



Frankfort, KY Parks, Recreation & Historic Sites
Information / Policy for Requesting Usage of Parks and Facilities
Entering into an Memorandum of Agreement (MOA) or Contract
As of 1/6/23



Any request made to the parks department by any outside governmental entity, public or private group, 501(c)3 non-profit, business, organization, public or private school or community member, or other, hereinafter known as “the entity”, in which you are requesting to enter into any type of an agreement (Memorandum of Agreement or Understanding (MOA / MOU)) or contract for usage of parks, park facilities and areas for any organized sanctioned use, event, sport, program, business activity, or other venture, the request is required to follow the following guidelines: Please note this does not apply to one day rentals such as picnic shelters, pavilions, amphitheater or other day rentals.

- 1) The requesting entity must make the request at a minimum of 4 months prior to the beginning of any activities or events the entity wishes to begin. Earlier notification is highly recommended for more complex and long term agreements or contracts. A request form can be found at the end of this document. Please read carefully.
- 2) The entity must submit the parks department’s agreement or contract request form. **You can fill one out and submit online at [www.....](http://www.frankfortparksandrec.com) Or download a form at [www.....](http://www.frankfortparksandrec.com)** Or by calling 502-875-8575, or picking one up in person at the parks department’s main office at *Juniper Hill Park, 800 Louisville Road, Frankfort, KY 40601*. If not submitting online, completed Request Forms can be e-mailed to info@frankfortparksandrec.com, mailed to the address above, or dropped off in person to the parks office during business hours. Incomplete submissions may not be considered. Submissions must be approved by the Parks Director, City Solicitor and City Manager. The request form is not a fully executed agreement or contract.
- 3) No requested activities or facility use may be permitted to begin without a fully executed and signed agreement or contract. Unless there is an immediate or emergency need, a temporary agreement may be arranged between the entity, any current entities under an agreement or contract for the same activities or facilities, and the Parks Director, City Solicitor and the City Manager. The entity understands that the temporary agreement is non-binding and can be terminated at any time and without advance notice. The City Board of Commissioners (hereinafter “BOC”), at the discretion of the City Solicitor and City Manager, may need to grant the temporary agreement.
- 4) If other entities are currently under an agreement or contract for the same activities or facilities being requested, those entities will be included in the negotiations and approval process of your request. Parks staff will make the appropriate contacts and arrangements. Existing entities under a current MOA are required to send written acknowledgement of receipt to the parks department (email, signed letter, etc.)
- 5) The agreement or contract and its terms and conditions must be submitted, reviewed and approved by the Parks Advisory Board by a motion and majority vote. The entity is welcome to attend meetings. The Parks Advisory Board meet at least 6 times a year.

- 6) The agreement or contract and its terms and conditions must be reviewed and approved by the City Solicitor and the City Manager.
- 7) After approved by the Parks Advisory Board, City Solicitor, and City Manager, the agreement must be submitted to the city's Board of Commissioners (BOC) along with minutes from the parks advisory board meeting(s) and comments from the City Solicitor and City Manager at their discretion. The agreement must be approved by majority vote of the BOC. Note: The BOC may wish to invite and/or involve any individual(s) from existing or requesting entities to BOC voting meetings or work sessions for questions and negotiations prior to officially approving the agreement or contract.
- 8) No activities or programs may commence until the agreement or contract is approved by the BOC and is signed by all the appropriate individuals and parties listed in the agreement or contract.
- 9) At the end of any agreement or contract term, it is **the responsibility of the entity** to request either a new agreement or contract or an extension. Timelines and approvals outlined in this policy are still in effect. No activities or events outlined in the expired agreement or contract may continue to occur until a new or extended agreement is approved through the above outlined process, or a temporary extension as described above is approved by the Parks Director as well as the City Solicitor, City Manager and the BOC at the discretion of the City Manager and Solicitor.

Any questions may be directed to email info@frankfortparksandrec.com or by calling 502-875-8575.

Memorandum of Agreement / Contract Request Form can be found at the link below.

[Memorandum of Agreement / Contract Request Form](#)