

RESOLUTION NO. 25-01

A RESOLUTION OF THE CITY OF ANDOVER, KANSAS AMENDING AND RESTATING CHAPTER 4 OF THE CITY OF ANDOVER POLICY AND GUIDELINES HANDBOOK REGARDING THE PARK LAND AND FACILITY USE POLICY.

WHEREAS, the Governing Body of the City of Andover, Kansas (the "City") finds it necessary to adopt this resolution to update fees for the use of the City's public parks, recreation property and facilities and add Section 7 related to Special Use Approvals.

NOW, THEREFORE, BE IT RESOLVED BY THE GOVERNING BODY OF THE CITY OF ANDOVER, KANSAS:

SECTION 1. Chapter 4 of the City of Andover Policy and Guidelines Handbook is hereby amended and restated, as follows:

4-1 PARK LAND & FACILITY USE POLICY

Res 16-15; 21-10, 25-01

Section 1-Background

The Governing Body of the City of Andover has created a Park Department to establish and maintain an organized, planned, and consistent park use program. Additionally, to establish fees, deposits, and procedures to govern third party use of the City's public parks, recreation property and facilities.

Section 2- Base Reservation Fees & Required Deposits

The City hereby adopts the Base Reservation Fees and Deposit Chart attached hereto as Exhibit "A", which governs the fees, deposits, and rental periods for the City's public parks, recreation property, and facilities ("Base Reservation Fees").

Section 3-Additional Fees

The City Administrator or the City Administrator's designee shall determine all additional fees relating to third party use of the City's public parks, recreation property, and facilities, including but not limited to, clean-up, on-site staff support, furniture setup, and furniture removal ("Additional Fees").

Section 4-Waiver of Fees

The Governing Body may waive Base Reservation Fees and Additional Fees when deemed to be in the public interest.

Section 5-Governing Body and City Employee Use

Except for the Capitol Federal Amphitheater®, the Base Reservation Fees for reservation of the City's public parks, recreation property, and facilities shall be waived for City employees and members of the Governing Body once each calendar year.

Section 6-Facility Use Agreement

All reservations of the City's public parks, recreation properties and facilities shall require a Facility Use Agreement that sets forth the guidelines, regulations and agreements for the reservations ("Facility Use Agreement"). The Facility Use Agreement will be between the City by and through the Andover Parks & Recreation Department and the reserving entity or individual ("Licensee").

Section 7 - Special Use Approvals for the Sale of Goods and Services on Public Property and the Closure of Public Roads

The sale of goods and services, excluding alcoholic or cereal malt beverage sales, on public property can be authorized with the review of three City staff as designated by the City Administrator. In addition to any emergency, law enforcement or public safety authority provided at law, the temporary closure of public roads can be authorized by City staff with the approval of the Police Chief, Fire Chief, and Director of Public Works.

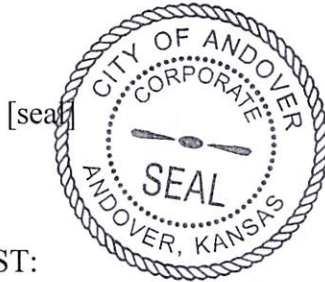
Exhibit A-Andover Parks and Recreation Facility Reservation Fee Schedule

See Exhibit A, attached hereto.

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PASSED, ADOPTED AND APPROVED by the Governing Body of the City of Andover,
Kansas this 14th day of January, 2025.

CITY OF ANDOVER, KANSAS



By 
Ronnie Price, Mayor

ATTEST:

By 
Dana Engstrom, City Clerk

EXHIBIT A **Andover Parks and Recreation Facility Reservation Fee Schedule**

Andover Parks and Recreation Facility Reservation Fee Schedule

Facility	Rental Period	Category 1	Category 2	Damage Deposit
13th Street Single Baseball/Softball Diamond	Hourly	\$30	\$50	\$50
13th Street Sports Park Full Ball Diamond Complex*	7:00AM - 12:00AM	\$900	\$1,500	\$500
13th Street Sports Park Great Lawn/Public Land*	7:00AM - 12:00AM	\$180	\$300	\$200
13th Street Sports Park Pickleball Courts (Group of 4)	Hourly	\$30	\$50	\$50
13th Street Sports Park Sand Volleyball Courts (Group of 2)	Hourly	\$18	\$30	\$50
13th Street Sports Park Concession Stand/Food Truck Plaza	Hourly	\$30	\$50	\$200
Andover Community Center	Hourly	\$40	\$50	\$200
Andover Community Center	7:00AM - 12:00AM	\$560	\$700	\$200
Central Park Conference Cabin	Hourly	\$20	\$25	\$200
Central Park Conference Cabin	7:00AM - 12:00AM	\$280	\$350	\$200
Central Park Disc Golf Course	7:00AM - 12:00AM	\$280	\$350	\$200
Central Park Gazebo	Hourly	\$0	\$0	\$0
Central Park Lake Shelter	Hourly	\$0	\$0	\$0
Central Park Public Land*	7:00AM - 12:00AM	\$240	\$300	\$200
Cornerstone Park Picnic Shelter	Hourly	\$0	\$0	\$0
Redbud Trailhead Shelter	Hourly	\$0	\$0	\$0
Heritage Park Plaza	Hourly	\$120	\$150	\$500
Heritage Park Plaza*	7:00AM - 12:00AM	\$1,200	\$1,500	\$500

Category 1

501(c) not-for-profit groups, individuals and for-profit businesses located or residing within the incorporated limits of the City, and City employees

Category 2

Individuals and for-profit businesses located or residing outside the incorporated limits of the City

Base fee is the minimum reservation amount before any additional fees for miscellaneous services are determined

Updated June 2024