



Parks & Recreation Committee Special Called Meeting

Holly Springs Public Safety Building, Council Chambers
3235 Holly Springs Pkwy. Holly Springs, GA 30115
Thursday, May 23, 2024 | 6:00 PM

Kyle Whitaker - Chair | Dee Phillips - Co-Chair

AGENDA

I. CALL TO ORDER

II. OLD BUSINESS

III. NEW BUSINESS

- A. Application request for the rental of the gazebo at Barrett Memorial Park for a wedding outside the normal hours allowed by the City's rental agreement.
- B. May 1, 2023 Parks and Recreation Committee meeting minutes.
- C. August 7, 2023 Parks and Recreation Committee meeting minutes
- D. October 1, 2023 Parks and Recreation Committee meeting minutes

IV. REPORTS

V. ADJOURNMENT

ITEM REPORT

AGENDA ITEM NUMBER: III.A.



FROM: Robert H. Logan, City Manager

MEETING DATE: May 23, 2024

AGENDA ITEM: Application request for the rental of the gazebo at Barrett Memorial Park for a wedding outside the normal hours allowed by the City's rental agreement.

EXECUTIVE SUMMARY:

The applicant is requesting to reserve Barrett Memorial Park gazebo for a wedding outside the normal hours allowed. Per Code Section 66-122, the hours of operation for all parks are from sunrise to sunset. Applicant is requesting rental from 8:00 a.m. to 10:00 p.m.

FISCAL IMPACT:

ATTACHMENTS:

1. Wedding Application - Stansel

RECOMMENDATION:

The staff recommendation is to approve the applicants request with possible stipulations.

CONCURRENCES:



Barrett Park
Gazebo
9-20-24

CITY OF HOLLY SPRINGS
PARK RENTAL AGREEMENT
3237 HOLLY SPRINGS PARKWAY, HOLLY SPRINGS, GA 30115
MONDAY-FRIDAY 8:00 A.M.-5:00 P.M.
PHONE: (770) 345-5536

JB OWENS PARK

Pavillon

1 2

Multipurpose Field

BARRETT PARK (NO RESTROOMS AVAILABLE)

Gazebo

Multipurpose Field

FOR OFFICE USE ONLY

RESERVE DATE: September 20, 2024

TYPE OF EVENT & NUMBER OF ATTENDEES: Wedding 60

RESERVE TIME: 8:00 AM Starting: Sundown Ending:

DEPOSIT:	Amount	Date paid	Check#
	175.00	4-26-24	[REDACTED]
RENTAL FEE:	75.00		
DEPOSIT RETURNED:			

APPROVED: Sahin Resend DATE: 4-24-24

Name of Applicant:

Tonya R Stansel

Contact Person:

same

Phone #:

[REDACTED]

Email Address:

[REDACTED]

Mailing Address:

205 Joseph St

City:

Holly Springs

State:

Ga

Zip Code:

30115

Alternate Contact:

Phone #:

Reserve Date:

9-20-24

Time:

All Day

Type of Event:

Wedding

of Attendees:

60

In addition to the fees below, a \$175 damage & cleaning deposit will be collected when the application is submitted.

PAVILIONS	MULTIPURPOSE FIELD	GAZEBO
\$75 per Day	\$175 per Day	\$75 per Day
\$40 per 1/2 Day	\$100 per 1/2 Day	\$40 per 1/2 Day
\$12 per Hour (2 hr min.)	\$30 per Hour (2 hr min.)	\$12 per Hour (2 hr min.)

RATE:\$

75

OF HOURS:

All Day

TOTAL RENTAL FEE:\$

\$175.00

Applicant Signature:

[Signature]

Date:

4-24-24

Facility Rules and Regulations

Welcome and thank you for selecting the City of Holly Springs for your event. In order to maintain our facilities, you must adhere to the following rules and regulations:

Applicants please initial each of the rules and regulations below.

- Park facilities may be closed at the discretion of the City of Holly Springs due to weather conditions, maintenance, to protect the public from unsafe conditions or to protect the parks from damage due to overuse.
- In the event of a cancellation of an activity due to weather conditions which make the activity impossible, or due to any Act of God beyond the control of the applicant, 1) a credit may be given to the applicant upon the receipt and acceptance of a written request submitted to the City of Holly Springs, or 2) the event may be rescheduled at the earliest available date with no additional fees incurred.
- Rental fees are refundable upon a seven (7) day written notice of cancellation to the City of Holly Springs.
- All commerce is expressly prohibited without the written approval of the City of Holly Springs. Vendors are subject to all business license and insurance requirements.
- Reservations are for the designated area and the immediate surrounding area only. All other park attractions and facilities are open to the public.
- Organizations and individuals are not permitted to sublease any portion of the park or athletic field.
- In the event the organization is conducting business in the park such as a tournament, the organization may be subject to all business license and insurance requirements.
- In the event a City of Holly Springs program or function conflicts with an organization's use of the designated area identified in the application, the City of Holly Springs' program or function shall have priority and the conflict will be resolved by the organization rescheduling its use of the designated area.
- All organizations and spectators shall follow all of the City of Holly Springs ordinances and regulations.
- Applicant is responsible to ensure that all waste is disposed of in designated receptacles.
- No open fires or grilling permitted in the park.
- No alcoholic beverages permitted in the park.
- No unleashed dogs permitted in the park.
- No motorized carts, ATV's or motorcycles permitted in the park.
- No organized sports permitted in the park.

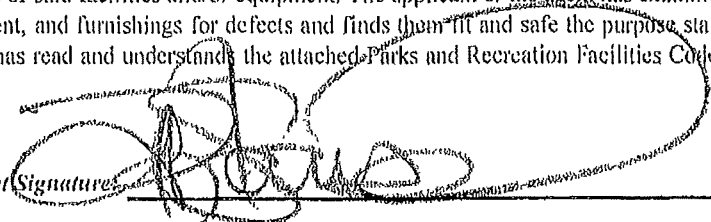
Insurance:

The City of Holly Springs does not maintain insurance that will respond to claims against the application arising out of the use of facilities by the applicant, its member, or those attending the event. If applying organization is required to be covered by bodily injury and property damage liability insurance, they are responsible for obtaining said insurance. If "required," attach proof of insurance.

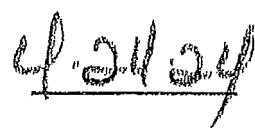
Acknowledgement:

The undersigned hereby makes application to the City of Holly Springs (City) for use of the park facilities indicated on page 1 and certifies the information given in the application and supporting material is correct. The undersigned further states that he/she has the authority to make this application for the applicant and agrees that the applicant will observe all ordinances and regulations of the City of Holly Springs. The applicant/organization agrees to indemnify, defend, and hold harmless the City or its officers, agents, employees, alleging damage or injury arising out of the subject matter of this Application; provided, however, that such provision shall not apply to the extent that damage or injury results from the sole fault of the City or its officers, agents, or employees. The applicant further agrees to reimburse the City of Holly Springs for any damages arising from the applicant's use of said facilities and/or equipment. The applicant or his agent has examined and inspected the park facilities, premises, equipment, and furnishings for defects and finds them in and safe the purpose stated above. The undersigned further states that he/she has read and understands the attached Parks and Recreation Facilities Code, and the above Facility Rules and Regulations.

Applicant Signature: _____



Date: _____



CITY OF HOLLY SPRINGS

Date: 04/29/2024 Time: 04:11 PM

DEPOSIT - BARRETT PK Payment: 175.00

WEDDING

Chk#: [REDACTED]

Batch Id: 042924JR

Ref Num: 4326 Seq: 1 to 1

Cash Amount:	0.00
Check Amount:	175.00
Credit Amount:	0.00

Total:	175.00

TONYA STANSEL
GAZEBO 9/20/2024

Thank You for your payment!

**City of Holly Springs
Parks and Recreation Committee Meeting Minutes
May 1, 2023**

Committee Members Present: Chairman Kyle Whitaker and Co-Chair Dee Phillips.

Elected Officials Present: Mayor Steven W. Miller, Mayor Pro Tem Michael Roy Zenchuk II., Councilman Kevin Moore and Councilman Jeff Wilbur.

Staff Present: City Attorney Robert M. Dyer, City Manager Robert H. Logan, City Clerk/Human Resources Director Karen Norred, Assistant City Clerk/Records Manager Lou Stewart, Chief Tommy Keheley, Deputy Chief Greg Clyburn, Community Development Director Nancy Moon, Finance Director Denise Lamazares, and Information Technology Manager/Facilities Manager Ron Carter.

I. Call to Order

Chairman Kyle Whitaker called the Committee meeting to order.

II. New Business

A. Staff and committee members discussed the process for future Eagle Scout projects in City parks. It was the consensus of the Committee for the Mayor to put together a rough draft of what the City program should be moving forward. This will be emailed to the Council and the City Manager for feedback, with a follow-up meeting to discuss comments and decide on a process for future projects.

III. Adjournment

Co-Chair Phillips made a motion to adjourn, seconded by Councilman Moore. Motion approved 2-0.

Kyle Whitaker, Chairman

Attest:

Karen Norred, City Clerk
(Seal)

**City of Holly Springs
Parks and Recreation Committee Meeting Minutes
August 7, 2023**

Committee Members Present: Chairman Kyle Whitaker and Co-Chair Dee Phillips.

Elected Officials Present: Mayor Steven W. Miller, Councilman Kevin Moore and Councilman Jeff Wilbur.

Staff Present: City Attorney Robert M. Dyer, City Manager Robert H. Logan, City Clerk/Human Resources Director Karen Norred, Assistant City Clerk/Records Manager Lou Stewart, Communications & External Affairs Director Erin Honea, Chief Tommy Keheley, Deputy Chief Greg Clyburn, and Information Technology Manager/Facilities Manager Ron Carter.

I. Call to Order

Chairman Whitaker called the Committee Meeting to order.

II. New Business

- A. Staff and Committee Members discussed Park Rental Fees. Co-Chair Phillips made a motion to follow staff recommendations and take to Council for consideration. Chairman Whitaker seconded the motion. Motion passed 2-0.

- B. Staff and Committee Members discussed naming the Park in the Taylors Farm Subdivision as Karen Johnson Barnett Park. Co-Chair Phillips made a motion to take the naming of the park to Council for consideration. Chairman Whitaker seconded the motion. Motion passed 2-0.

III. Adjournment

Co-Chair Phillips made a motion to adjourn. Chairman Whitaker seconded the motion. Motion carried 2-0.

Meeting adjourned.

Respectfully submitted.

Kyle Whitaker, Chairman

Attest:

Karen Norred, City Clerk
(Seal)

**City of Holly Springs
Parks and Recreation Committee Meeting Minutes
October 16, 2023**

Committee Members Present: Chairman Kyle Whitaker and Co-Chair Dee Phillips.

Elected Officials Present: Mayor Steven W. Miller and Councilman Jeff Wilbur.

Staff Present: City Manager Robert H. Logan, City Clerk/Human Resources Director Karen Norred, Chief Tommy Keheley, Deputy Chief Greg Clyburn, and Information Technology Manager/Facilities Manager Ron Carter.

I. Call to Order

Chairman Whitaker called the Committee Meeting to order.

II. New Business

- A. The consensus of the Committee members was to make the new J. C. Mullins Field rental fees effective January 1, 2024.

III. Adjournment

Meeting adjourned.

Respectfully submitted.

Kyle Whitaker, Chairman

Attest:

Karen Norred, City Clerk
(Seal)