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RESOLUTION NO. 1139

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF REDMOND, WASHINGTON, ADOPTING AMENDED FACILITY USE POLICIES FOR THE REDMOND PARKS DEPARTMENT.

WHEREAS, the City Council has previously adopted the Redmond Parks Department Facility Use Policy by motion, and

WHEREAS, the Parks Director has recommended that the Facility Use Policy be revised and that the City Council formally adopt the Policy b Resolution, and

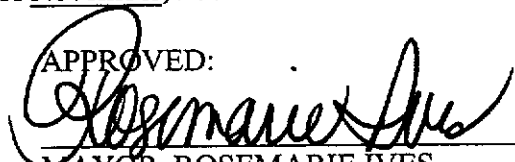
WHEREAS, the City Council concurs and has determined to adopt the Policy as set forth below, NOW, THEREFORE,

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

Section 1. Parks Department Facility Use Policy. The Redmond Parks Department Facility Use Policy attached to this Resolution as Attachment 1 is hereby adopted and approved. The prior Facility Use Policy adopted by motion of the city Council on July 7, 1998 is hereby amended and superseded by the attached.

Section 2. Effective Date. This Resolution, and the Facility Use Policy attached hereto, shall become effective immediately upon passage.

RESOLVED this 20th day of November, 2001.

APPROVED:

MAYOR, ROSEMARIE IVES

ATTEST/AUTHENTICATED:

Bonnie Mattson

CITY CLERK, BONNIE MATTSON

FILED WITH THE CITY CLERK:	October 10, 2001
PASSED BY THE CITY COUNCIL:	November 20, 2001
RESOLUTION NO.: <u>1139</u>	

Redmond Parks and Recreation Department
Facility and Program Use Policy

I. **PURPOSE AND GOALS**

The purpose of the Facility and Program Use Policy is to help the citizens and employees of Redmond attain maximum use of their park and recreation facilities, programs and activities. The Policy addresses such areas as user priority, type of use, program registration and facility reservation policy and fees and charges for reserved facility use. It is the goal of the City of Redmond to ensure a balanced system of parks and recreation facilities and programs for the community. Further, the city desires to involve its citizens in the process of developing and managing facilities and activities. This Policy has been reviewed by the Redmond Park Board and adopted by the Redmond City Council. It supports Ordinance No. 1074, Establishing Rules and Regulations for the Use Of Public Parks within the City of Redmond.

II. **DEFINITIONS**

- A. **Priority User**: Any Redmond individual, team, group, or organization that meets the criteria established in definitions II.C. through II.F. below.
- B. **Non-Priority User**: Any non-Redmond individual, team group, or organization that meets the criteria established in definitions II.G. through II.I. below.
- C. **Primary Redmond Service Area**: The boundaries of the primary service area correspond to the Redmond city limits.
- D. **Redmond Individual**: Anyone who lives or works within the Redmond city limits. Work is defined as being currently employed on a regular basis at least twenty (20) hours per week by a business or public agency located within the Redmond city limits. This priority also applies to the worker's household members.
- E. **Redmond Team**: Any team that has at least 51% of its roster made up of Redmond individuals as defined in II.D. above.
- F. **Redmond Group/Organization**: Any group or organization that has at least 51% of its membership comprised of Redmond individuals as defined in II.D. above, or whose business or primary office is located within the Redmond city limits.
- G. **Non-Redmond Individual**: Anyone who lives or works outside the Redmond city limits and is currently employed less than twenty (20) hours per week by a business or public agency located within the Redmond city limits.

- H. Non-Redmond Team: Any team that has less than 51% of its roster made up of Redmond individuals as defined in II.D. above.
- I. Non-Redmond Group/Organization: Any group or organization that has less than 51% of its membership comprised of Redmond individuals as defined in II.D. above, or whose business and primary office is not located within the Redmond city limits.
- J. Select Program: organizations that restrict participation by invitation or by skill level ability.
- K. Non-Traditional Facility Use: Miscellaneous use permits are required for nontraditional park activities occurring on Redmond Parks and Recreation Department property to ensure public health and safety and to protect natural resources and facilities. A "nontraditional park activity" means an activity, gathering or use of park properties, shorelines or other recreational area that is not addressed by current regulations. Such activities include:
- Large group gatherings, tournaments and events.
 - Short and long-term rental of property and structures.
 - Commercial filming.
 - Educational and scientific projects.
 - Selling of goods and services by vendors, concessionaires and other businesses.
- L. Premium Grade Athletic Field: defined as those with an artificial field turf product that has a defined useful life at which time the surface shall need replacement.

III. PRIORITY REGISTRATION FOR CITY SPONSORED PROGRAMS AND ACTIVITIES

The City of Redmond has identified the Redmond Service Area as its priority area of focus in providing recreation programs, classes, special events and other services. Redmond individuals, as defined in II.D. shall be given registration priority for programs and activities sponsored by the city. The Director of Parks and Recreation or his/her designee shall develop administrative procedures for managing the registration process for recreation programs that may be amended from time to time.

These users shall have at least one week to register for programs before the opportunity is made available to non-Redmond users as defined in II.G. This priority may be waived by the Director of Parks and Recreation or his/her designee for special population groups, such as senior citizens, or for programs that are cosponsored by another organization, business or agency whose service area extends outside the Redmond city limits.

Non-Redmond users shall pay an additional program fee of at least 20% of the stated fee or charge, when registering for programs. This additional fee may be reduced or waived by the Director of Parks and Recreation, or his/her designee for cosponsored programs or when market conditions warrant a lesser fee.

IV. FEES AND CHARGES FOR CITY SPONSORED CLASSES, PROGRAMS AND ACTIVITIES

- A. Fees for recreation programs and activities shall vary from program to program and shall be set by the Director of Parks and Recreation or his/her designee. Fees shall be established according to the following policy for 1) self-sustaining programs and 2) general benefit programs:
1. Self-sustaining programs are those where the fee is intended to offset 120 - 140 percent of the direct program cost. The revenue collected in excess of the direct cost is intended to offset a portion of the Recreation Divisions administrative cost of providing the program or activity.
 2. General Benefit programs are intended to benefit all or a portion of the Redmond public and fees are established to offset a portion of the cost of the program, or are offered free. These programs include community special events and programs or activities provided to persons with special needs.
- B. Fee Reduction/Waiver Program: A portion of fees collected for Recreation Programs shall be used to provide fee waivers or registration fee reductions for individuals in the case of financial hardship. Administrative policies shall be established by the Director of Parks and Recreation or his/her designee.

V. PRIORITY USE OF FACILITIES

- A. The City of Redmond has identified the Redmond city limits as its priority area of focus in providing reserved use of parks and recreation facilities and services.
- B. The first priority user of all parks and recreation facilities shall be the Redmond Parks Department for is sponsored or co-sponsored recreation programs or activities.
- C. The second priority user shall be other public agencies located in the primary Redmond service area and covered by an intergovernmental agreement, such as the Lake Washington School District.

- D. The third priority user, when facilities are not scheduled for department sponsored or co-sponsored activities, and is not in use by other governmental agencies, shall be Redmond individuals, teams, groups, or organizations. These users shall have at least one week to register for programs or reserve facilities before the opportunity is made available to non-Redmond users.
- E. The fourth priority user shall be non-Redmond individuals, teams, groups, or organizations.

Fourth priority users shall pay an additional administrative fee of at least 20% of the stated fee or charge, when reserving facilities. This additional fee may be reduced or waived by the Director of Parks and Recreation, or his/her designee for cosponsored programs or when market conditions warrant a lesser fee.

Non-Redmond teams, and groups or organizations may schedule facilities or play in the leagues on a space available basis. These users shall pay an additional fee, to be determined on a program-by-program basis.

- F. Scheduling Athletic Facilities: In order to assure the maximum recreational use of limited athletic facilities, the following conditions shall apply:
1. Qualifying Teams and Organizations: Individual teams or athletic organizations shall only qualify as a third priority users on their own merit. Teams and organizations may not qualify as a third priority user through an affiliation with an "umbrella" organization, which does qualify.
 2. Recreational vs. Select Programs: Redmond organizations which are open to all interested parties by offering a range of opportunities, regardless of skill level, shall have a higher scheduling priority than organizations that restrict participation by invitation or by skill level ability.
 3. Gender Balance: For comparable levels of play within requesting organizations, programs primarily for males or females shall be treated equally when the city assigns playing time.
 4. Special Procedure for Hartman Park Fields One through Six: Because of the high demand for these regulation sized little league baseball/softball fields, the city has established the following special scheduling procedure:
 - a. Facility space shall be block-scheduled to users, based on the total number of players in each organization ages 9-12 who are city residents as a percentage of the total number of city residents ages 9-12 from all requesting organizations. If an organization has older players who would normally play on 200-foot fields, then those city residents shall also be included in the percentage calculations.

- b. Approved users shall meet to balance the schedules as follows: Each organization shall have an equal proportion of prime slots and regular slots. Prime slots are defined as Tuesday, Wednesday, and Thursday evenings and Saturday after 1:00 p.m. In addition, game slots shall be equally distributed throughout the 12-week period beginning April 1. City staff shall approve the final schedules.

VI. RESERVATION OF REDMOND PARKS AND RECREATION FACILITIES

A. General Reserved Use: Items in this section are applicable to all facility requests.

1. Facility Use Request: Any individual, group, team, or organization desiring to reserve a Parks Department facility must submit a facility use request form to the Parks Department Office. For approved requests the Parks Department shall issue a Facility Use Permit.
2. Time Lines: Unless otherwise specified in this policy, or in procedures developed for individual facilities, requests from priority users shall be accepted up to twelve months in advance. Requests from non-priority users shall be accepted up to nine months in advance.
3. Fees: A fee will be charged to reserve use of all Parks Department facilities. Actual fees are set forth in the Fees and Charges Schedule. All fees shall be paid in full prior to use. A non-refundable deposit may be required for certain reservations as determined by the Parks Department.
4. Liability Insurance: For certain events the applicant will be required to maintain through the period of use, liability insurance in an amount specified by the city. The city shall be named as a additionally-insured.
5. Concessions: Parks users shall not provide concessions or sell for profit any items without written consent from the Parks Department.
6. Right to Cancel: The Parks Department reserves the right to cancel any scheduled facility use.
7. Park users shall not "sublet" any scheduled Parks Department facilities to any third party without written consent from the Parks Department.
8. All applicants shall read and sign and abide by the Parks Department Conditions of Facility Use on the application form prior to scheduled use of Parks Department facilities.

B. Reserved Use for Non-traditional Activities

1. Facility Use Request: Applicants must submit a completed Non-traditional Use Request form for approval by the Parks and Recreation Department. For selected events the applicant must also complete a City or Redmond Special Events form as well.
2. Non-Refundable Deposit: At the time of approval the applicant shall submit a non-refundable deposit as set forth in the Fees and Charges Schedule. Should the applicant cancel the activity, the applicant will forfeit the deposit to the city. If the city cancels the event, the deposit will be fully refunded.
3. Liability Insurance: For all non-traditional activities, the applicant shall be required to maintain, throughout the duration of the event, liability insurance in an amount specified by the city. The Risk Manager may waive this requirement. The city shall be named as a co-insured. The applicant must submit a Certificate of Insurance and required endorsements 15 business days prior to the beginning of the event, and maintain coverage through out the duration of the activity.
4. Fees: The applicant may be assessed an additional fee intended to offset the direct cost to the city of providing the facility and associated administrative services. Such costs are set forth in the Fees and Charges Schedule.

C. Reserved use of Athletic Facilities

1. Because of the high demand for limited athletic facilities, the following policies are established for "general reserved use" of athletic facilities.
2. League Play Requests – Priority user leagues, athletic associations, and other major groups and organizations may request and be granted facility use over an extended period for the purpose of providing for league play. Deadlines for these requests shall be scheduled by the city.
3. Individual Practice/Game Requests – Individual game slots shall be scheduled on a space available basis. Priority users may have up to two reservations on the books at one time and may reserve facilities up to four weeks in advance. Non-priority users may have only one reservation on the books at a time and may reserve facilities two weeks in advance.
4. Time Line – All requests for individual practice and game dates shall be submitted at least two business days in advance, except that for dates requiring field preparation or lights, which must be submitted one calendar week in advance.

5. Cancellations – The Parks Department reserves the right and authority to reschedule, postpone, or cancel practice or game schedules. When practice or game schedules are cancelled by the Parks Department, the applicant shall receive a credit for another facility reservation. When the user cancels a facility use request, the user forfeits all administrative fees paid.
6. Facility Maintenance – All facility maintenance shall be provided by Parks Department staff. Facility users shall not provide their own maintenance, such as lining or dragging fields, or make any modifications to any facility without written approval from the Parks Department.
7. On all athletic fields, play shall terminate at dusk on unlighted fields and no later than 11:00 p.m. on lighted fields from April –October and 10:30 p.m. from November – March, unless otherwise designated by the Parks Director.
8. Athletic field users may also be assessed a maintenance fee, with funds used for the maintenance, and upkeep of athletic facilities.
9. For use of premium fields, users shall be assessed a “premium field fee that shall be deposited in a separate fund for the purpose of future field replacement

VII. LONG TERM LEASE OF PARK FACILITIES

At selected facilities the city may lease designated space for a period of one to five years to businesses, groups or individuals meeting standards established by the Redmond City Council. Lease agreements shall be negotiated and administered by the Parks Director or his/her designee.

VIII. FEES AND CHARGES ADMINISTRATION

- A. For reserved use of Parks Department facilities, a fee will be charged. Fees are assessed to offset administrative, operational, maintenance and renovation costs.
- B. Said fees shall be set by the Fees and Charges Schedule as attached. The schedule shall be updated periodically, subject to the approval of the Park Board, and City Council.
- C. Reciprocal Benefit: Where the city is involved in a reciprocal agreement to utilize non-city owned facilities at no or reduced charge, the Parks Department shall assign fees as specified in the agreement (i.e., schools, churches, privately owned facilities), The city may also reduce or waive fees for organizations who enter into an agreement with the city to provide funding for improvement projects or inkind services that benefit the city.

IX. POLICY ADMINISTRATION

- A. The Park Director or designee is responsible for administering the Facility and Program 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 evaluate and review rules and regulations governing the use and management of city parks and recreation facilities, including the power to fix charges for the use of park, playground and other recreational facility equipment or usage, subject to final approval by the Redmond City Council.

Approved by Redmond City Council: November 20, 2001