

ORIGINAL

RESOLUTION NO. 563

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF REDMOND, WASHINGTON, ADOPTING A FACILITY USE POLICY AND FEE SCHEDULE FOR USE OF CITY PARK AND RECREATION FACILITIES.

THE CITY COUNCIL OF THE CITY OF REDMOND, WASHINGTON, HEREBY RESOLVES AS FOLLOWS:

Section 1. The attached four page document, entitled "City of Redmond Parks and Recreation Department Facility Use Policy - 1980", identified as "Exhibit A" and hereby incorporated in full by this reference, is hereby adopted as the Facility Use Policy establishing the priority of use, reservation procedures, fees and charges, and the use of city park facilities for special activities.


Section 2. The above referenced Facility Use Policy shall be effective as of the date of adoption of this resolution and the Parks and Recreation Director is instructed to immediately implement said policy.

RESOLVED this 4th day of November, 1980.

CITY OF REDMOND


MAYOR, CHRISTINE T. HIMES

ATTEST/AUTHENTICATED:


CITY CLERK, PAUL F. KUSAKABE

FILED WITH THE CITY CLERK: November 3, 1980

CITY OF REDMOND
PARKS AND RECREATION DEPARTMENT

FACILITY USE POLICY
1980

I. PURPOSE AND GOALS

The purpose of the Facility Use Policy is to help the citizens of Redmond attain maximum use of their park facilities. The Facility Use Policy addresses such areas as Priority Use, Reservation Procedures, Fees and Charges, and Use of City Park Facilities for Special Activities.

It is the goal of the City of Redmond to insure a balanced system of parks and recreation programs for the community. Further, the City desires to maintain a variety of park areas and activities available to all area citizens and to involve them as much as possible in the process of developing facilities and activities.

The Facility Use Policy is intended to support Ordinance No. 613, Establishing Rules and Regulations for the Use of Public Parks within the City of Redmond.

II. PRIORITY USE

- A. All citizens have the right to use city parks for outdoor recreation purposes. The City of Redmond has identified the Redmond Service Area as its priority area of focus in providing parks, recreation and open space services.
- B. Redmond Service Area boundaries correspond to the Redmond city limits and/or the geographic postal zip code 98052 (Redmond). The city limits is approximately 13 square miles; the service area is 66 square miles.
- C. First priority users of all facilities under the jurisdiction of the City of Redmond Parks and Recreation Department shall be Redmond individuals who live or are employed in the Redmond Service Area and are registered and participating in a Redmond Parks and Recreation program.
- D. Second priority user, by reciprocal agreement, shall be those public agencies covered by an intergovernmental agreement such as the Lake Washington School District.
- E. When facilities are not scheduled for departmental sponsored or co-sponsored activities, or used by other governmental agencies, the third priority user will be Redmond area individuals, teams, groups, and organizations.

III. QUALIFICATION AS A REDMOND AREA INDIVIDUAL, TEAM, GROUP OR ORGANIZATION

- A. Individual: Anyone who lives or works in the Redmond Service Area.
- B. Team: Any team which has at least 51% of their membership either living or employed in the Redmond Service Area. Any change in the required percentage level will be determined by the Park Department. The identified percentage level must be maintained throughout the period of use. A team failing to comply with this requirement will forfeit its right to reserve Park Department facilities.
 - 1. Any team accepted as a participant in a Redmond Parks and Recreation sponsored or co-sponsored league or program shall be then qualified as a Redmond area team.
 - 2. A team need not play in a Redmond Parks sponsored or co-sponsored league or program to be granted practice and game facilities. However, they must submit a roster indicating compliance with the 51% membership requirement.
- C. Groups or Organizations: Same as III.B.

IV. RESERVATION OF REDMOND PARKS AND RECREATION FACILITIES

- A. Any qualifying individual, team, group or organization desiring to reserve a Park Department facility must file a written request with the Redmond Parks and Recreation office at 15670 N.E. 85th Street, Redmond, WA 98052. No phone registrations will be accepted. For approved requests, the Parks Department will issue a FACILITY USE PERMIT. An administrative fee will be charged when issuing the permit.

- B. Reservation requests will not be accepted more than 90 days in advance. For an individual or team request, no more than two reservations may appear on the department's reservation schedule at any one time. However, leagues, athletic associations, and other major user groups may request, and be granted, facility use over the course of their program period.

V. USE OF PARK DEPARTMENT FACILITIES FOR SPECIAL ACTIVITIES
(Clinics, Shows, Tournaments, Camps, Workshops, etc.)

- A. The Redmond Parks and Recreation Department encourages the use of its facilities for special or distinctive kinds of leisure programs. The Department will strive to see that all special events are carried out in a safe, healthful, and fair manner.

- B. Individuals, groups, or organizations desiring to sponsor a special activity in or at a City park facility must:

1. Meet the qualifications as a Redmond area individual, team, group, or organization, with the following exceptions:
 - a. Properly sanctioned district, regional, or state tournaments.
 - b. Events having such impact where only Park Department facilities would be adequate or available.
2. Applicant must submit a written request a minimum of 60 days in advance for approval by the Parks Department.
3. Submit a preliminary budget 15 days prior to the event.
4. Submit a post-event budget within 30 days.

- C. All sponsors of special activities held in or at Park facilities must be classified non-profit.

1. Any funds not expended for event operation must be directed to projects or programs which directly benefit the greater Redmond community (service area).
2. The sponsoring body may also choose to donate unexpended funds to an approved charitable or non-profit organization (i.e., scouts, scholarship, hospital, community food bank).
3. Use of excess funds must be designated by the sponsor and approved by the Park Department prior to the scheduled event.

- D. Special Activity Reservations and Fees

1. Submit required application per this section.
2. Pay all fees and charges 15 days in advance.
3. Athletic Tournaments/Workshops/Clinics/Shows
 - a. Qualifying organizations will be charged a fee for use of the facilities based on the schedule submitted to the Recreation Division.
 - b. There will be a basic charge of \$25.00 plus the maintenance fee assessment for all special activity events.
4. Applicants must comply with the rules and regulations set forth in Section V of the Facility Use Policy.

VI. FEES AND CHARGES

- A. General Provisions

1. When a qualifying individual, team, group, or organization desires to reserve park facilities for use, a fee will be charged.

2. Fees are assessed to partially offset administrative and/or park operational costs. Annual fees are to be adjusted by Park Department.
3. If special equipment or supplies are requested, it is expected that the individual or organization will be charged an additional fee to cover extra expenses.
4. There is a \$1.00 administrative fee whenever there is a requirement to issue a FACILITY USE PERMIT.
5. Community service and youth organizations, when requesting the use of indoor facilities, will be charged the opening/closing fee only, subject to Park Department approval.
6. Where the City is involved in a reciprocal agreement to utilize non-city owned facilities at no charge, the Park Department will not assess user fees to that agency or organization (i.e., schools, churches, privately owned facilities).
7. All fees are payable in advance. Refunds will not be considered when requested less than 48 hours in advance.

B. Indoor Facilities

	<u>Administrative Fee</u>	+	<u>Opening/Closing Fee</u>	+	<u>Hourly Fee</u>
1. Log Cabin Building Anderson Park	\$1.00	+	\$6.00	+	\$5.00
2. Fullard House Anderson Park	\$1.00	+	\$6.00	+	\$5.00
3. McWhirter Barn Farrel-McWhirter Park	\$1.00	+	\$6.00	+	\$5.00
McWhirter Operations Bldg. Farrel-McWhirter Park	\$1.00	+	\$6.00	+	\$5.00

C. Outdoor Facilities

	<u>Administrative Fee</u>	+	<u>Reservation Fee</u>
1. Picnic Dome Grass Lawn Park	\$1.00	+	\$6.00
2. McWhirter Stove/Shelter Farrel-McWhirter Park	\$1.00	+	\$6.00
3. Mackey Creek Stove/Shelter Farrel-McWhirter Park	\$1.00	+	\$6.00
4. Picnic Shelter Anderson Park	\$1.00	+	\$6.00
5. Horse Arena Farrel-McWhirter Park	\$1.00	+	\$15.00
6. Outdoor Education Areas Farrel-McWhirter Park	\$1.00	+	\$6.00

D. Athletic Facilities

1. All requests for practice and game reservations must be submitted to the Recreation Division 24 hours minimum in advance. A FACILITY USE PERMIT is required when reserving a field.
2. Game schedules can be reserved for all athletic fields up to 150 minute segments.
3. Practice schedules can be reserved for all athletic fields in 90 minute segments.
4. Game schedules have priority over practices. The Recreation Division has the authority to reschedule, postpone, or cancel practice sessions.

5. Changes to game/practice schedules will not require a new FACILITY USE PERMIT.
6. For prepared facilities the following fees will be assessed:
 - a. Grass Lawn Park

Baseball/Softball Fields #1-2-3	\$ 6.00
Soccer/Football Field	\$15.00
 - b. Jonathon Hartman Park

Softball/Baseball Fields #1-4	\$ 6.00
Baseball Field #5 (Official Size)	\$ 6.00
7. For lighted facilities the following hourly fees will be assessed:

Baseball/Softball	\$ 6.00
Football/Soccer	\$ 6.00
Tennis Courts	NC
8. There will be no charge for use of tennis/pickleball facilities. Individuals, teams, and groups are not allowed to reserve tennis or pickleball courts in advance, unless otherwise covered by this policy. All tennis courts maintain a "court reservation system" for the convenience of patrons which is programmed daily on a first-come-first-serve basis.
9. The Parks and Recreation Department reserves the right to cancel games or practices due to unsatisfactory playing conditions (i.e., power shortage, power failure, wet grounds, etc.).
10. In cases where the City cancels any activity, the refund time allowance will be waived.

VII. ADMINISTRATION

- A. The Park Director, or his designee, is responsible for administering the Facility Use Policy.
- B. The Park Director has the authority to approve or deny Facility Use Applications, subject to further review by the Park Board and/or City Council.
- C. The Redmond Park Board has the authority and power to promulgate rules and regulations governing the use and management of city park and recreation facilities, including the power to fix charges for the use of park, playground, and other recreational facility equipment or usage, subject to review by the City Council.
- D. All rules, regulations and use charges adopted by the Park Board shall be submitted to the City Council for approval.