
THE CITY OF AUBURN
SANGAMON COUNTY, ILLINOIS

ORDINANCE
NUMBER 1558 -25

**AN ORDINANCE AMENDING THE CITY CODE, CHAPTER 28,
TO ADOPT A CITY PARK RESERVATION AND USE POLICY,
AND RESERVATION AND USE FEES FOR CITY PARKS AND AMENITIES**

TOM BEROLA, Mayor
BETHANY SPONSLER, City Clerk

NICHOLAS ANDERS
JACK CRISSEY
LARRY HEMMERLE
VINCENT NADALINI
NIKKI NORRIS
DANIEL PARRISH
SCOTT SHEPPARD
PENNY WILLIAMS
City Aldermen

Published in pamphlet form by authority of the Mayor and Aldermen of the City of Auburn
on May 5, 2025

Sorling Northrup – One North Old State Capitol Plaza, Suite 200, Springfield, IL 62701

ORDINANCE NO. 1558-25

**AN ORDINANCE AMENDING THE CITY CODE, CHAPTER 28,
TO ADOPT A CITY PARK RESERVATION AND USE POLICY,
AND RESERVATION AND USE FEES FOR CITY PARKS AND AMENITIES**

WHEREAS, the City of Auburn, Sangamon County, State of Illinois, (“City”) is a duly organized and existing City created and operating under the provisions of the Illinois Municipal Code and laws of the State of Illinois; and,

WHEREAS, the Illinois Municipal Code (65 ILCS 5/11-62-1) empowers the City to establish and maintain public parks and the authority to enact rules and regulations for the use thereof; and,

WHEREAS, Chapter 28 of the City Code of Ordinances sets forth the rules and regulations pertaining to public parks and their amenities within the City; and,

WHEREAS, the City has deemed it necessary to adopt an ordinance setting forth a reservation and use policy for City public parks and their amenities, in addition to reservation and use fees concerning the use of City public parks and their amenities; and,

WHEREAS, the Corporate Authorities of the City believe it is in the best interest of the City to amend Chapter 28 of the City Code of Ordinances concerning the rules and regulations, and reservation and use fees, concerning the use of public parks and their amenities within the City as set forth below.

NOW THEREFORE, BE IT ORDAINED by the Mayor and Auburn City Council, Sangamon County, Illinois, as follows:

Section 1. Recitals. The foregoing recitals shall be and are hereby incorporated into and made a part of this Ordinance as if fully set forth in this Section 1.

Section 2. Amendment to Chapter 28. Chapter 28 of the City Code of Ordinances shall

be as follows (added; ~~deleted~~):

Sec. 28-10. – City Park Reservation and Use Policy.

(A) General. The Park Rental and Use Policy of the City is hereby established to provide a systematic method by which parks and park amenities may be reserved and used by the residents of the City. A reservation is not required for park use for occasional play. For multiple activities or special use (which includes use by a resident or groups, multiple days, or week play for a designated area) a reservation is required to guarantee use for the dates and times specified on the agreement. All City park playground areas and restroom facilities shall remain open for public access, and public pathways located within any City park shall remain open to the public. Occasionally, parks may be excluded from the reservation availability at the discretion of the City.

(B) Objectives. The objectives of this policy are:

- (1) To provide maximum utilization of parks through centralized scheduling.
- (2) To provide an impartial distribution of park amenities to the various community groups who wish to reserve.
- (3) To plan cooperatively with other community agencies to enhance individual and group recreational needs.
- (4) To provide recreational activities which take into consideration the needs of the community.
- (5) To provide the best possible maintenance of the parks using available manpower and monetary resources.

(C) Priorities. In scheduling the use or reservation of a park or park amenities (defined as an area of a park containing special recreational facilities, such as a pavilion, athletic field, etc.) the City shall apply the following priorities:

(1) Uses of athletic fields established pursuant to written agreements with the City shall have absolute priority over all other uses of athletic fields;

(2) Festivals with a history of at least three consecutive years and not involving athletic fields shall have absolute priority over all other non-athletic uses.

(3) Other uses shall be prioritized in the following order where there is a conflict:

(a) Use by the City;

(b) Use by the Auburn Community Unit School District;

(c) Use by units of government other than the Auburn Community Unit School District, the boundaries of which overlap the boundaries of the City;

(d) Use by of nonprofit corporations and associations;

(e) Use by private individuals;

(f) Use by for-profit business entities;

(g) Use by units of government, the boundaries of which do not overlap the boundaries of the City;

(h) Within groups (d) and (e) above, residents' groups (groups with 80% or more City residents or nonprofit organizations with a business office within the City) shall be given priority over nonresident groups.

(4) Parks (but not park amenities) may be used on a drop-in basis by any group or individual without a reservation on a first come, first served basis, so long as the park has not been previously reserved by another group or individual. In case of inclement weather, the City shall make the final decision regarding use of the park or park amenities.

(5) The City's determination of priorities shall be final.

(D) Requests for reservations.

(1) Organizations, groups or an individual desiring to reserve parks or park amenities shall complete an application for reservation designated by the City. Each application shall designate a responsible contact person or persons, who shall:

(a) Sign the application;

(b) Agree to be responsible for any damage to City property caused by participants of the event;

(c) Acknowledge receipt of the park use policy; and

(d) Agree that the permit may be revoked for failure to adhere to the park use policy.

(E) Other regulations regarding reservations.

(1) Any individual, organization, entity or group wishing to reserve a park or park amenity for use shall have an approved reservation agreement prior to publicly advertising the use of the park or location, either for a single use or multiple use requests.

(2) A multiple use request may not exceed more than three days without the consent of the City Council. Some activities may be determined to be not appropriate for specific parks due to location, use or overall function of the park.

(3) The requesting party shall include all activities or uses of the park when making the request, sufficient for the City to determine priorities.

(4) At the time of application, all special requests must be indicated in detail on the reservation form. These include, but are not limited to, bringing in tables and chairs, inflatable amusement equipment, selling concessions (including items to be sold), selling of miscellaneous items for fund raising or profit, extended park hours use, use of a public address system, admission charges, additional maintenance, use of snow fence, and water or electrical access.

(5) Applicants shall state in writing that they have reviewed and will comply at all times with the regulations for use of the parks. § 28.10 of this Code.

(6) Events attracting more than 100 participants may present public safety issues and may otherwise disproportionately impact the parks. As a part of confirming the reservation for use the police will be consulted regarding potential impacts to the parks and public safety.

(7) It is the sole responsibility of the group or individual reserving and using any park amenities to pick up keys for any City park amenities prior to the date of reservation at the City Hall during business hours. It is further the sole responsibility of the group or individual reserving and using any park amenities to return keys to the City on the date of reservation and upon conclusion of the group or individual's use of the City parks and amenities.

(8) The following items must be completed by a group or individual reserving and using City park amenities prior to conclusion of the group or individual's use of the City parks and amenities:

- (i) All floors washed and cleaned;
- (ii) All electrical items and lights turned off prior to departure; and
- (iii) All doors to buildings and/or restroom facilities are locked and secured prior to departure.

Sec. 28-11. – Park Reservation and Use Fees.

(A) Establishment. Groups or individuals reserving parks or park amenities on a single or multiple use basis shall be required to pay the established fee prior to the date reserved. A reservation shall be recorded upon payment of the applicable reservation and use fee. Payment of

the applicable reservation and use fee(s) shall be made at the City Hall not later than seven (7) calendar days prior to the date reserved. If a park or park amenity is damaged and requires more than normal maintenance and/or repair to be restored to its original condition, the group or individual shall be charged the amount necessary to cover the cost of the required maintenance and/or repair. Reservation and use fees for use of the City parks and amenities are as follows, and are subject to change without notice:

<u>Facility</u>	<u>Reservation & Use Cost per Day</u>	
	<u>Residents</u>	<u>Non-residents</u>
<u>Union Park (Pavilion & Cook Shack)</u>	<u>\$50.00</u>	<u>\$100.00</u>

(B) Resident vs non-resident users. To qualify for resident fees, a group shall consist of 80% or more residents of the City. The 80% residency requirement shall be calculated based on the total number of individuals using the park. Residency shall be determined based on the home address of the individuals as opposed to the business address or the address of other group members. The City may waive the residency requirement if it is considered in the best interest of the City.

(C) Commercial users. No individual or group may reserve a City park or park amenity for commercial purposes. Company picnics, softball leagues, and the like, and other similar uses by for-profit entities, where no products or services are advertised or sold, are not deemed "commercial purposes" within the meaning of this paragraph.

(D) Waiver of fees. The City may waive or reduce fees to schools, private groups or organizations in exchange of services or pursuant to other agreed-on arrangements. A waiver or reduction of fees shall be approved by the City Corporate Authorities.

(E) Refund of fees. If a group or individual complies with the regulations set forth in § 28.10 of this Code, the group or individual is entitled to a refund of the reservation and use fee in the amount of \$25.00. The failure of a group or individual to comply with the regulations set forth in § 28.10 of this Code shall result in a forfeiture of the entire reservation and use fee paid to the City, in addition to a fee imposed in the amount of \$100.00 and the group or individual's future reservation and use of the City's parks and amenities forfeited. If a group or individual provides written notice of cancellation to the City less than twenty-four (24) hours prior to the date reserved, a refund of the reservation and use fee for a City park and/or amenities shall be \$25.00. A full refund of a reservation and use fee for a City park and/or park amenities may be granted for the following reasons:

(1) if the City determines that the park is in an unusable condition or subject to damage due to weather conditions; or

(2) if the group or individual provides written notice of cancellation to the City not later than forty-eight (48) hours prior to the date reserved.

Section 3. Severability. In the event a court of competent jurisdiction finds this ordinance or any provision hereof to be invalid or unenforceable as applied, such finding shall not affect the validity of the remaining provisions of this ordinance and the application thereof to the greatest extent permitted by law.

Section 4. Repeal and Savings Clause. All ordinances or parts of ordinances in conflict herewith are hereby repealed; provided, however, that nothing herein contained shall affect any rights, actions, or causes of action which shall have accrued to the City prior to the effective date of this ordinance.


Section 5. Effective Date. This Ordinance shall be in full force and effect from and after its passage, approval and publication in pamphlet form as provided by law.

Section 6. Publication. The City Clerk is directed by the City Corporate Authorities to publish this Ordinance in pamphlet form. This Ordinance shall be in full force and effect after its passage and publication in accordance with 65 ILCS 5/1-2-4.

SO ORDAINED this 5th day of May, 2025, at the City of Auburn, Sangamon County, Illinois.

	YES	NO	ABSENT	PRESENT
ANDERS	✓			
CRISSEY	✓			
HEMMERLE	✓			
NADALINI	✓		✓	
NORRIS				
PARRISH	✓			
SHEPPARD	✓			
WILLIAMS	✓			
BEROLA				
TOTAL	7	0	1	0

CITY OF AUBURN


TOM BEROLA, Mayor

Attest:


BETHANY SPENSER, City Clerk