

RESOLUTION NO. 270

A RESOLUTION IMPOSING FEES FOR RESERVATION OF PARK FACILITIES TO ORGANIZE THE USE OF PARK FACILITIES TO THEIR FULLEST POTENTIAL; AND REPEALING RESOLUTION #223.

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: DEFINITIONS

Reservation - The reserving of a specific area or facility in the Parks for a specific time(s) and date(s)

Reservation Fee - A monetary charge for the use of the facility being reserved, the fee is used to offset cost incurred for providing this service.

Application Fee - A monetary charge for processing the application for the applicant, the fee is used to offset cost incurred during the application process.

Cleanup Fees - A monetary charge for cleaning up the facility being reserved if the applicant fails to do so. This fee is refundable upon approval by the Director or designated staff person.

Director - Public Works Director for the City of Wilsonville or a person designated by the Director to carryout a certain function.

Applicant - Any person(s) at least 21 years of age with proper credentials (i.e. valid driver license, O.L.C.C. and etc)

Team - A group of person(s) organized to participate in activities such as soccer, softball, baseball, football, etc.

League Play - A group of teams organized to participate in scheduled activities such as soccer games, softball games, baseball games, football games, etc.

Organized Play - A group of person(s) organized to participate in activities such as soccer, softball, baseball, football, etc., however do not necessarily form a team for league play. In any instance must reserve facilities for games or sports activities or tournaments.

Tournament - A group of teams or leagues organized to compete with each other for sport or awards, and in order to do so would need to reserve such facilities as pertain to the activity.

Non-League - All person(s) wishing to participate in sports activities, but are not typically a member of a league, team or tournament. Typically a family picnic or group wishing to utilize 1 field for a short period of time. (i.e. 1 or 2 hours)

## SECTION 2: 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 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 fees and Reservation fees and any cleanup fees listed in Section 3 below must be received 2 weeks prior to reservation, unless otherwise specified by the Director.
- D. All concessions, whether during league play, tournament, or any other functions must first be recommended by the Park Commission, and 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 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 or excessive cleanup/repair (as determined by the 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 applied to the reservation fee. A computation of cost for the equipment or personnel used to complete the request shall be completed by the Park staff and submitted to the Director for approval. The applicant will then sign the reservation form to include all costs for special requests.
- 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 5B of this Resolution.
- I. All reservations are on a day use only basis unless otherwise designed 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 3: 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 Fund.

1. For reservation of picnic areas, special use area, a refundable cleanup fee will be charged as follows:

Group of up to 49 people	\$ 25.00/day
Group of 50 to 99 people	\$ 35.00/day
Group of 100 to 149 people	\$ 50.00/day
Group of 150 to 249 people	\$ 75.00/day
Group of over 250 people	\$ 100.00/day

2. For reservation of Special Use Areas

<u>A. Reserved Area</u>	<u>Reservation Fee</u>	<u>Maximum Amount of People Inside Picnic Shelter</u>	<u>Maximum Amount of People Inside Picnic Area</u>
Large Shelter (Area "A")	\$ 35.00/day	150	250
Small Shelter (Area "B")	\$ 25.00/day	35	100
Entrance Picnic Area	\$ 20.00/day	-	100

Any additional equipment or services necessary to complete a reservation

shall be handled under Section 2G,

<u>B. Baseball and Softball Diamonds</u>	<u>With Field Preparation</u>	<u>Without Field Preparation</u>	<u>Without Field Preparation but Including Lights</u>
League or Organized Play	\$ 22.50/field/day	\$ 10.00/field/day	\$ 15.00/field/day
Tournaments for League Play or Organized Play	\$ 35.00/field/day	\$ 15.00/field/day	\$ 20.00/field/day

- C. Soccer Fields

League or Organized Play	\$ 22.50/field/day
Tournaments for League Play or Organized Play	\$ 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.

F. Boones Ferry Park	Reservation Fee	Maximum Amount of People Inside Picnic Shelter	Maximum Amount of People Inside Picnic Area
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1. Old City Hall Meeting Room	\$ 15.00	25	75
2. Reserved Picnic Area	\$ 25.00	35	---

- a) This area reserved for family picnics only with a maximum capacity of 35 people.
- b) All applications for this area shall be reviewed and approved by the Director to assure that Boones Ferry Park will not be overcrowded.

G. 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.)

H. 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 4: 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 Director.

SECTION 5: WAIVER OF RESERVATION OR APPLICATION FEES

A waiver of reservation application fees may be granted by the 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 Director. The 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 6: REPEAL OF PRIOR RESOLUTION

Upon adoption of this Resolution No. 270 by the City Council, Resolutions No. 161, No. 218 and No. 223 are hereby repealed.

ADOPTED by the Wilsonville City Council at a regular meeting thereof this 16th day of August, 1982, and filed with the Wilsonville City Recorder this same date.

  
WILLIAM G. LOWRIE, Mayor

ATTEST:

  
DEANNA J. THOM, City Recorder



CITY OF WILSONVILLE

# MEMO

August 12, 1982  
DATE

TO: Mayor and City Council

FROM: Larry R. Blanchard *L.R.*  
Public Works Director

SUBJECT: Revisions to Resolution #223 - Park Fee

In providing the continuance of monitoring our procedures for implimentation of Park User Fees, a number of changes were necessary in order to provide a more efficient and precise method of administering the Park User Fee Program. The necessary changes are as follows:

Section 1: Definitions: This section was added in order to define those fee, charges, and terms most commonly used for Park Reservations.

Section 2: Previously Section 1: Section 2B removed recreation between Park and Fund since there is no seperate Park Recreational Fund just a Park Fund.

Section 2F: 8th work of sentence should be of not or.

Section 3: Establishing of Fees and Crediting Funds previously Section 2

Section 3I: 8th word should be changed to areas instead of permits. Also group number were changed to eliminate confusion.

Section 3

(2)A: Added maximum amounts of people in shelters and maximum amount within picnic area. The City has presently enough tables to seat the maximum 450 possible reservations plus those who would have individual family picnic. Facilities must be provided for general use of the park and by controlling the amount of people in the reservation areas the general public would not be eliminated from the use of picnic tables. Fees stay the same.

Section 3

(2)B: Added organized play to the headings.

Numerous groups were asking for reservations for use of softball, baseball and soccer fields but did not want the field prepared, however asked for bases, flags to be left out etc. No section in Resolution #223 could charge for this type of reservation with or without the use of lights.

Also tournaments were being formed under the same organization as stated above and asking for the utilization of 2-4 fields. Although this constitutes a tournament there were no charges set aside for the reservation of these fields.

Section 3

(2)C: Add "Organized Play" to the headings.

Section 3

(2)F: Added a Section regarding picnic reservations in Boones Ferry Park because of numerous requests for using the facilities, and in order to eliminate the possibility of congesting the Public use of the Park, the amount of people reserving the picnic areas have been limited.

LRB:ks