

JEH:jrv  
02/29/84

RESOLUTION NO. 668

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF REDMOND, WASHINGTON, ADOPTING A FACILITY USE POLICY FOR USE OF CITY PARK AND RECREATION FACILITIES AND REPEALING RESOLUTION NO. 609.

---

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

Section 1. The attached document, entitled "City of Redmond Parks and Recreation Department Facility Use Policy", 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, and use of City park facilities for special activities.

Section 2. Resolution No. 609 of the City, passed by the City Council on March 2, 1982, is hereby repealed.

Section 3. 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 6th day of March, 1984.

CITY OF REDMOND

Doreen Marchione  
MAYOR, DOREEN MARCHIONE

ATTEST/AUTHENTICATED:

Doris A Schackle

CITY CLERK, DORIS A. SCHAIBLE

FILED WITH THE CITY CLERK: March 1, 1984  
PASSED BY THE CITY COUNCIL: March 6, 1984  
RESOLUTION NO. 668

CITY OF REDMOND  
PARKS AND RECREATION DEPARTMENT

FACILITY USE POLICY

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 codes 98052 and 98053 (Redmond). The city limit 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 users, 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 users 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 and Recreation 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 Redmond Parks Department facility must file a written request with the department 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 use 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 the 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 organizations, 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 Park Department.
  3. Applicant will sign a contract with the Parks Department which outlines the responsibilities of the applicant and the department. At this time a preliminary budget will be due.
  4. Applicant will obtain and maintain through the completion of the event an amount of liability insurance as prescribed by the Parks Department. The city shall be listed as co-insured.
  5. Applicant shall post a performance bond a minimum of seven days before the event.
  6. Applicant must submit a final budget within 14 days of the completed event.

C. Special Activity Fees:

1. For all special activities held in city Parks Department facilities the sponsoring individual, group or organization shall pay a flat fee or 20% of net revenues from the event, whichever is greater.
2. The flat fee shall equal 100% of the direct cost to the city for providing the facility and associated services.
3. The Parks Department shall invoice the sponsor after reviewing the final budget.

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 operation costs. Annual fees are to be adjusted by the 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. An administrative fee will be assessed whenever a FACILITY USE PERMIT is issued.
5. Priority 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, unless otherwise noted. Refunds will not be considered unless requested 48 hours in advance.

B. All fees shall be set by the Fees and Charges Schedule as attached. The schedule shall be updated yearly, subject to the approval of the Redmond Park Board as outlined in Section VII-C.

C. Athletic Facilities

1. All requests for practice and game reservations must be submitted to the Recreation Division Office 24 hours minimum in advance. A FACILITY USE PERMIT is required when reserving a field.
2. Game schedules have priority over practices. The Recreation Division has the authority to reschedule, postpone or cancel practice sessions.
3. Changes to game/practice schedules will not require a new FACILITY USE PERMIT.

4. 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 served basis.
5. The Redmond 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.).
6. 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 Redmond City Council.
- D. All rules, regulations, and use charges adopted by the Park Board shall be submitted to the City Council for approval.

0043R/plc  
2/22/84

Approved by the Redmond Park Board, January 12, 1984.  
Approved by the Redmond City Council, February 21, 1984.  
Resolution No. 668, adopted March 6, 1984