

**AN ORDINANCE APPROVING AMENDMENTS TO THE TWIN OAKS  
PARK AREA RESERVATION POLICY AND PROCEDURES,  
MUNICIPAL CODE SECTION 220.040**

**BE IT ORDAINED BY THE BOARD OF ALDERMEN OF THE CITY OF TWIN OAKS AS FOLLOWS:**

**Section 1:** Section 220.040, Twin Oaks Park Area Reservation Policy and Procedures, is hereby amended by repealing Section 220.040 in its entirety and adopting a new Section 220.040 to read as follows:

**Section 220.040 Twin Oaks Park Area Reservation Policy and Procedures.**

- A. Applications for a park area reservation shall follow the procedures set forth herein and using the current City form of application and terms and conditions developed hereunder.
- B. Reservations of Twin Oaks Park.
  - 1. Applications. The timeline for accepting reservation applications for the current calendar year shall be as follows:
    - a. City residents: January 1 of that year.
    - b. All others: March 1 of that year.
  - 2. Time of Application. Application for a reservation must be filed no later than two (2) business days prior to the planned event.
  - 3. Areas which can be reserved include the pavilion, multipurpose court, and sand volleyball court. However, only two (2) of these areas may be reserved at any one time to allow some park use by residents at all times. Use of the pavilion assumes the group will also be using the adjacent grassy area toward the sand volleyball court.
  - 4. Reservations are limited to groups of no more than fifty (50) people.
  - 5. Park reservations may be denied because of City-sponsored events in the park.
  - 6. Financial transactions may not take place on Twin Oaks Park property as part of any park area reservation. Exceptions may be made for City sponsored programs or events.
  - 7. The City staff, in collaboration with the Park Committee and with approval of same by the Board of Aldermen, will maintain a reservation application and associated

terms and conditions of park facility use ("Terms & Conditions"), including fines and fees to be assessed in accordance with said reservations, on file in the City offices. The Terms & Conditions will supplement and not conflict with any park regulations as set out within the City Code and may be changed as needed but should be reviewed no less than on an annual basis, with any changes to the Terms & Conditions being brought to the Park Committee for input and then recommendation of same to the Board of Aldermen for approval of same as an amendment to the Terms & Conditions. The Terms & Conditions and other policies will be held on file in the City offices and available upon request.

C. Deposits Due Before Reservation Is Assigned.

1. Reservation permits for use of the park require a deposit, as set forth by the Board of Aldermen from time to time, upon application approval before a date can be assigned to that user.
2. If a user requests special permission from the City Clerk, alcohol may be served as long as there are no glass containers brought into the park. A permit to include alcohol requires an additional deposit as set forth by the Board of Aldermen from time to time.
3. No more than fifty (50) people can attend any function upon a reservation. If the application is requesting more than fifty (50) people, the application will be reviewed by the Park Committee and decisions will be made on a case-by-case basis.
4. Any damages or cleanup charges resulting from the use of the park by the reserved party will be deducted from the deposit and/or additionally billed to the reserving party.
5. If Police have to be called because of group misbehavior, the entire park deposit will be forfeited and future reservations for that group may be denied.

- D. The grassy area may not be used as a team sport practice field. Tents, bounce houses, recreational equipment, or other appurtenances requiring staking or otherwise being secured to the ground are prohibited. For the purposes of this provision, "tents" are defined as covered temporary structures which, individually or in aggregate, exceed one hundred (100) square feet of ground coverage.

**Section 2:** This ordinance shall be in full force and effect on and after its passage and approval by the Mayor.

PASSED AFTER HAVING BEEN READ IN FULL OR BY TITLE TWO TIMES PRIOR TO  
PASSAGE BY THE BOARD OF ALDERMEN OF THE CITY OF TWIN OAKS, MISSOURI,  
THIS 19<sup>th</sup> DAY OF MAY 2021.



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Russ Fortune, Mayor

Attest:



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Frank Johnson, City Clerk