

RESOLUTION NO. 223

A RESOLUTION IMPOSING FEES FOR RESERVATION OF PARK FACILITIES TO ORGANIZE THE USE OF PARK FACILITIES TO THEIR FULLEST POTENTIAL AND REPEALING RESOLUTIONS 161 AND 218.

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: General Information and Special Conditions

- A. A \$10.00 non-returnable application fee shall be required for all park reservation requests.
- B. In addition, a fee which is listed in Section 2 below shall be collected for reservation of facilities of community and urban parks and placed in the Park Recreational Fund to be expended for park maintenance of Recreational Facilities.
- C. Applications must be made at least two (2) weeks in advance of park use. Application and Reservation fees and any cleanup fees listed in Section 2 below must be received 2 weeks prior to reservation.
- D. All concessions, whether during league play, tournaments, or any other functions must first be approved by the Wilsonville City Council.
- E. Cleanup fees, as listed in Section 2 below, shall be refunded for reservation of picnic areas or special use areas providing the picnic

area or special use area is left in as good or better condition than it was in when reservation party arrived. The Public Works Director (Director) or a person designated by the Director shall provide documentation for reservation cleanup under the following procedure.

1. Pictures before and immediately following reservation, with time picture was taken noted on the picture.
  2. The person designated by the Director shall then by his/her signature on the reservation form approve cleanup fee to be refunded.
  3. Cleanup fee upon approval by the person designated by the Director shall be returned within 10 working days from reservation date.
  4. If cleanup fee is not refunded a copy of the refund denial will be sent to the applicant.
- F. Additional costs incurred by the City because of abuse of excessive cleanup/repair (as determined by the Public Works Director or designated staff person) shall be charged to the reserving group creating the added costs. All such excessive cleanup/repair shall be documented by the Park crew. Said documentation may consist of photographs and shall be filed at City Hall.
- G. In case of special requests, fees for special equipment and/or personnel used to complete the request of the applicant will be billed to the person in charge of the activity, after the completion of the computation

of costs for the special equipment and/or personnel used to complete the special request.

- H. Use of the City facilities for non-fund raising events will be handled on an individual basis. Groups or individuals desiring to conduct fund raising activities shall apply for a "Special Condition Permit" on a separate application form, and will be required to present their fee structure for review. This also includes groups listed in Section 4B of this Resolution.
- I. 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 of day, another reservation party may use the facility at an earlier/later time.
- J. Any person(s), or reservation group in violation of Wilsonville Code 3.000 to 3.030, this or any resolution pertaining to Park rules adopted by the City Council shall be subject to ejection from any City Park. Nothing in this provision is to be interpreted as limiting the City, its employees or agents from instituting any other remedy or claim it may have against such a violator.

SECTION 2: Establishment of Fees and Crediting of Funds

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

- 1. For Reservation of picnic areas, special use permits, a refundable cleanup fee will be charged.

Group of up to 50 people	\$ 25.00/day
Group of 50 to 100 people	\$ 35.00/day
Group of 100 to 150 people	\$ 50.00/day
Group of 150 to 250 people	\$ 75.00/day
Group of over 250 people	\$100.00/day

2. For Reservation of Special Use Areas

A. <u>Reserved Area</u>	<u>Reservation Fee</u>
Large Shelter (Area "A")	\$ 35.00/day
Small Shelter (Area "B")	\$ 25.00/day
Entrance Picnic Area	\$ 20.00/day

B. Baseball and Softball Diamonds

League	\$ 22.50/field/day
Tournament	\$ 35.00/field/day

C. Soccer Fields

League or Organized Play	\$ 22.50/field/day
Tournament	\$ 22.50/field/day

D. Tennis Courts

1. No charge for use of tennis courts for non-tournament use.
2. Tournaments will be charged \$25.00/day for each day reserved.
3. Reservation are on a first come first serve basis.

E. Riding Arena

1. Riding arena may be reserved for group functions and horse shows, etc. at a rate of \$35.00 per day.
2. Reservations are on a first come first serve basis.

### Non-League Baseball and Softball

1. All non-league use of the fields will be on a reservation application basis, except as listed in paragraph 5 below, 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, however a \$10.00 application fee shall be paid.
4. No maintenance by the City 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 in which no damage is done to the field or appurtenances (backstop, fence, bases, lights, etc.)

### Soccer-Baseball and Softball Tournaments

1. The City shall have all fields ready for play for each day of the tournament.
2. Additional maintenance of fields will be done by the sponsor of the tournament unless other arrangements are made with the City of Wilsonville.
3. Tournaments will be scheduled on a first come first serve basis.

SECTION 3: Refund of Fees

Any group seeking a refund of reservation and/or cleanup fees because of inability to use facilities as reserved shall submit a written statement or 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 4: Waiver of Reservation or Application Fees


A waiver of reservation or application 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. The Public Works Director shall set up a meeting for fee waiver approvals. Those exempt from the reservation fee are:
  1. West Linn School District
  2. Community Education
  3. Boones Ferry Days, Inc.

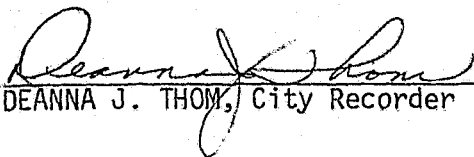
SECTION 5: Repeal of Prior Resolutions

Upon adoption of this Resolution No. 223 by the City Council, Resolutions No. 161 and 218 are hereby repealed.

ADOPTED by the Wilsonville City Council at a regular meeting thereof  
this 19th day of April, 1982, and filed with the Wilsonville  
City Recorder this same date.

  
WILLIAM G. LOWRIE, Mayor

ATTEST:

  
DEANNA J. THOM, City Recorder