

**AN ORDINANCE AMENDING CHAPTER 220 PERTAINING
TO PARK REGULATIONS**

WHEREAS, the Board of Alderman has found that there is a need to amend the park regulations pertaining to reservations and alcohol in the park; and,

WHEREAS, the Board of Alderman, after careful and due deliberation, has concluded that the adoption of the proposed amendment would be in the interests of the health, safety, and welfare of the citizens of the City.

NOW, THEREFORE, BE IT ORDAINED BY THE BOARD OF ALDERMEN OF THE CITY OF TWIN OAKS, MISSOURI, AS FOLLOWS:

Section 1. Chapter 220 of the Twin Oaks Municipal Code, Subsection I of Section 220.020 (Uses and Prohibitions) is hereby amended to add the text shown by the underlined text and remove the ~~struckthrough~~ text, as follows:

~~**I. Possession Of Alcohol Prohibited In Park. No person shall possess any alcoholic beverage on park land, nor carry, transport, or otherwise bring any alcoholic beverage onto park land except when expressly authorized by the Board of Aldermen or its designated representative(s) in conjunction with an approved reservation for a specific area. The Board of Aldermen or its designated representative(s) may revoke authorization of alcoholic beverages at any time. To see specific regulations regarding special permits for alcohol use when reserving the park, see Section 220.040(C)(2) below.**~~

I. Reserved.

Section 2. Chapter 220 of the Twin Oaks Municipal Code, Section 220.040 (Twin Oaks Park Area Reservation Policy and Procedures) is hereby amended to add the text shown by the underlined text and remove the ~~struckthrough~~ text, 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. Reservation applications for the current calendar year begin on the second Monday in January and are accepted on a first-come, first-served basis. Applications. The time line 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 (1) time to allow some park use by residents at all times. The Whitmore Pavilion is the only area in the park that can be reserved.~~ 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 and conditions"), including fines and fees to be assessed in accordance with said reservations, on file in the City offices. The terms and 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 and 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 and conditions. The terms and conditions and other policies will be held on file in the City offices and available upon request.

C. All Reservation Fees ~~Deposits~~ Due Before Reservation Is Assigned.

1. Reservation fees shall be in an amount established ~~permits for use of the park require a deposit, as set forth~~ by the Board of Aldermen from time to time, and due 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.~~
- ~~3.2.~~ No more than fifty (50) people can be in attendance at 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.~~

4.3. Any damages (**repair costs**) 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.

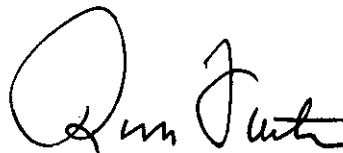
5. 4. If Police have to be called because of group misbehavior, ~~the entire park deposit will be forfeited and~~ future reservations for that group may be denied.

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 3. The remaining sections of Chapter 220 shall remain in full force and effect.

Section 4. 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 3rd DAY OF SEPTEMBER 2025.



Russ Fortune, Mayor

Attest:



April Milne, City Clerk



CITY OF TWIN OAKS

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(636) 225-7873 • fax (636) 225-6547 • www.cityoftwinoaks.com

WHITMORE PAVILION RESERVATION APPLICATION

This application is subject to Park Regulations Chapter 220 of the Municipal Code. An approved reservation is not transferable and can be revoked at any time. Reservation is not final until City Office receives the rental fee. Reservations will be made on a "first come, first served" basis. Please read for your understanding and protection Chapter 220: Park Regulations of the Municipal Code. (Copy will be given upon submittal of application or can be viewed on our website.)

Today's Date*: _____ Permit Number: _____
Applicant Name: _____ Email Address: _____
Address: _____ Phone Number: _____
_____ Cell Phone: _____

RESERVATION INFORMATION

Reservation Date: _____ Hours from _____ to _____
(Application must be filed at least 2 business days prior to reservation date. Please include time for setup/cleanup of your event. Park hours are from 6 a.m. to 10 p.m.)

Number of People Attending Your Event: _____ **(Limit 50)**

☐ \$25 resident fee

☐ \$100 non-resident fee

☐ FREE nonprofits*

*Nonprofit users must book in person with tax exempt certificate to receive nonprofit pricing

PARKING LIMITATIONS: All parking is first-come, first-served and limited to the 30 parallel spaces along the park access road. Disabled accessible vehicle parking with a visible permit is available in the designated area adjacent to the basketball court. **There is no unloading zone available at the basketball court or near the pavilion.** You must unload your vehicle in the parking area; bring a wagon or hand truck/dolly if needed for transport to the pavilion. Violators will be ticketed.

CANCELLATIONS: Cancellation of any date(s) or time(s) granted by this permit requires two (2) business day notification or the fee becomes non-refundable.

Reservation holders are responsible for any damage or excessive cleaning needed post-event. **For your own protection snap a photo of the pavilion area as you leave and email it to pdries@cityoftwinoaks.com.**

By signing below, applicant has read and agrees to the attached Terms & Conditions. Any violation of park regulations or misrepresentation of this form may result in forfeiture of future park reservation rights.

Completed park reservation applications may be emailed to pdries@cityoftwinoaks.com.

Signature of Applicant

Signature of approval from City Staff

TERMS AND CONDITIONS OF PARK FACILITY USE

1. Applicants must be twenty-one (21) years of age or older.
2. **Park reservations are limited to groups of no more than 50 people.**
3. Food and beverages (if desired) as well as clean-up are the responsibility of the User. The City does not supply these services.
4. Set up and clean up must occur within the time period for which the Applicant has reserved the park area. The User or users' group must not remain in the reserved area beyond the time period stated in the reservation.
5. **The following are not permitted with park pavilion rentals:**
 - a. **Firearms or weapons of any kind (except by the St. Louis County Police)**
 - b. **Confetti, glitter, silly-string, pinatas, water balloons, sidewalk chalk or similar items**
 - c. **DJs or live music, ice cream/food trucks, petting zoos, balloon or lantern releases, etc.**
 - d. **Tents, bounce houses, inflatable pools, recreational equipment, or other appurtenances requiring staking or otherwise required to be secured to the ground are prohibited.**
 - e. **Drugs, gambling or other illegal activity**
6. Alcohol Policy – alcoholic beverages may be served based on the following conditions:
 - Consumption of alcoholic beverages by the User & guests is only for the activity described on this Application;
 - The User must comply with all local, state, and federal liquor laws
7. **No refunds are given for any cancellations** due to inclement weather, problems with electricity in the pavilion or any other reason within 2 business days of the event.
8. Users are responsible for all clean-up, including but not limited to: removing all decorations; disposing of all trash; and cleaning benches, picnic tables, etc. If the City determines that further cleaning is required, the User will be responsible for the City's actual cost of cleaning the premises. **The credit card used to secure the reservation will be charged for necessary cleaning or repair fees**, as determined by City staff.
9. The City or its agent reserves the right to direct the User and any guest(s) to cease all activities that are not in full compliance with these Terms & Conditions. The City, at its sole discretion, also reserves the right to direct the User and all guest(s) to vacate the facility for a violation of the Terms & Conditions or for public safety. The User shall be responsible for all clean up and damages as defined herein.
10. By executing this application, the User agrees to assume full responsibility for the cost of repair or replacement of any property, fixtures and/or equipment damaged during the periods covered by the Park Facility reservation.
11. The City is not responsible for stolen items or loss of personal property.
12. The City will prosecute and seek restitution from any person who willfully damages or removes, or attempts to damage or remove, public property from the premises. Any applicant or user who is found or pleads guilty will be prohibited from reserving Park facilities in the future.
13. Use of the reserved Park facilities must be confined to the specific reserved area and may not disrupt the public's enjoyment or use of the Park.
14. Operation of motor vehicles in the Park or on Park land is prohibited. All users must park in the designated areas along the park access road. **Parking on grassy areas or on the basketball/multipurpose court is prohibited.**
15. Park reservations may be denied because of City-sponsored events in the Park.
16. No financial transactions may take place on Park property during the course of the reservation.
17. Fires may be built only in barbecue grills or fireplaces provided by the City and must be extinguished before leaving the park.
18. Applicant agrees to be bound by the Park Regulations Chapter 220 of the Municipal Code of the City of Twin Oaks. Solicitation of any business or service is prohibited. No person, firm, or corporation is permitted to offer or advertise merchandise or other goods for sale or hire. Excepting City-sponsored events and activities, the maintaining of a concession or the use of any park facility, building, trail, road, bridge, bench, table or other park property for commercial purposes is prohibited unless a permit is issued by the Board of Aldermen or its designated representative(s). Such permit shall be clearly displayed by the person(s) seeking to conduct commercial activities within the park. (See Section 220.020 of the Twin Oaks Municipal Code).