

PARKS & RECREATION ADVISORY BOARD
AGENDA
REGULAR MEETING
April 1, 2015
CITY HALL COUNCIL CHAMBERS, 405 MUNICIPAL DRIVE
REGULAR SESSION - 7:00 PM

I. CALL TO ORDER

II. ROLL CALL

III. MINUTES APPROVAL

- A. No minutes to approve.

IV. VISITOR/CITIZENS FORUM

At this time, any person with business before the Parks and Recreation Advisory Board may speak to the Board. All comments must be directed towards the Chair, rather than individual board members or staff. All speakers must limit their comments to subject matter relating to the board. No formal action can be taken on these items.

- A. Kennedale Youth Association Representative to discuss Kennedale Youth Association Contract with The City.

V. REGULAR ITEMS

- A. Discuss and consider Kennedale Youth Association proposal.

VI. REPORTS/ANNOUNCEMENTS

- A. Reports from City Staff

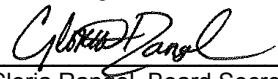
VII. ADJOURNMENT

In compliance with the Americans with Disabilities Act, the City of Kennedale will provide for reasonable accommodations for persons attending City Council meetings. This building is wheelchair accessible, and parking spaces for disabled citizens are available. Requests for sign interpreter services must be made forty-eight (48) hours prior to the meetings. Please contact the City Secretary at 817.985.2104 or (TDD) 1.800.735.2989

CERTIFICATION

I certify that a copy of the April 1, 2015, Parks & Recreation Advisory Board agenda was posted on the City Hall bulletin board next to the main entrance of the City Hall building, 405 Municipal Drive, of the City of Kennedale, Texas, in a place convenient and

readily accessible to the general public at all times and said agenda was posted at least 72 hours preceding the schedule time of said meeting, in accordance with Chapter 551 of the Texas Government Code.



Gloria Rangel, Board Secretary



Date: April 1, 2015

Agenda Item No: MINUTES APPROVAL - A.

I. Subject:

No minutes to approve.

II. Originated by:

Larry Hoover, Streets and Parks Supervisor

III. Summary:

IV. Recommendation:

None

V. Alternative Actions:

VI. Attachments:



Date: April 1, 2015

Agenda Item No: VISITOR/CITIZENS FORUM - A.

I. Subject:

Kennedale Youth Association Representative to discuss Kennedale Youth Association Contract with The City.

II. Originated by:

Larry Hoover, Streets and Parks Supervisor

III. Summary:

IV. Recommendation:

None

V. Alternative Actions:

VI. Attachments:

1.	KYA Contract	KYA-FINAL.docx
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Date: April 1, 2015

Agenda Item No: REGULAR ITEMS - A.

I. Subject:

Discuss and consider Kennedale Youth Association proposal.

II. Originated by:

Larry Hoover, Streets and Parks Supervisor

III. Summary:

The Kennedale Youth Association would like to discuss sub renting of ball fields to other outside associations.

IV. Recommendation:

Approve

V. Alternative Actions:

VI. Attachments:

1.	Ball Field Rental Rules	Rental Policy.pdf
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CITY FACILITY RENTAL POLICY

The following policy pertains to all reservable facilities offered by the City of Kennedale. **Policies specific to a particular facility will be described as such at the end of this document.**

The City of Kennedale reserves the right to change the rental rates, deposit amounts, rules, regulations, and/or any verbiage of this policy at any time and without notice.

The City of Kennedale shall have the right to schedule City events, programs, and/or activities at any time, which will have priority over any and all private reservations.

RESERVATION PROCESS & POLICIES FOR ALL CITY FACILITIES:

1. Reservation requests can be made [online](#) or in person at the Library (316 W Third St Kennedale TX 76060). Reservation requests cannot be taken over the phone.
2. Reservation requests will be considered on a first come, first served basis.
3. **Reservations must be paid for in full no later than two (2) business days after a request is made.** Requests that have not been paid for by the end of operating hours (as listed online) on the second business day will be denied at that time. Reservations will not be confirmed until full payment has been received.
4. When making your payment **only cash or check** can be accepted at the library facility. If you need to pay by **credit card**, you will need to make that payment at City Hall (405 Municipal Drive Kennedale TX 76060), at the Utility Billing service desk. Only credit cards are accepted at City Hall, no cash or checks.
5. Payment must include the required deposit fee. The value of this fee may vary by facility. Reservation requests for a date more than ninety (90) days in advance will not be accepted. Reservation requests for recurring events will not be accepted, unless specifically authorized by the City Manager.
6. Reservation requests must be made at least two (2) business days in advance. Reservation requests for same-day reservations will not be accepted.
7. Reservation times must include any time needed for setup and cleanup.
8. **The renter must be at least 21 years of age.** This will be verified by a form of official personal photo-identification containing the renter's birthday, such as a valid driver's license.
9. The discounted 'Resident' rate available for some facilities will be applied to:
 - *Renters who live within the corporate boundaries of the City of Kennedale; and*
 - *Renters who live within the boundaries of the Kennedale ISD*

CITY FACILITY RENTAL POLICY

10. In order to receive the discounted resident rate, proof of residency must be provided at the time of payment. The renter will be required to supply one of the following documents:

- *City of Kennedale water bill in their name for the indicated address; or*
- *Their valid Texas driver's license reflecting the indicated address*

GENERAL RESERVATION POLICIES FOR ALL CITY FACILITIES:

1. The renter must conduct all activities in a safe manner. Any activity that creates a nuisance such as loud noise, or would promote unrest, cause civil strife, mob violence, and/or property damage is strictly forbidden. Any request that would, in reasonable probability, cause any of the aforementioned situations will not be accepted. Any requestor whose reservation has been denied based on this policy shall have three (3) days to bring an appeal to the City Manager. The City Manager's decision will be final.
2. All individuals under the age of 21 years must be supervised at all times or renter will be asked to leave the premises and the event will be cancelled without a refund.
3. No renter will be allowed to conduct financial transactions as part of the use of the facility. Therefore, no lotteries, auctions, games of chance drawings, raffles or any sale of merchandise, unless specifically authorized by the City Manager prior to the submission of a request for reservation.
4. Any forms of alcoholic beverages are strictly prohibited as in accordance with City Ordinance. Any renter found to be in violation of this policy will be asked to leave the premises and the event will be cancelled without a refund.
5. Any and all emergencies that occur during a reservation should be reported to 9-1-1 immediately.

CLEANUP/DAMAGE DEPOSIT POLICIES FOR ALL FACILITIES:

1. Cleanup of the facility is the responsibility of the renter. The facility will be inspected by designated staff following the event and must be found in the same condition, or better, than before the rental took place. If clean-up is not completed to an appropriate standard, to be determined by the inspector, the rental deposit will be forfeited.
2. The renter assumes all responsibility for any and all damage done to the facility. Any cost of repair or replacement related to damage of the property will be the responsibility of the renter. The renter will be charged for the total cost of the repair and/or replacement based on the assessment of any damages or violations of any rules. The deposit will be forfeited to pay the extent of the damages. If the damage cost is less than the deposit amount, the difference will be refunded back to the

CITY FACILITY RENTAL POLICY

applicant. If the damage cost is greater than the deposit amount, the applicant will be responsible for paying the difference and will be subject to prevention of future rentals. It will be at the discretion of the City Manager to deny future rentals from an individual or group that is responsible for previous damages to any facility.

3. Allow 15 days after the event date to receive the refunded deposit, or a portion thereof.

CANCELLATION/CHANGE POLICY FOR ALL FACILITIES:

1. All cancellations must be made at least two days prior to the date of the rental in order to get a full refund. Fees will be forfeited if not done in this time.
2. Outdoor activities/facilities are subject to inclement weather. The City of Kennedale cannot take responsibility for the weather with regard to this type of facility. **It is the renter's responsibility to contact the city the next business day** after a rain out to reschedule within one week. Full refunds may be issued due to poor weather conditions if notification is provided in the above manner.

FACILITY-SPECIFIC POLICIES:

Community Center

1. Availability for reservations:

MONDAY	<i>not available</i>	
TUESDAY	8:00 AM	10:00 PM
WEDNESDAY	8:00 AM	10:00 PM
THURSDAY	8:00 AM	10:00 PM
FRIDAY	8:00 AM	11:59 PM
SATURDAY	8:00 AM	11:59 PM
SUNDAY	<i>not available</i>	

2. Rental rates and deposit rates are listed in the city's Schedule of Fees, which can be viewed here:
 - [Schedule of Fees](#) (link to a PDF); or
 - [City of Kennedale Municipal Code](#) (Chapter 2, Article 1, Section 2-3)
3. All reservations must begin at a time during normal library hours when library staff is available. If a reservation is scheduled to end after the library is closed, library staff will instruct renters on the procedure to close up the building. No keys will be available to give to the public.
4. The renter can gain access to the building no more than 10 minutes prior to the scheduled reservation and must vacate the building promptly at the end of the reservation time. Please ensure that you allow for setup and cleanup time when making your reservation.

CITY FACILITY RENTAL POLICY

- Decorations are allowed in the Community Center but are limited to those that do not cause damage to the walls, doors, ceiling (including sprinkler heads), furniture, and fixtures of the facility. Under no circumstances will anything be hung on/or attached to walls, doors, sprinklers or light fixtures. Any renter found to be in violation of this policy will forfeit their refund.

Park Pavilions (Sonora & TownCenter)

- Availability for reservations:

MONDAY	6:00 AM	10:00 PM
TUESDAY	6:00 AM	10:00 PM
WEDNESDAY	6:00 AM	10:00 PM
THURSDAY	6:00 AM	10:00 PM
FRIDAY	6:00 AM	10:00 PM
SATURDAY	6:00 AM	10:00 PM
SUNDAY	6:00 AM	10:00 PM

- Rental rates and deposit rates are listed in the city's Schedule of Fees, which can be viewed here:
 - [Schedule of Fees](#) (link to a PDF); or
 - [City of Kennedale Municipal Code](#) (Chapter 2, Article 1, Section 2-3)
- Parking is permitted in designated parking areas only.
- The Splash Pad is not available to reserve, however, if your reservation occurs during a time when the Splash Pad is operating, please feel free to use the facility with the public.

Ballfields

- Availability for reservations:

MONDAY	6:00 AM	10:00 PM
TUESDAY	6:00 AM	10:00 PM
WEDNESDAY	6:00 AM	10:00 PM
THURSDAY	6:00 AM	10:00 PM
FRIDAY	6:00 AM	10:00 PM
SATURDAY	6:00 AM	10:00 PM
SUNDAY	6:00 AM	10:00 PM

- Rental rates and deposit rates are listed in the city's Schedule of Fees, which can be viewed here:
 - [Schedule of Fees](#) (link to a PDF); or
 - [City of Kennedale Municipal Code](#) (Chapter 2, Article 1, Section 2-3)
- Ballfield lights are not available at this time.

CITY FACILITY RENTAL POLICY

4. Parking is permitted in designated parking areas only.
5. Renter may perform maintenance to Ballfields such as dragging or striping in preparation of use.
6. Renter is responsible for providing their own equipment. Bases and other equipment are not provided or available.



Date: April 1, 2015

Agenda Item No: REPORTS/ANNOUNCEMENTS - A.

I. Subject:

Reports from City Staff

II. Originated by:

Larry Hoover, Streets and Parks Supervisor

III. Summary:

IV. Recommendation:

None

V. Alternative Actions:

VI. Attachments: