

RESOLUTION NO. 732

A RESOLUTION IMPOSING FEES FOR RESERVATION OF PARK AND RECREATION FACILITIES TO ORGANIZE THE USE OF PARK FACILITIES TO THEIR GREATEST POTENTIAL; AND REPEALING RESOLUTIONS NO. 597 AND 618.

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

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

SECTION 1: DEFINITIONS

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

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

Clean-Up Deposit - A monetary charge for cleaning up the facility being reserved if the applicant fails to do so. This deposit is refundable upon approval by the Director of Parks and Recreation or designated staff person and shall be paid by a separate check.

Director - Person in charge of Parks and Recreation for the City of Wilsonville or a person designated by the Director to carry out a certain function.

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 persons organized to participate in activities such as soccer, softball, baseball, football, etc., however, they do not necessarily need to form a team for league play.

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

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

Team - A group of persons organized to participate in activities such as soccer, softball, baseball, football, etc.

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

SECTION 2: GENERAL INFORMATION AND SPECIAL CONDITIONS

- A. All reservations shall be accepted beginning on February 1 of each year with the last reservation date for the use of the park being September 30. Reservations are made on a first come, first serve basis.
- B. Reservation fees, a non-refundable ten dollar (\$10) application fee and a clean-up deposit shall be collected for the reservation of Park & Recreation areas and facilities and placed in the Parks & Recreation Fund. These fees and deposits are listed in Section 3 below. No area shall be held or reserved until all fees and deposits have been paid.
- C. Clean-up deposits, as listed in Section 3 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 clean up under the following procedure:
 1. The designated person shall inspect the picnic area before and immediately following reservation, with the appropriate notes relative to clean-up being taken.
 2. The person designated by the Director shall then, by his/her signature on the inspection report, approve or deny refund of clean-up deposit.
 3. The clean-up deposit, upon approval by the person designated by the Director, shall be refunded within three weeks from reservation date.
 4. When a clean-up deposit refund is denied, a copy of the inspection report will be sent to the applicant.

- D. All concessions, whether operated by profit or non-profit organizations, must complete a concessionaire application and be approved by the Park & Recreation Director. The Director may refer concession applications to the City Council. A fifteen dollar (\$15) fee shall be collected with all concession applications (Exception: non-profit organizations). A separate damage deposit check of twenty-five (\$25) must accompany the concession application. This deposit will be held until the Park & Recreation Director, or designated park personnel, verifies that the area was left in good condition.
- E. Additional costs incurred by the City because of abuse or excessive clean-up/repair (as determined by the Director or designated staff person) shall be charged to the reserving group creating the added costs. All such excessive clean-up/repair shall be documented by the City Park staff. Said documentation may consist of photographs and shall be filed at City Hall.
- F. In cases of special requests, fees for special equipment and/or personnel used to complete the request of the applicant will be added to the reservation fee and paid in advance. A computation of cost of 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.
- G. Use of 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 Use Permit" on a separate application form, and will be required to present their Fund Raising Format for review. This also includes groups listed in Section 5B of this resolution.
- H. All reservations are on a day use basis unless otherwise designated on the application form.
- I. Any person(s) or reservation group in violation of Wilsonville Code 3.000 to 3.030, this or any resolution pertaining to Parks and Recreation 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 deposits and fees shall be collected by the City of Wilsonville or designated staff person and placed in the Parks and Recreation Fund.

A. For reservation of picnic areas and special use area(s), a refundable clean-up deposit will be charged as follows:

Less than 100 persons	\$ 25
100 - 250 persons	\$ 50
250+ persons	\$100

B. For reservation of Special Use Area(s), a ten dollar (\$10) non-refundable application fee is required for all park reservation requests and is included with the reservation fee.

1.	<u>Reserved Area</u>	<u>Reservation and Application Fee</u>	<u>Maximum amt. of people</u>
	Entrance Area "A"	\$40	100
	Playground Area "B"	\$45	100
	River Shelter Area "C"		250+
	Less than 100-	\$85	
	100-250 -	\$110	
	250+ -	\$110 + \$25 for every 100 people over 250	250+
	Horse Arena Area "D"		
	Less than 100 -	\$85	
	100 - 250-	\$110	
	250+ -	\$110 + \$25 for every 100 people over 250	

2. Baseball & Softball Diamonds

**To ensure a more consistent upkeep of the fields - Field Preparation by City Crews will be required prior to any field usage.

**Regular League/Organized Play \$35/field per day
 **Tournaments \$45/field per day

Lights - Regular League \$15/field per day
 Tournaments \$20/field per day

3. Tennis Courts

- a. No charge for use of tennis courts for non-tournament use.
- b. Tournaments will be charged \$35/day for each day reserved.

4. Riding Arena
 a. Riding arena may be reserved for group functions and horse shows, etc., at a rate of \$45 per day.

5. Boones Ferry Park Reservation Fees

Reserved Area	Reservation and Application Fee	Maximum amt. of people
a. Tauchman House Meeting Room & Kitchen Area	\$10/hr. (Minimum fee of \$25)	35
b. Reserved Picnic Area	\$45	100

- (1) All applications for this area shall be reviewed and approved by the Director to assure that Boones Ferry Park will not be over-crowded.

6. Unscheduled Baseball/Softball

Anyone wishing to play softball or baseball on the fields without a reservation permit may do so, providing:

- a. They relinquish the field in the event a group with a reservation for the field wishes to use that 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.)

7. Soccer, Baseball, & Softball Tournaments

- a. The City shall have all fields ready for play each day of the tournament.

8. Hot Air Balloons

- a. Commercial and Recreational - One year permit from January 1 - December 31.

Permit Fee:	\$100
One time launch permit fee:	\$ 10

- b. Tethered balloons will be allowed in the park

One time permit fee:	\$ 15
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- c. Rules & regulations - Commercial and Recreational Air Balloons

1. No launch before 6:30 a.m.
2. Provide certificate of insurance as set forth in Section 3(B)(10).
3. Provide 5 X 7 color photograph of balloon.

4. Provide registered N Number (N#). Provide license number of chase vehicle.
5. Must abide by all FAA Regulations which includes maintaining a 500' minimum altitude over all residential areas. Balloons must rise immediately after launch to a 500 foot altitude. Climb rate must be at least 200 - 250 feet per minute.
6. No landing within city limits without prior written permission of property owner, unless an emergency.
7. Any violation of the Rules and Regulations will result in permit being revoked. The Park & Recreation Director shall have temporary authority to immediately revoke a permit until the balloonist has the opportunity to appeal his/her case in front of the Park & Recreation Advisory Board. The Park & Recreation Advisory Board may revoke a permit as well as stipulate a reapplication permit date.

9. Forfeiture Of Fees

- a. Picnic shelter reservations, tournaments, special use, tennis courts, riding arena, Boones Ferry Park and other reservations shall forfeit fee for the following reasons:
 1. If a cancellation is done within thirty (30) days prior to reservation date, all fees except for the ten dollar (\$10) application fee will be returned.
 2. If cancellation of reservation is done between twenty-nine (29) days and fifteen (15) days of the reservation date, fifty percent (50%) of all fees paid shall be returned to the applicant.
 3. If cancellation occurs from fifteen (15) days before the reservation, one hundred percent (100%) of all fees shall be forfeited, except clean-up deposit.
- b. Cancellations of a reservation can only be done in writing to the Parks and Recreation Department. Confirmation of reservation shall be in writing from the City. If NO reservation cancellation confirmation is received, then applicant is responsible for final cancellation confirmation.

- c. Cancellation of reservation due to weather or inability of facility to be utilized shall be dealt with on an individual basis as in Section 4.

10. Certificate Of Insurance

All reservations for league play or tournament play shall require a copy of insurance which includes a hold harmless clause for the City of Wilsonville. A copy of insurance must accompany the reservation application and payment.

SECTION 4: REFUND OF FEES

Any group seeking a refund of reservation and/or clean-up deposit 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 request must be approved by the Director.

SECTION 5: WAIVER OF RESERVATION OR APPLICATION FEES


A waiver of reservation and application fees may be granted by the Parks and Recreation Director and a denial of a waiver request may be appealed in writing to the City Council whose decision on the matter shall be final.

- A. 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 fees are:
 - 1. Canby School District
 - 2. City of Wilsonville
 - 3. Community Education
 - 4. Sherwood School District
 - 5. West Linn School District

SECTION 6: REPEAL OF PRIOR RESOLUTIONS

Upon adoption of this resolution by the City Council, Resolutions No. 597, and No. 618 are hereby repealed.

ADOPTED by the Wilsonville City Council at a regular meeting thereof this 17th day of July, 1989, and filed with the Wilsonville City Recorder this same date.



JOHN M. LUDLOW, Mayor

ATTEST:

Vera A. Rojas

VERA A. ROJAS, City Recorder

SUMMARY of Votes:

Mayor Ludlow	<u>AYE</u>
Councilor Edwards	<u>AYE</u>
Councilor Chandler	<u>AYE</u>
Councilor Clarke	<u>AYE</u>
Councilor Dant	<u>AYE</u>