



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

CITY POLICY NO. 8

1. **SUBJECT:** Shavano Park City Facilities Use Policy February 22, 2016

2. **PURPOSE.** The purpose of this administrative policy is to establish procedures governing the use of the City of Shavano Park City Hall Chambers. The primary purpose of the City Hall building is to provide available space for City Boards, Commissions and other official City functions. Other official City functions include City Council meetings, Municipal Court hearings and trials, and other activities by staff and city officials in the conduct of municipal business of the City of Shavano Park and delivery of City services.

3. **STAFF POINT-OF-CONTACT.** The staff point of contact for this policy is the City Secretary at 210.493.3478 x240.

4. **DEFINITIONS.** The following definition shall apply to this policy:
“Community and Civic Organization” means an organization dedicated to issues of concern specific to the Shavano Park community and its continued welfare.

5. **POLICY FOR USE OF THE CITY HALL CHAMBER.** The Shavano Park City Hall Chamber shall be available to local community, civic and recreational groups as a place to hold Community and Civic Organization meetings subject to compliance with all applicable policy regulations.

6. **APPROVED USE OF THE CITY HALL CHAMBER**
 - a. The policy for using the City Hall Chambers is governed by this policy and a Facility Use Agreement adopted by the City Manager (hereafter “Use Agreement”).

 - b. The City Hall Chambers may be used for activities including, but not limited to, the following, provided the City Hall Chambers is available and the activities do not interfere with the normal functions of City government:
 - i. Official activities and functions sponsored by the City;
 - ii. City staff activities related to municipal business, training and professional development;
 - iii. American Red Cross / FEMA as a Mass Care Shelter/Service Center;
 - iv. Public Elections; and

- v. Meetings of Community and Civic Organizations, including, but not limited to, Women's Club, Neighborhood Watch, Home Owners Associations, Business Clubs and Boy/Girl Scouts.
- c. The dais and the conference room at the back of the City Hall Chambers are reserved without exception for official city business only.

7. USE AGREEMENT REQUIRED FOR ALL FUNCTIONS

- a. A Community and Civic Organization intending to use the City Hall Chamber shall be required to complete the Use Agreement, pay the associated security deposit, and follow the policies set forth in the Use Agreement. The Use Agreement must be submitted to the City Secretary for consideration and review.
- b. For use during the hours 10:00 a.m. to 4:30 p.m. on regular business days, all security deposits associated with the use of the facility by any Community and Civic Organization are hereby waived. A security deposit of \$500 will be required for use after 4:30 p.m. The City shall return security deposits on the terms of the Use Agreement.
- c. At least 14 days written notice to the City shall be required to reserve the City Hall Chamber.
- d. Whenever there is a conflict between an event scheduled to be held in the City Hall Chambers and any scheduled meeting of the City Council or any City Board, Committee or Commission, the City Council, or the City Board, Committee or Commission meeting shall take precedence.
- e. The City reserves the right to refuse use of the facilities to any applicant if the proposed event is in conflict with established policies or laws, or is in conflict with any other confirmed reservation. If in the sole judgment of the City Manager an event described in Paragraph 7.d. should occur at a time previously reserved by a qualified organization, such scheduled function shall be rescheduled.

8. POLICY REGULATIONS

- a. Hours of Authorized Use - Monday through Thursday – 10 a.m. to 9 p.m. and Friday – 10 a.m. to 4:30 p.m.
- b. Subject to Paragraph 7, a Community or Civic Organization may conduct one event per month (not to exceed two consecutive days). Authorized uses do not include frequent reoccurring activities.
- c. The organization is fully responsible for cleanup of the area after use and returning the area back to original configuration.

- d. The City Manager or the City Manager's representative has the right to preserve the general peace to protect the health, safety and welfare of the public by requesting that persons believed to be engaging in objectionable behavior that could result in a breach of peace leave, or be removed from the premises in accordance with state law.
- e. All meetings shall be open to the public. Representatives of the City have the right to enter the chamber for any purpose whatsoever any time during a scheduled event or activity. The City representative is not responsible for performing any services in conjunction with any activity or event but the City reserves the right to take control of the facilities at any time during an event to preserve the peace or protect the health, safety and welfare of the public or to protect the public property.
- f. Facilities are not available to any applicant on City observed holidays.
- g. Other municipal facilities cannot be used for public events, including the Fire Station, Public Works / Water Building, easements, well sites and greenbelts.
- h. If food and beverages will be served to the public at the Event, Chapter 8, Article III of City of Shavano Park Code of Ordinances shall apply. The City may waive the food handler permit fees for city-sponsored events, if vendor has a valid San Antonio Food Handler license.



CITY OF SHAVANO PARK
APPLICATION FOR SPECIAL EVENTS PERMIT - USING THE PARKING LOT AREA

APPLICATION SUBMITTAL DATE: PERMIT NO.:

PLEASE READ THE FOLLOWING PRIOR TO COMPLETING THIS FORM: CITY STAFF, ACTING THROUGH THE FIRE AND POLICE DEPTS., MAY CONTACT YOU TO DETERMINE IF TRAFFIC CONTROL OR ANY OTHER REQUIREMENTS ARE NECESSARY FOR APPROVAL OF THE SPECIAL EVENT PERMIT APPLICATION. AFTER REVIEW OF THE APPLICATION, CITY STAFF WILL CONTACT YOU TO INFORM YOU OF THE DISPOSITION OF THE APPLICATION. PERMIT APPLICATIONS MUST BE FILED A MINIMUM OF FIFTEEN (15) DAYS BEFORE THE SPECIAL EVENT. THERE WILL BE A \$125.00 APPLICATION FEE DUE AT TIME OF APPLICATION FOR THE EVENT. ADDITIONAL COSTS MAY BE DUE UPON APPROVAL OF THE EVENT. IMPORTANT CONTACT INFORMATION: 210.492.1111 (FIRE DEPT.) 210.492.9248 (POLICE DEPT.) 210.493.3478 (CITY HALL)

EVENT INFORMATION

Date of Event: Hours of Proposed Event:

Event Description:

Location and/or Route of Event:

Assembly Location: Disband Location:

Number of Participants: People Animals: Animal Type

Number and Type of Vehicles:

Will the Special Event Occupy All or Part of the Road?: No Yes

Street Closure(s) Required?: No Yes

If Yes, Specify Street Closure Location:

Several 5K Run event routes are available, but no specific route may be used more than once per quarter.

ORGANIZATION INFORMATION

Sponsoring Organization:

Non-Profit Organization: No Yes

Event Chairperson: Phone: Cell:

Mailing Address: Email:

Insurance Company:

(Please attach a copy of your insurance.) Note: A liability insurance policy of at least \$500,000 with the City as a named insured is required to indemnify the City from any liability associated with the event.

Execution of the "Appendix A" Indemnification. NOTE YOU SHOULD CONSULT WITH YOUR ATTORNEY SHOULD YOU HAVE ANY QUESTIONS REGARDING THE INDEMNIFICATION.

OTHER - IMPORTANT REQUIREMENT

Please provide any additional information that may be helpful when considering this permit application in the form of a detailed plan for the event covering all issues from this form and how the event will be organized, the numbers of volunteers, and any special problems foreseen by the sponsors.

Is the Event Expecting Over 250 Participants? _____ If yes, your organization is required to provide portable toilets in accordance with the Portable Sanitation Association Guidelines.

- Advance warning signs are required to be posted at each end of the primary streets involved, warning travelers that there is potential congestion or foot traffic ahead.
- Arrangements are to be made by the event sponsor with the City's Solid Waste Contractor, Allied Waste/Republic Waste, to provide event trash containers.
- For the purpose of controlling traffic during each event, the event sponsor shall hire off-duty Shavano Park police officers, unless the use of officers from other Departments is approved by the Chief of Police. The number and duration of service will be approved by the Chief of Police.
- Pre-event information needs to include that no driveways are to be blocked during the course of the event. It should also mention that participants should not walk in the paved roadway when parking along N.W. Military, Lockhill-Selma and DeZavala.
- Clearly identified event volunteers should be provided to assist drivers in parking their cars in an efficient and safe manner. There is NO PARKING between the Saddletree Court and the driveway entrance to the Police Department to allow people to safely cross NW Military Hwy.
- \$125.00 will be due at the time of event approval which will include the use of handicap accessible (HA) restrooms at City Hall. For events that exceed half a day (4 hours), the fee will be increased by an additional \$75.00. Each additional day will require an additional fee of \$150.
- Any event that provides food or drinks should make special arrangements with the City to insure safety and cleanliness of food and drink being served. Sanitation permits are required for food and drink to be sold. Vendors should have a City of San Antonio Health Permit or apply for a COSP Health permit.
- A first aid kit must be provided for the event, and a qualified person designated responsible for its use.
- Music or public address announcements should not be a nuisance to nearby property owners.

EXECUTION: The applicant is responsible for the regulation and removal of all debris, trash, et cetera arising from the special event. There will be a \$125.00 application fee due at the time of approval. The event chairperson must place an approved permit in a conspicuous location within the event. If the applicant is applying on behalf of another entity, the applicant must submit written permission to do so. This application fee will be used as the basis for the permit fee, plus any additional costs, if the event is approved.



My signature below indicates that I have the authority to execute this application on behalf of myself and/or the organization identified on this application. Both the leadership of the organization and I understand the requirements for using City of Shavano Park facilities for an event, and agree to fully comply with any and all provisions of this application, the permit, its requirements, and the City of Shavano Park Code of Ordinances.

Printed Name of Applicant: _____

Relationship to Organization: _____

Signature: _____ Date: Date of Event: ____/____/____

Date Received:
Received By:
Permit No.
Fee: \$125.00 Paid: ____ Yes ____ No Cash/CC/Check No. _____

Event Plan Received
Insurance Policy Received
Indemnification Form Received

For office use only:

Approved: ____ Disapproved: ____ City Manager: _____ Date: ____/____/____
Approved: ____ Disapproved: ____ Police Chief: _____ Date: ____/____/____
Approved: ____ Disapproved: ____ Fire Chief: _____ Date: ____/____/____