

RESOLUTION NO. CLXI (161)

A RESOLUTION IMPOSING FEES FOR RESERVATION OF PARK FACILITIES TO ORGANIZE THE USE OF PARK FACILITIES TO THEIR FULLEST POTENTIAL.

WHEREAS, the City of Wilsonville finds that in order to provide an orderly and efficient use of its park facilities to their fullest potential, a reservation system is in the public interest and that costs of processing applications and maintenance of the park facilities in conjunction with a user reservation system necessitate the establishment and collection of the fees as set forth below.

NOW, THEREFORE, THE CITY OF WILSONVILLE RESOLVES, as follows:

Section 1: Establishment of Fees and Crediting of Funds

The following fees shall be collected by the City of Wilsonville or delegated staff person and placed in the Park Fund.

- A. A \$10.00 non-returnable application fee shall be required for all park reservation requests.
- B. A fee shall be collected for reservation of facilities of community and urban parks and placed in the Park Fund to be expended for park maintenance according to the following schedule:

1. For reservation of picnic area:

	<u>Reservation Fee</u>	<u>Refundable Clean-up Fee</u>
Group of up to 50 people	No Charge	\$ 25.00/day
Group of 50 to 100	\$10.00/day	35.00/day
Group of 100 to 150	15.00/day	50.00/day
Group of 150 to 250	30.00/day	75.00/day
Group of over 250	50.00/day	100.00/day

2. Reservations of special areas or services:

<u>Soccer Fields</u> schedule:	<u>League or Organized</u> fee per week of play:			<u>Non-League</u> **
	1 field	2 fields	3 fields	
1 day/week	\$ 10.00	20.00	30.00	
2 days/week	20.00	40.00	60.00	
3 days/week	30.00	60.00	90.00	
4 days/week	40.00	80.00	120.00	
5 days/week	50.00	100.00	150.00	

** All sign-ups will be on a first come first serve basis under the City of Wilsonville Parks reservation procedure, and will not conflict with League play. Same fee schedule as League play.

Tournaments will be charged on a daily use of \$10.00 per field per day.

Baseball and Softball Diamonds

Fees per week of play:

Wilsonville Softball Association or other League or sponsored team:

	<u>1 field</u>	<u>2 fields</u>	<u>3 fields</u>	<u>4 fields</u>
1day/week	20.00	40.00	60.00	80.00
2 days/week	40.00	80.00	120.00	160.00
3 days/week	60.00	120.00	180.00	240.00
4 days/week	80.00	160.00	240.00	320.00
5 days/week	100.00	200.00	300.00	400.00

Baseball and Softball Tournaments

1. Softball or baseball tournaments will be charged at \$35.00 per field, per day.
2. Fields will be ready for play on the day of the tournament.
3. Additional maintenance of fields will be done by the sponsor of the tournament unless other arrangements can be made with the city of Wilsonville.
4. Tournaments will be scheduled on a first come first serve basis.
Applications must be made at least two (2) weeks in advance.
5. All concessions, whether during League play, tournaments, or any other function must first be approved by the Wilsonville City Council.

Non-League Baseball and Softball

1. All non-league use of the fields will be on a reservation application basis and will in no way affect League play.
2. All non-league games will be scheduled during times or days when League play is not in progress.
3. There will be no charge for non-league play.
4. No maintenance will be done on the field prior to a scheduled non-league game.
5. Anyone wishing to play softball or baseball on the fields without an application to reserve the field may do so providing:
 - a. They relinquish the field in the event a group with a reservation for the field wishes to use the field at that time.
 - b. The fields are used in a manner by which no damage is done to the field or appurtenances (backstop, fence, bases, lights, etc.). The Public Works Director or appointed representative of the Public Works Director may restrict the use of the field by ejecting the group from the park for misuse of park facilities.

Tennis Courts

1. No charge for use of tennis courts, except for cost of the use of lights.
2. Lights are metered and coin operated.
3. Tournaments will be charged at \$25.00/day for each day reserved.

Riding Arena

1. Riding arena may be reserved for group functions and horeshows, etc. at a rate of \$35.00 per day.
2. Reservations are on a first come first serve basis.
3. Additional costs incurred by the City because of abuse or excessive cleanup/repair (as determined by the Public Works Director) shall be charged to the reserving group creating the added costs. All such excessive clean-up/repair shall be documented by the Parks crew, including photographs, and filed at City Hall.
4. Fees for special equipment and/or personnel used to complete the request of the applicant will be billed to the person in charge, after the completion of the computation for the special equipment and/or personnel used to complete the special request.
5. Clean-up fees shall be refunded for reservation of picnic areas providing the picnic area is left in as good or better condition than when the reservation

party arrived. If the facilities are left in good condition, the clean-up fee shall be refunded within 10 working days.

6. Use of the City facilities not for fund raising will be handled on an individual basis. Groups or individuals desiring to conduct fund raising activities should apply for a "Special Use Permit" on the application form, and will be required to present their fee structure for review. This paragraph does not apply to those organizations listed in Section 3B of this Resolution No. 161.
7. All reservations are on a day use only basis unless otherwise designated on the application form. However, if reserved area is only to be used half a day, another reservation party may use the facility at an earlier/later time.

Section 2: Refund of Fees

Any group seeking a refund because of inability to use facilities as requested shall submit a written statement of refund request, to include:

- A. Name of group, address and telephone number.
- B. Name, address and phone number of person/group to whom refund is to be paid.

- C. The reason for seeking the refund and the amount requested.

Any refund requests must be approved by the Public Works Director.

Section 3: Waiver of Reservation Fees

A waiver of reservation fees may be granted by the Public Works Director and a denial of a waiver request shall be automatically reviewed by the City Council which shall decide the matter.

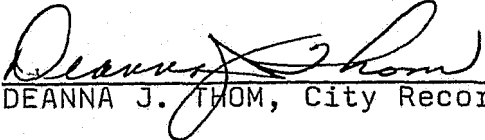
- A. No waivers shall be granted for the application fee, except as mentioned below:
1. West Linn School District
 2. Community Education
- B. Reservation fees may be waived by approval of the Public Works Director. Public Works Director to set up meeting for fee waiver approvals. Those exempt from reservation fee are:
1. West Linn School District
 2. Community Education
 3. Boones Ferry Days, Inc.

ADOPTED by the Wilsonville City Council at a regular meeting thereof this 16th day of March, 1981, and filed

with the Wilsonville City Recorder this same date.


WILLIAM G. LOWRIE, Mayor

ATTEST:


DEANNA J. THOM, City Recorder