



CITY OF SHAVANO PARK
900 Saddletree Court
Shavano Park, TX 78231

CITY POLICY NO. 20

SUBJECT: Usage of the City Pavilion and Grounds

February 22, 2021

1. References.

- a. Resolution R-2021-001
- b. City Council Meeting Minutes, February 22, 2021

2. Purpose. The purpose of this policy is to establish guidelines for the renting and usage of the City Pavilion and its surrounding grounds, including outdoor grill and restroom facilities.

3. Staff Point-of-Contact. The point of contact for this policy is the City Secretary.

4. Background.

The City Pavilion and its immediate grounds are amenities available to the public. Public use of the Pavilion is organized into two categories: (1) General Use / Small Gatherings (no fee); and (2) Private Events (fees apply). Gatherings of less than 20 people do not require an approved reservation, but must meet the General Use Guidelines of Section 6 of this policy. Gatherings of 20 or more people require an approved reservation and must meet the Guidelines of both Sections 6 and 7 of this policy. Gatherings which include business like activities are considered a Private Event and require a reservation and Waiver agreement. Gatherings of less than 20 people may elect to make a reservation and then must meet the General Use Guidelines of both Section 6 and 7 of this policy.

The City Manager, or his designee, shall enforce this policy and its guidelines. The City Manager is authorized to close the Pavilion to public gatherings or cancel a reservation due to a disaster or other emergency.

5. Definitions.

a. Private Event. A gathering of 20 or more people or a business activity in which the party reserves the entire Pavilion.

b. Small Gatherings. A gathering of less than 20 people in which a portion of the Pavilion is occupied and the remaining Pavilion area is available for public use.

6. General Use Guidelines. The following general use guidelines apply to both the general public use of the Pavilion as well as private event reservations.

- a. The City Pavilion and its surrounding grounds, including outdoor grill and restroom facilities, are open to the public and not restricted for private events unless reserved.

- b. The Municipal Tract is a multi-use area and privacy in the pavilion area during a private event is not guaranteed. The Municipal Tract trails, playgrounds, parking lot and City Hall (during City business hours) remain open to the public during a private event. Bexar 911 parking lot and grounds are not open to private events without prior approval.
- c. Gatherings of 20 or more people using the Pavilion require an approved reservation.
- d. Amplified music or other noises above 80 decibels are not allowed. No loudspeakers, amplifiers, public address systems, and similar devices are allowed after 10:00 p.m.
- e. All dogs must remain leashed while in the City Pavilion and a pooper scooper, as well as proper disposal of all associated waste, for all dogs is required.
- f. Alcohol is only allowed during an approved reservation.
- g. No glass containers are authorized in the Pavilion / Playground area.
- h. Decorations are allowed but cannot be stapled, nailed, tacked or duct taped to the Pavilion and surrounding grounds. The public is encouraged to use Masking tape or packing tape. All decorations must be removed at the conclusion of the event.
- i. Confetti eggs, cascarones, water balloons, silly strings and sidewalk chalk is prohibited.
- j. Electricity in the Pavilion shall be provided for approved reservations only.
- k. Both small gatherings and private reservations must clean and restore the Pavilion after each use to its original state before the use.
- l. All reservations require the applicant to sign a *Release and Waiver of Liability Agreement*.

7. Private Event Reservation Guidelines

All requests for private events at the Pavilion and surrounding grounds require an application be submitted to the City Secretary (see Attachment 1 – Application for City Hall Outdoor Event / Reservation) and a signed *Release and Waiver of Liability Agreement*. All applications are processed on a first-come, first-served basis.

Private Events must meet the following requirements:

1. Hours: Normal operating hours of the Pavilion are between dawn and sunset.
 - The Pavilion is available for reservations between dawn and sunset any day of the week.
 - Events that extend past sunset may be approved in advance by the City Manager, but may not extend past 10 pm.
 - Reservations shall be for a minimum of 2 hours.
 - Setup and clean up time must be included in the reservation time requested.
2. Scheduling: All applications for reservations should be submitted at least two weeks in advance. Reservations shall only be taken 1 year in advance.
3. Scheduling Conflicts with City Events, other official business: If any private reservation conflicts with City events or other official business, the City business takes priority. Private use of Pavilion is not allowed during City events.
4. Number of Participants: All applications shall provide anticipated attendance. No reservation shall be more for more than 200 persons. (Note: Pavilion accommodates 30-35 eight foot tables = approximately 200 persons).
5. For-profit Business Activities. Events with for-profit business activities require businesses to provide proof of general liability insurance as well as listing the City as additional insured at minimum of \$250,000.
6. Alcohol & Security: All reservations require the applicant to sign a *Release and Waiver of Liability Agreement* clarifying and eliminating the City's monitoring of any consumption

and certifying all attendees are of age or accompanied by a parent or spouse of age, as dictated by state law. Consumption by individuals under 21 is prohibited, regardless of guardian approval. All bartenders at an event must be TABC licensed. Reservations where alcohol will be served and attendance by over 100 people must provide for security by a peace officer. Applicants are encouraged to give first opportunity to Shavano Park Police Department officers, second opportunity to Bexar County Sheriff Department officers and third opportunity to any peace officer. The peace officer(s) assigned to the event shall be identified by the applicant before the reservation occurs. The number of peace officers required:

- 101 – 200 persons: 1 officer is required.
7. Generators, Portable Grills, Open Flame: Reservations including generators, portable grills or open flame shall meet fire safety standards determined by the Fire Marshal. An inspection fee shall only be assessed to non-resident applicants.
 8. Animals: Pets animals and petting zoos are allowed during reservations. Pet animal means any animal that has commonly been kept as a pet in family households in the United States, such as dogs, cats, guinea pigs, rabbits, and hamsters. Events with exotic animals or wild animals require City Manager approval.
 9. Tables & Chair Rental: City tables and chairs are available for reservation with an additional reservation fee.
 10. Security Deposit: A security deposit shall be required, as established in the Fee Schedule of the City of Shavano Park Code of Ordinances (see Attachment 2). Security Deposits may not be refunded based on poor condition of the pavilion following reservation (i.e. the pavilion or any rented amenities attached to its use are left damaged or unclean), failure to observe the rules and regulations of this policy, and failure to adhere to reservation times resulting in disruptions to other reservations.
 11. Reservation Fee: All reservations shall require the payment of an advanced fee established in the Fee Schedule of the City of Shavano Park Code of Ordinances (see Attachment 2). The City Manager may waive the reservation fee for non-profit groups.

Attachment 1 – Application for City Hall Outdoor Event / Reservation

Attachment 2 – Extract Fee Schedule of the City of Shavano Park Code of Ordinances

ATTACHMENT 2 – CITY PAVILION PRIVATE EVENT RESERVATION FEES

City Pavilion Private Event Reservations - Security Deposit	
Residents	\$300
Non-Residents (incl. all organizations)	\$500

City Pavilion Private Event Reservations – Reservation Fees	
Residents	\$150 for a 2 hour event + \$20 for each additional hour
Non-Residents (incl. all organizations)	\$300 for a 2 hour event + \$40 for each additional hour
Reserved Chair	\$1.50 per reserved chair
Reserved Table	\$8.00 per reserved table
Fire Marshal inspection (non-residents events only)	\$50
Staff Table & Chair Setup & Teardown Fee	
Small event of 100 chairs or less	\$160
Large event of 101 chairs or more	\$320

These Fees are also listed in the City of Shavano Park Fee Schedule.