

ORIGINAL

RESOLUTION NO. 609

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.

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THE CITY COUNCIL OF THE CITY OF REDMOND, WASHINGTON,  
HEREBY RESOLVES as follows:

SECTION I: The attached six page document, entitled  
"City of Redmond Parks and Recreation Department Facility Use  
Policy - 1982", 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 use of city park facilities for special  
activities.

SECTION II: 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 2nd day of March, 1982.

CITY OF REDMOND

  
MAYOR, CHRISTINE T. HIMES

ATTEST/AUTHENTICATED:

  
CITY CLERK, PAUL F. KUSAKABE

FILED WITH THE CITY CLERK: February 24, 1982

FACILITY USE POLICYI. PURPOSE AND GOALS

The purpose of this Facility Use Policy is to help citizens of Redmond attain maximum use of their park facilities. The Facility Use Policy addresses Administration, Priority Use, Reservation of Facilities, and Fees and Charges.

It is the goal of the city to insure a balanced system of parks and recreation programs. Further, the city desires to provide a variety of park areas and activities for all area citizens and to involve them in the development process.

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. ADMINISTRATION

- A. The Park Director, or his designee, is responsible for administering the Facility Use Policy.
- B. The Park Director has the authority to set fees, and 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 (Ord. 386, 1965).

III. PRIORITY USE

- A. All citizens have the right to use city park facilities for recreation purposes. The city has identified the Redmond Service Area as its priority area 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 area is approximately 13 square miles; the service area is 66 square miles (King County).

- C. First Priority Users shall be Redmond individuals, groups, or teams. Qualifications as a first priority user are:
1. Individual - anyone who lives or works in the Redmond Service Area. The work location must be the person's principle place of business.
  2. Team - any team comprising of 51% or more of their membership that live or work within the Redmond Service Area.
    - a. A team must maintain the required percentage throughout the period of use or lose first priority status.
    - b. A team must submit written proof that it meets the required percentage.
    - c. Any team accepted for participation in a Parks Department sponsored league shall then be qualified as a Redmond team for the duration of that league.
  3. Group or Organization - same as II.C.2
- D. Second Priority Users shall be cooperating public agencies such as the Lake Washington School District.
- E. Non-Priority Users shall be individuals, teams, groups or organizations that do not qualify as first or second priority users.
- F. Programs sponsored, or co-sponsored by the Redmond Parks Department shall receive first priority when scheduling city facilities.

IV. RESERVATION OF REDMOND PARKS AND RECREATION FACILITIES

- A. When not scheduled, secured, or posted, most outdoor facilities are available for use on a first come, first served basis.
- B. Any individual, team, group or organization may request reserved use of Park Department facilities, subject to the priority system detailed in IV.D., below. All requests must be made in person, or in writing. For approved requests the Parks Department will issue a FACILITY USE PERMIT. In most cases, a fee for facility use will be assessed.
- C. Once a permit is issued that user has exclusive right to use the facility on the time and day scheduled subject to the rules and regulations of use. Unscheduled users must vacate the facility at the time indicated on the scheduled user's FACILITY USE PERMIT.

D. Reservation system for general facility use:

1. All requests for facility use must be processed a minimum of one business day in advance. No request will be confirmed by phone.
2. Athletic Facilities:
  - a. Priority users (Redmond groups with 51% living or working within the 98052 geographical area) may request facilities up to two weeks in advance; and only two reservations may be on the books at one time. Priority users may request, in writing, an extended schedule for league contests only.
  - b. Non-Priority users may request facilities up to one week in advance; and only one reservation may be on the books at any one time.
  - c. Game schedules have priority over practices. The Recreation Division has the authority to re-schedule, postpone, or cancel practice sessions.
  - d. 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.).
  - e. In cases where the city cancels any activity, a full refund will be issued.
  - f. 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 served basis.
3. Indoor and Outdoor Facilities:
  - a. Priority user groups may request facilities up to six months in advance.
  - b. Non-Priority users may request the use of facilities up to one month in advance.

E. Reservation of Facilities for Special Activities (Clinics, Shows, Tournaments, Camps, etc.):

1. Individuals, groups or organizations desiring to sponsor a special activity in or at a city park facility must:

- a. Meet the qualifications as a Redmond area individual, team, group, or organization, with the following exceptions:
    1. Properly sanctioned district, regional, or state tournaments.
    2. Events having such impact where only Park Department facilities would be adequate or available.
  - b. Applicant must submit a written request a minimum of six weeks in advance.
  - c. Submit a preliminary budget two weeks prior to the event.
  - d. Submit a post-event budget within one month of the conclusion of the event.
2. All sponsors of special activities held in or at Park Department facilities must be classified non-profit. Any funds not expended for event operation must be directed to projects or programs which directly benefit the greater Redmond community (service area). 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). Use of excess funds must be designated by the sponsor and approved by the Park Department prior to the scheduled event.
  3. All fees and charges must be paid a minimum of two weeks in advance. Refunds will not be considered unless requested one week in advance. For all refunds, a service charge, equal to 10% of the total charge, will be retained by the Parks Department.

#### V. FEES AND CHARGES

- A. It is the policy of the Redmond Parks and Recreation Department to charge a fee for reserved use of its facilities. The fee partially offsets the administrative and operation costs associated with the facility. Additionally, the Parks Department believes that it is fair and reasonable to charge a greater fee to non-Redmond individuals and/or groups because they do not contribute through general taxes to the revenues of the City of Redmond.
- B. The fee schedule is set by the Parks Director and is subject to approval by the Park Board and/or the City Council. The fee schedule is detailed in Attachment A.

- C. 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.
- D. Where the city is involved in an 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).
- E. All fees are payable in advance. Refunds must be requested in writing and must be requested a minimum of two business days in advance. For all user requested refunds the Parks Department will retain a \$3.00 service charge.

FEEES AND CHARGES

Effective January 1, 1982

	PRIORITY USER (51% Redmond)	NON-PRIORITY USER
<u>Sportslighting</u> - 1½ hour minimum for sportslighting	\$8/hour	\$8/hour
<u>Athletic Fields</u> + - reserved use	\$2 permit fee	\$10 permit fee
<u>Athletic Field Preparation</u> + * Softball/Baseball - drag infield, line and install bases. * Soccer/Football - drag, if necessary, outside and center lines.	\$10/prep  \$30/prep	\$10/prep  \$30/prep
<u>Special Activities</u> + * Tournaments (field use) - Parks Department co-sponsor - Other	\$6/game \$10/game	\$6/game --
<u>Outdoor Facilities</u> * Picnic Shelters - Group size 24 or less - Group size 25 or more * Horse Arena and Outdoor Ed. Areas	\$8 \$15 \$25	\$16 \$30 \$40
<u>Indoor Facilities</u> * Log Cabin, Fullard House, McWhirter Operations Bldg., McWhirter Barn	\$10 open/close + \$5/hour	\$20 open/close + \$5/hour
+ For Redmond youth sports associa- tions, it is city policy to waive use fees and/or to encourage them to do their field preparation.		
APPROVED BY THE REDMOND CITY COUNCIL -		