/30/18

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions
<b>REVENUE</b>								
<i>Centennial Commons Fees</i>								
4620	Centennial Commons	\$ 700,000	\$ -	\$ 700,000	\$ 42,352	\$ -	\$ 446,848	\$ 253,152
	<i>Centennial Commons Fees Totals</i>	<u>700,000</u>	<u>-</u>	<u>700,000</u>	<u>42,352</u>	<u>-</u>	<u>446,848</u>	<u>253,152</u>
	<b>REVENUE TOTALS</b>	<b>700,000</b>	<b>-</b>	<b>700,000</b>	<b>42,352</b>	<b>-</b>	<b>446,848</b>	<b>253,152</b>
<b>EXPENSE</b>								
Department <b>45 - Community Development</b>								
Program <b>53 - Centennial Commons</b>								
<i>Personal Services</i>								
5001	Salaries-Full-time	235,000	-	235,000	12,412	-	163,291	71,709
5340	Salaries-Part-time & Temp	240,000	-	240,000	12,638	-	146,786	93,214
5380	Overtime	-	-	-	-	-	687	(687)
5420	Workers Compensation	15,000	-	15,000	632	-	9,237	5,763
5460	Medical Insurance	45,000	-	45,000	1,447	-	18,742	26,258
5660	Social Security Contributions	29,400	-	29,400	1,500	-	18,638	10,762
5740	Pension Contribution Nonunif	35,000	-	35,000	-	-	35,000	-
5900	Medicare	6,800	-	6,800	351	-	4,561	2,239
	<i>Personal Services Totals</i>	<u>606,200</u>	<u>-</u>	<u>606,200</u>	<u>28,979</u>	<u>-</u>	<u>396,942</u>	<u>209,258</u>
<i>Contractual Services</i>								
6010	Professional Services	30,000	-	30,000	7,720	-	39,421	(9,421)
6040	Events & Receptions	7,000	-	7,000	-	-	69	6,931
6050	Maintenance Contracts	15,000	-	15,000	1,254	-	19,256	(4,256)
6060	Instructors & Sports Officials	96,000	-	96,000	5,161	-	74,802	21,198
6090	Postage	2,000	-	2,000	-	-	-	2,000
6120	Professional Development	4,000	-	4,000	-	-	1,145	2,855
6130	Advertising & Public Notices	3,000	-	3,000	-	-	301	2,699
6150	Printing Services	2,000	-	2,000	-	-	101	1,899
6170	Insurance-Liability	4,200	-	4,200	-	-	4,000	200



# Centennial Commons Budget Performance Report

FY 2018 as of 04/30/18

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions
6210	Insurance - Flood	13,500	-	13,500	-	-	14,685	(1,185)
6250	Natural Gas	5,000	-	5,000	58	-	1,287	3,713
6260	Electricity	65,000	-	65,000	3,784	-	54,774	10,226
6270	Telephone & Pagers	1,000	-	1,000	84	-	1,158	(158)
6360	Building Maintenance	20,000	-	20,000	754	(2,108)	8,798	13,309
6380	Equipment Maintenance	10,000	-	10,000	309	-	9,849	151
6400	Office Equipment Maintenance	2,000	-	2,000	-	-	550	1,450
6430	Misc. Repairs & Maintenance	1,500	-	1,500	-	-	1,022	478
6540	Equipment Rental	500	-	500	-	-	-	500
6560	Technology Services	9,000	-	9,000	392	-	2,428	6,572
6600	Tuition Reimbursement	500	-	500	-	-	-	500
6610	Staff Training	1,000	-	1,000	-	-	40	960
6640	Exterminations	1,200	-	1,200	156	-	907	293
6650	Memberships & Certifications	2,000	-	2,000	100	-	1,496	504
6700	Misc. Operating Services	5,000	-	5,000	962	-	2,163	2,837
6770	Bank & Credit Card Fees	10,000	-	10,000	349	-	6,446	3,554
<i>Contractual Services Totals</i>		310,400	-	310,400	21,083	(2,108)	244,698	67,810
<i>Materials and Supplies</i>								
7001	Office Supplies	3,000	-	3,000	92	-	2,360	640
7050	Publications	500	-	500	-	-	-	500
7330	Food	2,000	-	2,000	-	-	2,415	(415)
7370	Institutional Supplies	14,000	-	14,000	1,001	-	17,491	(3,491)
7490	Building Materials	2,000	-	2,000	36	-	697	1,303
7530	Medical Supplies	600	-	600	58	-	442	159
7570	Hardware & Hand Tools	1,200	-	1,200	172	-	1,444	(244)
7610	Fuel, Oil & Lubricants	300	-	300	26	-	240	60
7690	Recreational Supplies	8,200	-	8,200	676	-	7,463	737
7770	Uniforms & Safety Gear	4,500	-	4,500	238	-	1,306	3,194
7810	Sign Supplies	400	-	400	-	-	-	400



# Centennial Commons Budget Performance Report

FY 2018 as of 04/30/18

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions
7850	Awards & Gifts	-	-	-	-	-	-	-
	<i>Materials and Supplies Totals</i>	36,700	-	36,700	2,298	-	33,857	2,843
	<i>Capital Outlay</i>							
8001	Building Improvements	20,000	-	20,000	-	2,108	2,765	15,127
8100	Misc. Improvements	7,500	-	7,500	-	-	5,374	2,126
8180	Office Furniture & Equip.	5,000	-	5,000	-	-	-	5,000
	<i>Capital Outlay Totals</i>	32,500	-	32,500	-	2,108	8,139	22,253
	Program 53 - Centennial Commons Totals	985,800	-	985,800	52,361	2,108	683,637	302,163
	<b>EXPENSE TOTALS</b>	<b>985,800</b>	<b>-</b>	<b>985,800</b>	<b>52,361</b>	<b>2,108</b>	<b>683,637</b>	<b>302,163</b>
	<b>Expenditures exceeded revenue</b>	<b>\$ (285,800)</b>		<b>\$ (285,800)</b>	<b>\$ (10,009)</b>	<b>\$ (2,108)</b>	<b>\$ (236,788)</b>	<b>\$ (49,012)</b>



**FROM THE DESK OF  
LYNDA EUELL-TAYLOR  
DEPUTY DIRECTOR/RECREATION**

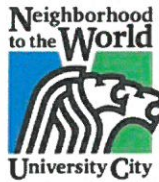


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To: Park Commission  
Re: Special Event – Policies, Application, Fees & Charges  
Date: 8 May 2018

Earlier this year staff was tasked with revising the special event policies, application, fees and charged for parks and recreation facilities to ensure consistency with the other special use permits.

Staff recommends approval of the attached.



## City of University City Parks Special Event Guidelines

*With due consideration of the needs of the City of University City and its residents, events will be scheduled to promote the City and provide for the entertainment and cultural opportunities of the citizens.*

Events held on City property and public right-of-way are an important part of improving economic development and promoting the variety of services University City has to offer. The role of events shall be to:

- 1) Serve the needs of the residents and businesses in University City.
- 2) Offer affordable access to events and event space in the University City area.

The Deputy Director/Recreation or designee, who reports to the Director of Community Development, is responsible for ensuring the proper paperwork is completed and that approval by all affected departments is obtained prior to booking an event. In order for the City to consider approval for an event, an Application for Special Event - Parks Permit must be submitted to the Deputy Director/Recreation or designee. A \$100 processing fee will be assessed for all event applications. Applications can be requested from the Deputy Director/Recreation or designee. Fees associated with the event may include rental of site, staffing and separate permit fees. The City has the right to refuse any requests as well as to limit the number of events held within the City due to the resulting demand for staff and closure of streets, sidewalks, parks and facilities. Please allow 90 days for processing.

### *Event Guidelines*

- I. **Event Supervision:** To provide the applicant with a quality event experience and to coordinate communication among applicant, staff and vendors, the Deputy Director/Recreation or designee or designated city staff will take an active role in overseeing booked events.
  - A. The Deputy Director/Recreation or designee or designated city staff shall be the main contact person for the event and shall directly oversee the applicant needs.
  - B. The Deputy Director/Recreation or designee or designated city staff is responsible for communicating with the applicant to ensure the applicant follows the Event Guidelines.
  - C. The Deputy Director/Recreation or designee or designated city staff is responsible for enforcing Event Guidelines.



**II. Event Booking:** All event activities shall be booked in advance, subject to availability for each area of the city.

- A. Reservation Requirements for City sponsored events:
  - 1. Events may be booked in advance.
  - 2. An Application for Event Permit must be submitted to book an event.
  - 3. No deposit/fees required.
  - 4. Reservation for an event must be made a minimum of 90 days in advance. Any exception will need to be approved by the appropriate Department Director or designee.
  - 5. Applications improperly completed will not be accepted.
  
- B. Reservation Requirements for City Co-Sponsored events:
  - 1. Event may be booked up to one year in advance.
  - 2. An Application for Event Permit must be submitted for the City to consider approval of an event.
  - 3. Deposit is due upon booking.
  - 4. All fees requirements are based on attached Fees and Charges chart.
  - 4. Reservations for events must be made a minimum of 90 days prior to date of event. Any exception will need to be approved by the appropriate Department Director or their designee.
  - 5. Applications improperly completed will not be accepted.
  - 6. Any fees waived must be approved by the City Manager and City Council.
  
- C. Reservation Requirements for Other entities:
  - 1. Event may be booked up to one year in advance.
  - 2. An Application for Event Permit must be submitted for the City to consider approval of an event.
  - 3. Deposit is due upon booking.
  - 4. All fees requirements are based on attached Fees and Charges chart.
  - 4. Reservations for events must be made a minimum of six (6) months prior to date of event. Any exception will need to be approved by the appropriate Department Director or their designee.
  - 5. Applications improperly completed will not be accepted.
  - 6. Any fees waived must be approved by the City Manager and City Council.

In order for a reservation to be considered valid (“booked”), all terms of the agreement must be completed.

- 1. Reservations shall be valid once a signed contract is in place and monies due are received.
- 2. “On-going” events shall pay fees for each event at least 30 days prior to each booked date. In addition, they shall pay indicated security deposit at time of original reservation.

**III.** All events shall require a damage/security deposit at the time of reservation. Deposit shall be returned in full as long as all terms and regulations of the event agreement have been met. Deposit rates are provided in Special Events Fees & Charges Chart.

- A. For approved events that are cancelled, where planning time by city staff has been invested, the deposit will be retained.
- B. All or a portion of the deposit shall be retained if extensive cleanup is required.
- C. All or a portion of the deposit shall be retained to cover the cost of damages to and/or loss of equipment. If the needed repairs or replacement exceed the deposit paid, the applicant is responsible for the additional cost.
- D. Deposit refunds will be processed within three weeks of the event. Balance due will be made by City of University City check or by crediting the credit card originally used for the deposit.

**IV. Fees & Additional Charges:** The City has established fees that will be charged for events. The City reserves the right to charge reasonable additional fees above and beyond the original processing fee and deposit. These fees and charges shall be reviewed periodically and are provided in in Special Events Fees & Charges Chart.

- A. Any permit required by the City, St. Louis County and State must be completed and all fees must be paid by the due date. City permit fees may be waived by the appropriate Department Directors(s), City Manager or City Council.
- B. A \$100 processing fee will be assessed for all event applications.
- C. Fees will be assessed for any event that requires City staff.

**V. Refunds:** The City has established guidelines to govern the refunding of fees.

- A. A full refund of event fees will be given for events cancelled more than 30 days in advance.
- B. Deposits and permit fees are non-refundable.
- C. For events booked less than 30 days in advance, applicant shall have a 72-hour period in which to cancel and be eligible for a full refund of deposit and fee.
- D. No refunds will be issued if applicant or event participants are asked to leave for noncompliance with City rules.
- E. In the event the City must cancel or alter the contracted parameters of an event, staff shall determine whether to offer a future event date at a reduced charge, or issue a partial/full refund.
- F. Refunds will be processed within three weeks of the event. Balance due will be made by City of University City by check or by crediting the credit card originally used for the deposit.



**VI. Food and Beverage:** For most events, the City of University City will allow food and alcoholic beverages on site; however, all food and alcoholic arrangements must follow State of Missouri, St. Louis County and City of University City procedures and permitting requirements. Proper permits must be secured and copies presented at least ten (10) business days prior to the event.

- A. To use specialized trailers, chuck wagons, grills and catering equipment, the applicant must receive permission for site access and placement by coordinating in advance with the Deputy Director/Recreation or designee and affected departments.
- B. Certain restrictions apply for food and drink in the park and on in City right-of-way.
- C. Alcoholic beverages may be permitted but must meet any and all permit requirements. **NO GLASS containers are allowed**; plastic and aluminum products are permitted. Anyone selling alcohol or offering a wine tasting for a fee will be required to obtain all permits required by the State of Missouri, St. Louis County and City of University City.
- D. Recycling of cans and plastics is encouraged. The City will provide recycling containers whenever possible.

**VII. Delivery and Storage:** Delivery and storage of equipment and supplies for events is restricted in order to preserve space and to limit liability for stored and delivered items.

- A. The Deputy Director/Recreation or designee or designated city staff must give prior approval for any items to be delivered prior to the event.
- B. An Applicant who has equipment delivered to the event site must make arrangements for the time of delivery and for the pick-up at the conclusion of the event.
- C. No items will be stored after an event.
- D. A fee may be levied for the space used to store and secure equipment or supplies delivered for an event.
- E. The City is not responsible for lost or stolen items delivered to non-secured areas.

**VIII. Event Set-up Instructions:** Set-up requirements and instructions shall be agreed upon in a timely manner to allow for scheduling of staff and coordination of resources. Set-up instructions are intended to communicate the applicant's needs to the proper city staff.

- A. Applicants shall specify event set-up needs at least one month prior to the event; for larger events applicants shall specify event set-up needs at least three months prior to the event.
- B. All changes to set-up must be approved by the Deputy Director/Recreation or designee or designated city staff at least 72 hours in advance of event.
- C. All changes must be submitted in writing to the Deputy Director/Recreation or designee or designated city staff.
- D. Tents with one or more enclosed side that are over 300 square feet will require a special permit from the University City Fire Department. Tents

without sides that are over 700 square feet will require a special permit from the University City Fire Department.

**IX. Event Parking:** Parking requirements shall be considered when events are scheduled. When necessary, a parking plan will be used to coordinate parking capacities.

A. Use of City owned parking lots or on-street parking must be approved by the Director of Public Works/Parks Department and the Chief of the University City Police Department or their designee or designated city staff.

**X. Restroom Use:** Restroom availability shall be considered when events are scheduled.

Events being held in the City must adhere to the St. Louis County Health Guidelines in regards to restroom usage. If port-a-potties are scheduled for special events in park locations or public right-of-way, approval is required by the Director of Public Works/Parks Department or designee or designated city staff.

**XI. Equipment Use:** The City will not provide tables, chairs or tents for any events, with the exception of those amenities that are permanently stationed throughout the city.

- A. The cost of repairs to damaged equipment and city property will come out of the deposit.  
If the cost of repair or replacement of damaged equipment exceeds the deposit, the Applicant is responsible for the additional costs.
- B. Any exceptions to the usage of equipment will be approved by the appropriate Department Head(s).

**XII. User Group Definitions:** The City of University City recognizes its responsibility to serve all facets of the community. The procedures outlined in this section provide a forum for access through levels of affiliation with the City of University City.

A. **Internal User Groups** – City Departments that directly sponsor events held within the City of University City.

1. Damage Deposit Required: None
2. Event Fees: None
3. Permit Fees: Any from St. Louis County and State; City fees will be waived.

B. **Affiliated User Groups** – These users are organizations affiliated with the City of University City. These organizations shall enhance the overall mission of the City by providing events that will promote the City and provide for the entertainment and cultural opportunities of the citizens.

1. Damage Deposit Required: None
2. Event Fees: Direct costs of event to be paid; fees to be set by agreement prior to the event on a case-by-case basis.
3. Permit Fees: Any from City, St. Louis County and/or State; City fees may be waived upon approval by appropriate Department Head(s) or City Manager.

- C. **Educational Institutions within the City of University City and Non-Profit Organizations** – These users are recognized educational institutions located within the City of University City or University City non-profit group/agency. These organizations shall enhance the overall mission of the City by providing events that will promote the City and provide for the entertainment and cultural opportunities of the citizens.
1. Damage Deposit Required: Yes
  2. Event Fees: 25% discount off regular fee schedule
  3. Permit Fees: Any from City, St. Louis County and/or State; City fees may be waived upon approval by appropriate Department Head(s) or City Manager.

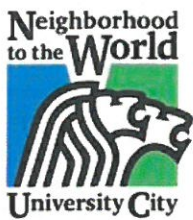
- XIII. Insurance Requirements:** Any application for a special event to be held on City property or the public right-of-way shall provide the City with a Certificate of Insurance with the following in force coverage(s) for the date(s) of the event:
1. General Liability with a minimum of \$2.6 million per occurrence (in 2011 - adjusted annually) naming the City of University City as an additional insured.
  2. Events requiring the use of the Applicant's vehicles may also be required to provide proof of automobile liability insurance at the discretion of the City.

- XIV. Additional Event Guidelines:** All events held within the City of University City will have a purpose compatible with the goal of promoting the City and providing entertainment and cultural opportunities for the citizens of University City. The following additional guidelines have been established to ensure the safe and effective operation of events.
- A. Only persons who are over 25 years of age may apply for use of the City facilities/property for events. The Applicant must remain at the event and assumes responsibility for property and for conforming to the regulations established for the event.
  - B. Some areas of the City of University City are not available for events.
  - C. Organizations should allow a minimum of 90 days for consideration of their application by city staff.
  - D. The City has the right to refuse any requests and retains the right to establish additional policies that provide for the safety of our residents and visitors.
  - E. A limited number of events will be approved each calendar year due to the resulting demand for staff and closure of streets, sidewalks, parks and facilities.
    1. Major events that require involvement of multiple departments along with multiple street/facility closures will be limited to three per year.
    2. Events which require limited street closure and multiple departments will be limited to one per month.
    3. Major walks/runs/biking events that begin within our city borders would be limited to four per year.
    4. Walks/runs/biking events that come through our city, but do not originate from our city, will be limited to four per year.
    5. Any additions to the above limitations will be subject to evaluation prior to

approval.

- F. Applicants who wish to sell products at their event must obtain a Temporary Vendor Permit from the City of University City's Finance Department.
- G. Utilities are limited to what currently exists at the specific location of the event. Additional sources (generators, water tanks, etc.) are not permitted without prior written approval of city staff.
- H. All promotional and specialty companies or permit holders who are utilizing props, rides, equipment, booths, etc. must provide proof of insurance listing the City of University City as an "additional insured" for a minimum of \$2,600,000.00 per occurrence. A copy of such certificate should be faxed to the Deputy Director/Recreation or designee or designated city staff at 314/338.7833.
- I. No amplified sound will be permitted in a park or city street without prior approval of the City Manager or designee, as it may interfere with other patrons, users and the general public. The City of University City noise ordinance shall be enforced. The Ordinance is available for review on the City's website.
- L. For those events held in City parks, additional park rules apply including:
  - Firearms are not allowed in any University City parks or facilities.
  - This event must conform to federal, state and local laws.
  - Clean up and removal of all event materials **is mandatory**.
  - All University City parks close at 10:30 pm.
  - Unless prior approval is granted by University City Police Department, automobiles are only permitted in parking lot areas and University City police officers **will** ticket violators.
  - The City of University City Returned check fees of \$25-Administrative Handling Fee PLUS \$9-Bank Fee and an a telephone number **MUST** be provided for ALL check (personal/cashier/certified) transactions.
  - Bounce houses or other inflatable structures, petting zoos and pony rides **are prohibited** in all University City parks.
  - Acknowledge all information indicated on the special event application is accurate and as requested.
- M. Additional rules may be established to ensure the safety and enjoyment of event participants.
- N. Open flames may require a special fire permit from the University City Fire Department.
- P. Applicants and their guests shall not violate the canons of good morals, manners or taste, or be injurious to the buildings, grounds, or equipment.
- Q. Any activity (runs, walks, celebrations) in the public right-of-way that is not typical use (i.e. driving a vehicle on the road, walking on the sidewalk, or parking in a permitted on-street parking zone) requires a Right-of-Way permit from the Director of Public Works/Parks Department or designee or designated city staff.





## Special Event Fees & Charges\*

Description of Fees	Rate	Notes
Application Processing Fee	\$100 per event	A one-time fee per application; due upon application submittal.
Heman Park	\$1,500/per day	In order to hold a large event in Heman Park the entire park must be reserved, whether the client intends to use all rentable sites or not. This will insure that parking and restroom facilities are able to handle the demands of the event. Additional event hours will be billed at \$150 per hour.
Heman Park Security/Damage Deposit	\$1,500	Deposits are refunded within three weeks after completion of the event baring no damage to property or equipment. If damage to property or equipment occurs, party is responsible for actual repair cost above retained \$1,500 security/damage deposit). Damage to be documented at conclusion of event by Park Maintenance Superintendent or designee.
Fogerty and Millar Parks	Park - \$100/per day plus picnic pavilion (\$50/day) and athletic fields (\$15/hr.)	In order to hold an event in other University City parks the entire park must be reserved, whether the client intends to use all rentable sites or not. This will insure that parking and restroom facilities are able to handle the demands of the event.
Fogerty and Millar Parks Security/Damage Deposit	\$300	Deposits are refunded within three weeks after completion of the event baring no damage to property or equipment. If damage to property or equipment occurs, party is responsible for actual repair cost above retained \$300 security/damage deposit). Damage to be documented at conclusion of event by Park Maintenance Superintendent or designee.
Other University City Parks (no pavilion, restrooms, athletic fields)	\$100/per day	In order to hold an event in other University City parks the entire park must be reserved.
Other University City Parks Security/Damage Deposit	\$100	Deposits are refunded within three weeks after completion of the event baring no damage to property or equipment. If damage to property or equipment occurs, party is responsible for actual repair cost above retained \$100 security/damage deposit). Damage to be documented at conclusion of event by Park Maintenance Superintendent or designee.
Mobile Stage	\$700/per day \$200/per day (501C3)	
Damage to property or equipment	Actual cost of repair (above \$1,500/\$300/\$100 retained security/damage deposit)	Damage to be documented at conclusion of event by Park Maintenance Superintendent or designee.

University City for Vendor Permit (required for food concession)		Obtain information/application from Finance Department (City Hall/1 <sup>st</sup> Fl.); application takes 2-4 weeks from date of submission; must also obtain/submit approved St. Louis County Temporary Food Service Permit (314) 615-8900.
Liquor License (required for dispensing/selling alcoholic beverages)		Obtain information/application from Finance Department (City Hall/1 <sup>st</sup> Fl.); application takes 2-4 weeks from date of submission; must obtain/submit approved licenses from the State of Missouri and St. Louis County Department of Revenue (314) 615-4217.
Staffing by City Employees	Per Hour Charge/Per Staff	Events that require the services of Police, Fire, Parks/ Public Works staff will be charged at hourly rate.
Excessive clean up fees	\$50/staff member/per hour	Excessive clean up defined as that which takes more than one hour after completion of event.
Storage Fee	Per Day/Per Area	For large events only; payment for storage based upon duration and area utilized. Fees to be set prior to the event by Department Head(s). In most cases it will be the regular rental charge for the area.

\*Additional fees may apply based upon the need for separate permits (i.e. ROW Work Permit, Fire Permit, etc.)



Department of Community Development-Recreation Division  
 Centennial Commons, 7210 Olive Blvd.  
 University City, Missouri 63130  
 (314) 505-8625

**NOTICE TO PERMIT APPLICANT**

- This application form is to be used for all special events located in City's parks or facilities, except for events in the City's public right-of-way or on public property (parking lot, etc.),
- Completed application must be submitted to the Department of Community Development-Recreation Division a minimum of six (6) months prior to the date of the event scheduled.
- Submit this application, required attachments and a \$100 application fee (check made to City of University City) to Centennial Commons, 7210 Olive Blvd., University City, MO 63130

**APPLICATION FOR SPECIAL EVENTS – PARKS PERMIT**

Event Location: (please circle one):

Ackert      Adams      Eastgate      Flynn      Fogerty      Greensfelder      Heman  
 Kaufman      Kingsland      Lewis      Majerus      Metcalfe      Millar      Mooney      Rabe

Application Date: \_\_\_\_\_

Name of Event: \_\_\_\_\_ Date(s) of Event: \_\_\_\_\_

Type of Event:  Run  Walk  Performance  Festival  Block Party  Other: \_\_\_\_\_

Set-Up Time: \_\_\_\_\_ A.M. or P.M. Date: \_\_\_\_\_ Tear-down Time: \_\_\_\_\_ A.M. or P.M. Date: \_\_\_\_\_

Actual Start Time of the Event: \_\_\_\_\_ A.M. or P.M. Actual End Time of the Event: \_\_\_\_\_ A.M. or P.M.

*Note: Events longer than 12 hours will require City Council approval.*

Starting Location of Event: \_\_\_\_\_

Ending Location of Event: \_\_\_\_\_

Estimated Number of Attendees: \_\_\_\_\_ Estimated Number of Vendors: \_\_\_\_\_

Estimated Number of Performers: \_\_\_\_\_ Estimated Number of Vehicles: \_\_\_\_\_

**Person/ Organization Making Application:**

Name: \_\_\_\_\_

Phone: office \_\_\_\_\_ cellular \_\_\_\_\_

Residential or Business Address: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

**Event Organizer** (Must be an individual that is responsible for the event and who will be on-site during the start/end of event in case of an emergency):

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Phone Number: (during event): \_\_\_\_\_

Residential or Business Address: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_



**Describe the proposed event and state its purpose:**

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**Will the event close any streets?** If streets are going to be closed, please attach a drawing or map of area and a detailed traffic control/detour plan. NOTE: Proposed closing of any state or county routes require appropriate approval.

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Proposed Route or Layout of event: (Please attach a drawing or map of area.)

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**Describe the Event Equipment included in Layout** (tents, tables, chairs, stages, portable restrooms, banners, cooking equip, etc.): *Note: The City does not provide equipment. Additional permits may be required for equipment: tents, banners, open flames, etc.*

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**Electricity Required?**  Yes  No

**Do you plan to use amplified sound?**  Yes  No **Note:** A Noise Permit will be required.

Please detail sound system: \_\_\_\_\_

**\*Will there be alcohol concessions?**  Yes  No (If yes, applicant will need to apply/submit State of Missouri and St. Louis County Alcohol Beverage License)

**\*Will there be food concessions?**  Yes  No (If yes, applicant will need to apply/submit a St. Louis County Temporary Food Service permit)

**\*If yes to both, applicant will need to apply/submit City of University City Temporary Vendor permit**

The City requires applicants to notify residents and/or business "districts" where the event will be taking place. See attached form and submit with your application.

All events shall require a damage/security deposit (see University City Special Event Fees and Charges for specific rates) at the time of reservation. Deposit shall be returned in full as long as all terms and regulations of the event guidelines and City requirements have been met.

*Additional City Permits/Licenses/Insurance Certificates may be required. Applicant shall obtain all additional permits/licenses/insurance certificates required upon the issuance of this use permit.*

*As a condition of approval of this Application, Applicant must check and agree to abide by the following conditions to obtain this permit:*

( ) **CLEANUP** - Applicant agrees to promptly cleanup all paper or debris caused by applicant's use of the area and understands that if such cleanup is not promptly undertaken the City reserves the right to do the cleaning itself and to charge the applicant for the actual time and expense incurred.

( ) **INSURANCE** - Applicant agrees to provide the City with a Certificate of Insurance of General Liability Insurance with a minimum coverage of \$2,000,000 combined single limit per occurrence for bodily injury, personal injury, and property for the date(s) of the event, naming the City of University City as an additional insured. Such certificate shall be provided to the City prior to the date of the event.



( ) INDEMNITY - Applicant agrees to indemnify, defend and hold the City of University City, its officers and employees harmless from and against all suits, claims, losses, causes of action or claims for injuries, damages, costs and expenses to persons or property, whether public or private, which are caused by Applicant, or arising out of or in any way connected with the activities conducted pursuant to this Application.

( ) DISCHARGE - Applicant agrees to discharge any and all judgments that may be rendered against the City of University City or its officers and employees in connection with any suit, cause of action, or claim after the judgment becomes final and unappealable.

( ) CITY CODES/PERMITS - Applicant also agrees to obtain all City and/or County permits and licenses that may be required, and shall comply with all other City and/or County laws and other conditions that the City determines necessary.

( ) CONDUCT/NUISANCES - Applicant understands that if the outdoor activity is conducted in such a way as to create a nuisance for any business or resident of the area, future permits may be denied for that reason alone. Applicant will be notified as soon as practical that the activity engaged in created a nuisance and may ask for a review of such determination.

Failure to adhere to the terms of this and related permits may impact the applicant's ability to obtain a Special Events – Parks Permit in the future.

I have carefully read and will abide by the foregoing Application and Terms and Conditions and swear that statements I made therein are true and correct to the best of my knowledge and belief. **Signature is required before approval will be granted.**

**Applicant Signature:**

**Date:**

\_\_\_\_\_  
**Print Name:**

**Supplemental Material (as needed):**

- Street Closure Plan
- Detour Routing Plan
- UCPD security/traffic/parking plan
- UCFD first aid/emergency response plan
- State of Missouri Liquor Beverage License
- St. Louis County Liquor Beverage License
- St. Louis County Temporary Food Vendor Permit
- City of University City Temporary Vendor
- Noise Permit
- Neighbor/Business notification letter
- Tent Permit, Banner Permit (if applicable)

FOR OFFICE USE ONLY

APPLICATION SUBMITTAL DATE: \_\_\_\_\_

EVENT DATE: \_\_\_\_\_

**INTAKE:**

NAME: \_\_\_\_\_

Complete Application:  Yes  No Application fee (\$100)  Yes  No

Attachments (Site plan, route plan, notification process, etc.)  Yes  No

**Note: All Signatures are required for approval**

\_\_\_\_\_  
 Approved  Denied  Approved with conditions **Date Rec'd.** \_\_\_\_\_  
Lynda Euell-Taylor, Deputy Director/Recreation

Department Event Contact: \_\_\_\_\_  
Approval Conditions: \_\_\_\_\_

\_\_\_\_\_  
 Approved  Denied  Approved with conditions **Date Rec'd.** \_\_\_\_\_  
Rosalind Williams, Interim Director, Community Development

Department Event Contact: \_\_\_\_\_  
Approval Conditions: \_\_\_\_\_

\_\_\_\_\_  
 Approved  Denied  Approved with conditions **Date Rec'd.** \_\_\_\_\_  
Ewald Winker, Park Maintenance Superintendent

Department Event Contact: \_\_\_\_\_  
Approval Conditions: \_\_\_\_\_

\_\_\_\_\_  
 Approved  Denied  Approved with conditions **Date Rec'd.** \_\_\_\_\_  
Sinan Alpaslan, Director, Public Works/Parks

Department Event Contact: \_\_\_\_\_  
Approval Conditions: \_\_\_\_\_

\_\_\_\_\_  
 Approved  Denied  Approved with conditions **Date Rec'd.** \_\_\_\_\_  
William Hinson, Interim Fire Chief, UCFD

Department Event Contact: \_\_\_\_\_  
Approval Conditions: \_\_\_\_\_

\_\_\_\_\_  
 Approved  Denied  Approved with conditions **Date Rec'd.** \_\_\_\_\_  
Larry Hampton, Police Chief, UCPD

Department Event Contact: \_\_\_\_\_  
Approval Conditions: \_\_\_\_\_

\_\_\_\_\_  Approved  Denied  Approved with conditions **Date Rec'd.** \_\_\_\_\_

Gregory Rose, City Manager

Department Event Contact: \_\_\_\_\_

Approval Conditions: \_\_\_\_\_

**Name of Event:** \_\_\_\_\_ **Date(s) of Event:** \_\_\_\_\_

**Set-Up Time:** \_\_\_\_\_ A.M. or P.M. Date: \_\_\_\_\_ **Tear-down Time:** \_\_\_\_\_ A.M. or P.M. Date: \_\_\_\_\_

**Actual Start Time of the Event:** \_\_\_\_\_ A.M. or P.M. **Actual End Time of the Event:** \_\_\_\_\_ A.M. or P.M.

*Note: Events longer than 12 hours will require City Council approval.*

**Estimated Number of Attendees:** \_\_\_\_\_ **Estimated Number of Vendors:** \_\_\_\_\_

**Estimated Number of Performers:** \_\_\_\_\_ **Estimated Number of Vehicles:** \_\_\_\_\_

**Person/ Organization Making Application:**

Name: \_\_\_\_\_

Phone: office \_\_\_\_\_ cellular \_\_\_\_\_

Residential or Business Address: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

**Event Organizer (Must be an individual that is responsible for the event and who will be on-site during the event in case of an emergency):**

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Phone Number: (during event): \_\_\_\_\_

Residential or Business Address: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_



Department of Community Development-Recreation Division  
 Centennial Commons, 7210 Olive Blvd.  
 University City, Missouri 63130  
 (314) 505-8625

## APPLICATION FOR SPECIAL USE PERMIT - NOTIFICATION

In effort to ensure interested parties are aware of the proposed event, please submit this form with the application.

Name of Applicant:

Name of Event:

Date of Event:

I, \_\_\_\_\_ (applicant) have notified parties and organizations who may be interested or impacted by the above event in writing. The following organizations, residents, subdivisions, business associations, etc. were contacted:

(Add additional lines if necessary)

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_

Support:  Yes  No

Support:  Yes  No

Support:  Yes  No

Support:  Yes  No

Support:  Yes  No

Please attach a copy of the notification (letter, e-mail, flyer, postcard, etc.) and any response received.



Department of Community Development-Recreation Division  
 Centennial Commons, 7210 Olive Blvd.  
 University City, Missouri 63130  
 (314) 505-8625

## APPLICATION FOR SPECIAL EVENT RESERVATION

### NOTICE TO PERMIT APPLICANT

- This application form is to be used for all special events located in Recreation Division indoor facilities.
- Completed application must be submitted to the Department of Community Development-Recreation Division a minimum of six (6) months prior to the date of the event scheduled.
- Submit this application, required attachments and a \$100 application fee (check made to City of University City) to Centennial Commons, 7210 Olive Blvd., University City, MO 63130

**Event Location:**

Centennial Commons  Proposed Area: \_\_\_\_\_

Heman Park Community Center

**Application Date:** \_\_\_\_\_

**Name of Event:** \_\_\_\_\_ **Date(s) of Event:** \_\_\_\_\_

**Type of Event:**  Run  Walk  Performance  Festival  Block Party  Other: \_\_\_\_\_

**Set-Up Time:** \_\_\_\_\_ A.M. or P.M. **Date:** \_\_\_\_\_ **Tear-down Time:** \_\_\_\_\_ A.M. or P.M. **Date:** \_\_\_\_\_

**Actual Start Time of the Event:** \_\_\_\_\_ A.M. or P.M. **Actual End Time of the Event:** \_\_\_\_\_ A.M. or P.M.

*Note: Events longer than 12 hours will require City Council approval.*

**Estimated Number of Attendees:** \_\_\_\_\_ **Estimated Number of Vendors:** \_\_\_\_\_

**Estimated Number of Performers:** \_\_\_\_\_ **Estimated Number of Vehicles:** \_\_\_\_\_

**Person/ Organization Making Application:**

Name: \_\_\_\_\_

Phone: office \_\_\_\_\_ cellular \_\_\_\_\_

Residential or Business Address: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

**Event Organizer** (Must be an individual that is responsible for the event and who will be on-site during the start/end of event in case of an emergency):

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Phone Number: (during event): \_\_\_\_\_

Residential or Business Address: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_



**Describe the proposed event and state its purpose:**

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**Describe the Event Equipment included in Layout** (tables, chairs, stages, tents, banners, etc.) - *Note: The organization will be required to provide their own tables/chairs, etc. Additional permits may be required for equipment: tents, banners, etc.(if applicable)*

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**Electricity Required?**  Yes  No

**Do you plan to use amplified sound?**  Yes  No

Please detail sound system: \_\_\_\_\_

**\*Will there be alcohol?**  Yes  No (If yes, applicant will need to apply/submit State of Missouri and St. Louis County Alcohol Beverage License)

**\*Will there be food?**  Yes  No (If yes, applicant will need to apply/submit a St. Louis County Temporary Food Service permit)

**\*If yes to both, applicant will need to apply/submit City of University City Temporary Vendor permit**

All events shall require a \$1,500 damage/security deposit at the time of reservation. Deposit shall be returned in full as long as all terms and regulations of the event guidelines and City requirements have been met.

*Additional City Permits/Licenses/Insurance Certificates may be required. Applicant shall obtain all additional permits/licenses/insurance certificates required upon the issuance of this use permit.*

*As a condition of approval of this Application, Applicant must check and agree to abide by the following conditions to obtain this permit:*

( ) **CLEANUP** - Applicant agrees to promptly cleanup all paper or debris caused by applicant's use of the area and understands that if such cleanup is **not** promptly undertaken the City reserves the right to do the cleaning itself and to charge the applicant for the actual time and expense incurred.

( ) **INSURANCE** - Applicant agrees to provide the City with a Certificate of Insurance of General Liability Insurance with a minimum coverage of \$2,000,000 combined single limit per occurrence for bodily injury, personal injury, and property for the date(s) of the event, naming the City of University City as an additional insured. Such certificate shall be provided to the City prior to the date of the event.

( ) **INDEMNITY** - Applicant agrees to indemnify, defend and hold the City of University City, its officers and employees harmless from and against all suits, claims, losses, causes of action or claims for injuries, damages, costs and expenses to persons or property, whether public or private, which are caused by Applicant, or arising out of or in any way connected with the activities conducted pursuant to this Application.

( ) **DISCHARGE** - Applicant agrees to discharge any and all judgments that may be rendered against the City of University City or its officers and employees in connection with any suit, cause of action, or claim after the judgment becomes final and unappealable.

( ) **CITY CODES/PERMITS** - Applicant also agrees to obtain all City and/or County permits and licenses that may be required, and shall comply with all other City and/or County laws and other conditions that the City determines necessary.

( ) CONDUCT/NUISANCES - Applicant understands that if this activity is conducted in such a way as to create a nuisance for any business or resident of the area, future permits may be denied for that reason alone. Applicant will be notified as soon as practical that the activity engaged in created a nuisance and may ask for a review of such determination.

I have carefully read and will abide by the foregoing Application and Terms and Conditions and swear that statements I made therein are true and correct to the best of my knowledge and belief. **Signature is required before approval will be granted.**

**Applicant Signature:**

**Date:**

\_\_\_\_\_  
**Print Name:**

**Supplemental Material (as needed):**

- State of Missouri Liquor Beverage License
- St. Louis County Liquor Beverage License
- St. Louis County Temporary Food Vendor Permit
- City of University City Temporary Vendor
- Tent Permit, Banner Permit (if applicable)

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FOR OFFICE USE ONLY

APPLICATION SUBMITTAL DATE: \_\_\_\_\_  
EVENT DATE: \_\_\_\_\_

INTAKE:

NAME: \_\_\_\_\_

Complete Application:  Yes  No    Application fee (\$100)  Yes  No

Attachments (Site plan, route plan, notification process, etc.)  Yes  No

**Note: All Signatures are required for approval (if applicable):**

\_\_\_\_\_  Approved  Denied  Approved with conditions **Date Rec'd.** \_\_\_\_\_  
Lynda Euell-Taylor, Deputy Director/Recreation

Department Event Contact: \_\_\_\_\_  
Approval Conditions: \_\_\_\_\_

\_\_\_\_\_  Approved  Denied  Approved with conditions **Date Rec'd.** \_\_\_\_\_  
Rosalind Williams, Interim Director, Community Development

Department Event Contact: \_\_\_\_\_  
Approval Conditions: \_\_\_\_\_

\_\_\_\_\_  Approved  Denied  Approved with conditions **Date Rec'd.** \_\_\_\_\_  
Ewald Winker, Park Maintenance Superintendent

Department Event Contact: \_\_\_\_\_  
Approval Conditions: \_\_\_\_\_

\_\_\_\_\_  Approved  Denied  Approved with conditions **Date Rec'd.** \_\_\_\_\_  
Sinan Alpasian, Director, Public Works/Parks

Department Event Contact: \_\_\_\_\_  
Approval Conditions: \_\_\_\_\_

\_\_\_\_\_  Approved  Denied  Approved with conditions **Date Rec'd.** \_\_\_\_\_  
William Hinson, Interim Fire Chief, UCFD

Department Event Contact: \_\_\_\_\_  
Approval Conditions: \_\_\_\_\_

\_\_\_\_\_  Approved  Denied  Approved with conditions **Date Rec'd.** \_\_\_\_\_  
Larry Hampton, Police Chief, UCPD

Department Event Contact: \_\_\_\_\_  
Approval Conditions: \_\_\_\_\_



\_\_\_\_\_  Approved  Denied  Approved with conditions **Date Rec'd.** \_\_\_\_\_  
Gregory Rose, City Manager

Department Event Contact: \_\_\_\_\_  
Approval Conditions: \_\_\_\_\_

**Name of Event:** \_\_\_\_\_ **Date(s) of Event:** \_\_\_\_\_

**Set-Up Time:** \_\_\_\_\_ A.M. or P.M. Date: \_\_\_\_\_ **Tear-down Time:** \_\_\_\_\_ A.M. or P.M. Date: \_\_\_\_\_

**Actual Start Time of the Event:** \_\_\_\_\_ A.M. or P.M. **Actual End Time of the Event:** \_\_\_\_\_ A.M. or P.M.

*Note: Events longer than 12 hours will require City Council approval.*

**Estimated Number of Attendees:** \_\_\_\_\_ **Estimated Number of Vendors:** \_\_\_\_\_

**Estimated Number of Performers:** \_\_\_\_\_ **Estimated Number of Vehicles:** \_\_\_\_\_

**Person/ Organization Making Application:**

Name: \_\_\_\_\_

Phone: office \_\_\_\_\_ cellular \_\_\_\_\_

Residential or Business Address: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

**Event Organizer** (Must be an individual that is responsible for the event and who will be on-site during the event in case of an emergency):

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Phone Number: (during event): \_\_\_\_\_

Residential or Business Address: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_



Department of Community Development-Recreation Division  
 Centennial Commons, 7210 Olive Blvd.  
 University City, Missouri 63130  
 (314) 505-8625

## APPLICATION FOR SPECIAL USE PERMIT - NOTIFICATION

In effort to ensure interested parties are aware of the proposed event, please submit this form with the application.

Name of Applicant:

Name of Event:

Date of Event:

I, \_\_\_\_\_ (applicant) have notified parties and organizations who may be interested or impacted by the above event in writing. The following organizations, residents, subdivisions, business associations, etc. were contacted:

(Add additional lines if necessary)

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_

- Support:  Yes  No
- Support:  Yes  No
- Support:  Yes  No
- Support:  Yes  No
- Support:  Yes  No

Please attach a copy of the notification (letter, e-mail, flyer, postcard, etc.) and any response received.