



# Parks and Recreation Guidelines

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## Facility Rentals

Relationships To Adopted Policies, Ordinance, Other Departments:

Municipal Code 13.24 City Park and Recreation Areas

Municipal Code 9.50.070 – Prohibition of Smoking

Municipal Code 13.28.020 – Sound Amplifying Devices

Guidelines for Programming Fees and Facility Reservation and Use Costs

AG303, Athletic Field Reservations and Field Use

AG309, Holiday Schedule for Recreation Facilities

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Approval: Tracy Novak, Director



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### Purpose

This guideline identifies facility rental policies for both overall and specific areas of Department operations.

1. **ALCOHOL.** Refer to municipal code 13.24.130 – Alcoholic Beverages. The Director may grant permission to possess and consume alcoholic beverages in a city building or identifiable area of a city park facility if the conditions within the code section are met.
  - a. Alcohol is prohibited at all aquatic facilities.
  - b. For any event involving alcohol, a request for permit must be made a minimum of 2 weeks in advance of the requested date, in order to schedule security guard service.
2. **AMUSEMENT APPARATUS.** Includes inflatables, dunking booths, rock climbing walls, etc. The Department maintains a list of vendors that are preapproved in terms of insurance coverage. Rock climbing walls and bungee type apparatus may require additional insurance coverage. Inflatables are acceptable in general outdoor park areas and indoors as space allows. No dunking booths are allowed, inside or outside, that require a hose connection; potable water must be provided separately by the user. Amusement apparatus are not allowed on game quality sports fields or aquatic facilities.
3. **ANIMALS.** Service dogs are permitted. All dogs must be on a leash.
4. **CANCELLATION/REFUND.** Refer to Guidelines for Programming Fees and Facility Reservation and Uses Costs, Exhibit A, Cancellation/Refund Policy (Program).
  - a. Fees paid to-date will be refunded, except for the administration fee, for cancellation of a rental agreement thirty days or more in advance of the use date. Fees paid to-date will be forfeited for cancellation of a rental agreement with less than thirty days notice from the permit use date.
  - b. **SPECIAL CANCELLATION.** The permittee will be issued a refund on circumstances that are out of staff control (i.e. power outage, equipment failure, or City-contracted services failed to perform). The refund will be from the time they leave to the end of their rental agreement;

unless permittee chooses to stay the remainder of their rental agreement in which case they will not be issued a refund.

- c. Refunds issued due to weather:
  - i. Aquatics – The applicant will be issued a refund due to inclement weather conditions from the time they leave to the end of their contract period. The Applicant may choose to stay the remainder of their pool party rental period (though not in the water) in which case they will not be issued a refund.
  - ii. Fields – Rental use of the athletic fields may be postponed or rescheduled due to inclement weather conditions. Refunds are not issued.
5. CANDLES. Birthday cake candles and candle light vigils are allowed in all areas. No other types of candles are allowed in any park and recreation facilities.
6. CAPACITY. Capacity is limited at each location as determined by the City Fire Marshal. The permittee must advise the Department in writing, of the number of persons expected to attend the activity at the time of the rental application.
7. CHAPERONES. As a condition of use, functions involving youth must have 1 adult (18 years of age or older) chaperone for every 10 youth (6-17) providing on site supervision and chaperoning during the rental.
8. CHARGING ADMISSION.
  - a. The rental application must reflect a request to charge admission or take donations during any event held during the time designated on the rental agreement.
9. CONCESSIONS. Concessions and Kitchens – Refer to Fees and Charges, Exhibit A, Concessions.
  - a. All rentals for the use are responsible for complying with Health Department regulations for the proper handling of food.
  - b. Aquatics: Concession areas are not provided for party rentals. These areas are available for swim meets only.
10. DAMAGE. Any damage to the facility which permittee discovers upon entry and inspection must be reported. Permittee agrees that any damage to, or loss of City property, or breach of the rental agreement is the sole responsibility of the Permittee. The permittee shall promptly pay any invoice rendered by the City for such damage, loss or breach, including but not limited to expenses incurred by the City due to Permittee's failure to vacate the property by the end of the designated rental period. Failure to pay damages will result in inability to allow future permits for any facility, for the permit holder or representatives.
  - a. Shelters: An inspection form is furnished by the Department for this purpose (see attachment).
11. DECORATIONS. The permittee must include sufficient time in the paid rental use period for installation of decorations. No decorations, indoor or outdoor, are allowed which may cause damage

to the facility or outdoor amenities. All decorations and fasteners must be removed from the facility at the conclusion of, and within the paid rental permit use time.

- a. Parks: Permittee's are restricted from harming trees or other amenities.

12. FACILITY RULES. Follow all posted facility rules, including Code of Conduct.

- a. Rentals may be terminated by Department staff at any time for failure to observe rules and regulations during the use of the facility.
- b. All reservations must be made in person by the permittee (the individual designated representative of the organization which is to use the facility). The permittee is responsible for the enforcement of all rules and regulations. Reservations may be made to individuals 18 years of age or older.
- c. Recreation Centers: No fog machines or helium filled balloons allowed.
- d. Sports Fields: Refer to AG303-Athletic Field Reservations and Field Use.
- e. Shelters: No fog machines or helium filled balloons allowed.
- f. Parks: No animals allowed, other than dogs on leash.

13. GLASS CONTAINERS. Glass containers are not allowed in sports fields, outdoor areas, open space parks, reserves, pavilions or plazas. In addition, they are not allowed within aquatic facilities or center facilities such as gymnasiums, boxing rooms, racquetball courts and fitness rooms.

- a. Glass containers are allowed at indoor shelters and multi-purpose rooms located at recreation centers, senior centers, or sports centers.

14. HELIUM. Helium balloons are not allowed in any park and recreation areas.

15. HOLIDAYS.

- a. Rental of Parks and Recreation facilities is not allowed on recognized holidays. See the complete schedule for holiday closures in the AG309 – Holiday Schedule for Recreation Facilities.
- b. Sports Fields: Sports Fields can be rented on all days of the year, without restriction for holidays.
- c. Rental of park shelters allowed on holidays.

16. JANITORIAL SERVICES. Any shelter or center rental usage requires the charging of a cleaning fee, which is set in Schedule C of the Guidelines for Programming Fees and Facility Reservation and Use Costs.

- a. Sports Fields: Users are responsible for their own clean up, and must place all litter in the proper receptacles.

- b. Aquatics: Users are responsible for their own clean up, and must place all litter in the dumpsters outside of the aquatics center.
17. MUSIC. Refer to municipal code 13.28.020 – Sound Amplifying Devices. A person or an organization desiring to use a sound amplifying device on a street, sidewalk, City park or other place held by the City for public use shall apply for and obtain a permit for such use in accordance with the requirements of municipal code.
- a. Permission must be obtained from the Department at the time the application is made before any individual or organization may allow music during the time designated on the rental agreement.
  - b. Shelters and Centers: Music must be moderate in volume and the entire audio system must remain inside the facility.
18. OTHER RENTALS: Booths and Commercial Enterprises
- a. Senior Centers: Display and solicitation may be allowed by invitation only, as part of an approved education or programmed use.
19. PAYMENT. Reservations made 31 days or more in advance require the payment of no less than 50% of the total cost to hold the reservation. The balance is due no later than 30 days in advance of the reservation. Any balance must be paid in full with cash, check or credit card or the reservation will be cancelled. Reservations made 30 days or less prior to the reservation date require the payment of 100% of the total cost to obtain the reservation, or the reservation will not be accepted.
- a. Aquatics: Rental of pool lanes by school districts is administered under the respective Intergovernmental Agreements. An advance purchase order is provided by the school districts based on the initial schedule they provide. The final invoice is generated from actual usage, and is submitted to the school districts by the third Thursday of each month. School district payment is within 30 days following invoice date.
20. PERSONAL PROPERTY. Personal property must be removed at the end of the facility use rental period. The Department is not responsible for any personal property or equipment left in or near the facility after the reservation is concluded. Found items will be held for seven calendar days at the facility, and then turned in to Property Control.
- a. Shelters: Found items will be held at the Parks and Recreation administrative offices during the holding period.
21. RENTAL PERIOD.
- a. The facility is to be used by the permittee only, and only during the time designated on the agreement. Failure to limit usage of the facility to those hours will result in the permittee being billed for the additional facility use time.
  - b. The last half hour of the rental will be used to vacate the facility. Music and catering services will conclude and all trash will be placed in trash cans.



22. RESERVATIONS – ADVANCED. Reservations can be made up to one year in advance, except as indicated below.

- a. Aquatics: Private party rentals cannot be scheduled more than 30 days in advance. Swim teams are required to submit requests for lanes by May 31<sup>st</sup> for the upcoming fall/winter/spring (school year) and by January 31<sup>st</sup> for the upcoming summer.
- b. Sports Fields: Refer to AG303 – Athletic Field Reservations and Field Use. Permits for practice activities on City-operated sports fields are available through the City’s Sports Office.

23. SECURITY GUARD SERVICE.

- a. All rentals involving alcohol require guard service at a ratio of one security guard for every 100 persons.
- b. Special Security: Guard services deemed necessary due to unique events require Director, or designee, written approval in order to impose this condition.

24. SET-UP.

- a. Recreation and Senior Centers: Staff provide general placement of tables and chairs, based on a layout provided in advance by the applicant.
- b. Aquatics: Tables and chairs are not provided. Permittee must provide own set-up of equipment, take down all their decorations, and throw the trash in the dumpsters provided outside of the aquatic center.
- c. Sports Fields: Initial field lining is provided in advance by staff.
- d. Shelters: Table and chair setup made by permittee. The contracted janitorial will tear down.

25. SMOKING. Refer to municipal code 9.50.070 – Prohibition of Smoking. All facilities owned by the City shall be non-smoking at all times. This includes park areas.

26. TRANSERS/REFUNDS – Refer to Fees and Charges, Exhibit A, Cancellation/Refund Policy.

- a. Any transfer will require completion of a new application.
- b. The reservation may be transferred to an alternate date at any facility of similar size (if available) within 3 months, but no sooner than 2 weeks prior to the original date and a new permit must be initiated. A \$7 administration fee will apply to the new permit.
- c. Sports Fields: Transfer of practice field rental permits are allowed for weather related issues only.
- d. All approved refunds will be mailed directly from the City Comptroller to the applicant.

27. VEHICULAR TRAFFIC is limited to designated parking lots and roadways. No driving or parking is allowed on any landscape/park areas.

- a. Special circumstances may allow parking, with written approval as identified within the permit, in non-parking areas.