



REQUEST FOR COMMISSION ACTION
CITY OF INDEPENDENCE
July 9, 2020

Department Park & Zoo

Director Approval Barbara Beurskens

AGENDA ITEM Consider approval of blocking off the Park Oval just North of Well's Drive on the East Side and South of the Playground Restrooms on the West Side for Indy Goes Back to School Event between 4:30 p.m. to 7:30 p.m. on Tuesday, August 11th, 2020.

SUMMARY RECOMMENDATION Approve Request

BACKGROUND Each year USD #446 has Indy Goes Back to School Event at the Park. In the past they have used the oval area or had a pool party. Indy Goes Back to School is an event that is designed to instill excitement in parents and student about the start of the school year. It is well attended. They also utilize this event to make connections between parents and community organizations that support families and children.

BUDGET IMPACT Increase in janitorial supplies.

SUGGESTED MOTION I move to approve the request from USD#446 to block off the Oval as requested on August 11th from 4:30 p.m. to 7:30 p.m. for the Indy Goes Back to School Event.

SUPPORTING DOCUMENTS

1. Park Activity Application Request
2. Activity Map

City of Independence
Park Activity Application

Event Date: Tuesday, August 11 Time: Start 4:30PM Ending 7:30PM Size of Group 1000

Type of Event: Concert : _____ Display: _____ Exhibit: _____ Other Indy Goes Back to School

Individual/Business/ Organization: USD 446, Independence Public Schools

Individual/Business Address: 517 N. 10th Street, Independence, KS 67301

Non-Profit Organization Yes No If yes - provide documentation.

If this activity is for profit and/or limiting or restricting free public access to the event, then said individual, business and/or organization will be required to obtain a "Park Event Permit" Contact the City Clerk Office at City Hall 120 N. 6th Street, Independence, KS 67301 620-332-2500 for the proper form.

If not for profit complete the following:

Contact Person: Kellie Puderbaugh Phone Number: 620-332-1800

Are you renting a building: yes, band shell and concession house

Please describe your event: Indy Goes Back to School is a celebration for students in Independence sponsored in part by the Independence 446 Education Foundation.

Area of the park you are planning on using: Oval, all of the covered picnic areas, the school house covered picnic area, the concession house and the band shell.

Services Needed: Barricades Yes No If yes, provide a map for placement (just blocking off the oval from cars)

Barricades must be maned during the event. During breaks of event participates those that are renting facilities must be given access. Barricades must be removed 15 minutes past the end of the event.

Street Closing Needed: _____ Yes No If yes, provide a map for location.

Time of street closing: From: _____ To: _____

Electricity Yes No If so provide the location. Concession House,

Bandshell

Trash Containers Needed: yes, in and around the picnic and concession house area

Special Arrangements: _____

Police, EMS or Fire Department Needed: Yes No If yes, please provide details. _____

Other City Equipment Requested: _____

Attachments:

1. A site plan of the event indicating the area being requested and how it will be secured.
2. Proof of general liability insurance against damage caused by the applicant, agents, employees, guests and participants in the event in the amount of not less than \$500,000 single limit per occurrence for bodily injury, personal injury and property damage from a company licensed to do business in the State of Kansas and naming the City and its officers and employees as an additional insured.

Signature of Renter:



Date: 6/30/2020

Approved by: _____

Date: _____

**Indy Goes Back to School - Riverside Park Oval
Tuesday, August 11, 5-7PM**

