



Post Office Box 31338 St. Louis, MO 63131
314.993.1160 www.crystallakepark.org

HUNTER PARK RESERVATION POLICY AND PROCEDURES City of Crystal Lake Park

The Board of Alderpersons adopts and may amend a reservation policy and associated procedures, which shall include deposit fees to be assessed from time to time. This policy will be held on file in the city's office and produced upon request.

- A. The applicant must be a current resident of Crystal Lake Park, be at least 21 years of age and must be present for the entire function from arrival of the first guest to departure of the last guest.
- B. Requests for a private gathering are to be made to the City Clerk at least 10 business days prior to the event date in an effort to avoid scheduling conflicts.
- C. The permit must be in the possession of the applicant throughout the duration of the event.
- D. The private event cannot exceed 2 ½ hours.
- E. The private event cannot exceed 50 people. Guests of the private event must adhere to posted park, playground and playground surface regulations.
- F. Residents and guests must adhere to the parking regulations within the city. The parking of vehicles on grassy areas is prohibited. Parking for park visitors is permitted in designated areas along Putter Lane and parking pads along Country Club Drive. Angled parking is encouraged on the designated parking pads along Country Club Drive.
- G. The park will not be closed to the general public during the private event. The applicant and event guests will be courteous of other visitors of the park.
- H. Park reservations may be denied because of city sponsored events in the park.
- I. The applicant understands that the park must be restored to its original condition. This includes, but is not limited to the clean-up and removal of trash and food debris from the park grounds, and the repair of any damages made to the park and/or its amenities.
- J. The applicant is required to sign an agreement to indemnify and hold harmless the city against any claims or lawsuits that may arise out of the private event.
- K. The City of Crystal Lake Park is not responsible for equipment failures at the park.

- L. The use of inflatables is prohibited on park land.
- M. Reservation permits for use of the park require a deposit, as set forth by the Board of Alderpersons, upon application approval before a date can be assigned to the applicant. An additional deposit for alcohol is required.
- N. Any damages or clean-up charges resulting from the use of the park by the reserved event will be deducted from the deposit and/or additionally billed to the applicant.
- O. If the police have to be called because of group misbehavior, the entire park deposit will be forfeited and future reservations by that applicant may be denied.
- P. The City Clerk, in collaboration with the Park Commissioner and with approval of same by the Board of Alderpersons, will maintain a reservation application procedure, including fines and fees to be assessed in accordance with said reservations, on file in the City Clerk's office. This policy will not conflict with any park regulations as set out with the city's code. This policy may be changed as needed, but should be reviewed not less than on an annual basis, with any changes to that policy being brought to the City Clerk and Park Commissioner for input and then recommendation of same to the Board of Alderpersons for approval of same as an amendment to said policy. This policy will be held on file in the city's office and produced upon request. It may be changed as needed throughout the year as long as the above-stated protocol for changes is followed and a current policy is always available for review.

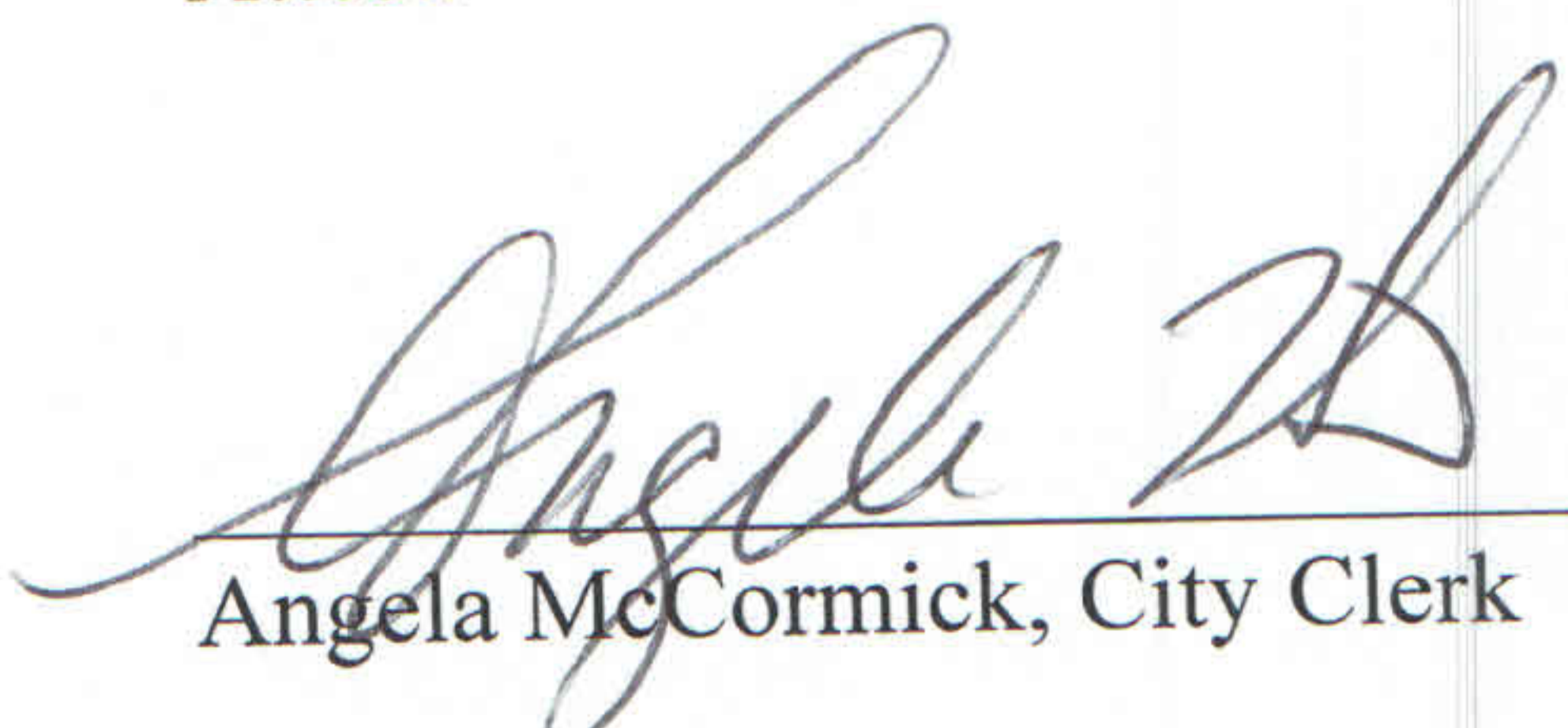
This Hunter Park Reservation Policy and Procedures shall be in full force and effect from and after its approval.

Approved this 28th day of September, 2015.



Mayor

Attest:



Angela McCormick, City Clerk