

RESOLUTION NO. 464

A RESOLUTION IMPOSING FEES FOR RESERVATION OF PARK FACILITIES TO ORGANIZE THE USE OF PARK FACILITIES TO THEIR GREATEST POTENTIAL; AND REPEALING RESOLUTION NO. 270.

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, necessitates the establishment and collection of the 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 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 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.

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 one field for a short period of time, (i.e., one or two hours).

Organized Play - A group of persons 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.

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

Reservation Fee - A monetary charge for the use of the 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 teams or leagues organized to compete with each other for sports or awards, and in order to do so, would need to reserve such facilities as pertain to the activity.

SECTION 2: GENERAL INFORMATION AND SPECIAL CONDITIONS

- A. A ten dollar (\$10) non-returnable application fee shall be required for all park reservation requests.
- B. In addition, a fee which is listed in Section 3 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. Application fees and reservation fees and any clean-up fees listed in Section 3 below, must be received within two (2) weeks of application date, unless otherwise specified by the Director.

All reservations shall be taken beginning January 1 of each year with the last reservation date for use of the park being October 31.

Wilsonville residents/businesses can make reservations on January 1 and all non-Wilsonville residents/businesses can make reservations thirty (30) days thereafter.

- 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. Clean-up fees, 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. 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 clean-up fee to be refunded.
 3. Clean-up fee, upon approval by the person designated by the Director, shall be returned within ten (10) working days from reservation date.
 4. If a clean-up 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 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 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 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.

A. For reservation of picnic areas and special use area, a refundable clean-up 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

B. For reservation of Special Use Areas

<u>1. 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 B7.

2. Baseball & Softball Diamonds	With Field Preparation	Without Field Preparation	Without Field Preparation but Including Lights
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

3. Soccer Fields	With Field Preparation	Without Field
League or Organized Play	\$22.50/field/ day	\$10.00/field/ day
Tournaments for League Play or Organized Play	\$22.50/field day	\$10.00/field/ day

4. Tennis Courts

- a. No charge for use of tennis courts for non-tournament use.
- b. Tournaments will be charged \$25.00/day for each day reserved.
- c. Reservations are on a first come, first serve basis.

5. Riding Arena

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

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

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

7. Non-League Baseball and Softball

- a. All non-league use of the fields will be on a reservation application basis, except as listed in paragraph (e) below, and will in no way affect League play.
- b. All non-league games will be scheduled during times or days when League play is not in progress.
- c. There will be no charge for non-league play, however, a \$10.00 application fee shall be paid.
- d. No maintenance by the City will be done on the field prior to a scheduled non-league game.
- e. Anyone wishing to play softball or baseball on the fields without an application to reserve the field, may do so providing:
 - (1) They relinquish the field in the event a group with a reservation for the field wishes to use the field at that time.
 - (2) The fields are used in a manner in which no damage is done to the field or appurtenances (backstop, fence, basis, lights, etc.)

8. Soccer, Baseball and Softball Tournaments

- a. The City shall have all fields ready for play for each

day of the tournament

- b. Additional maintenance of fields will be done by the sponsor of the tournament unless other arrangements are made with the City of Wilsonville.
- c. Tournaments will be scheduled on a first come, first serve basis.

9. Forfeiture of Fees

- a. Tournaments, special use, tennis courts, riding arena, Boones Ferry Park and other reservations shall forfeit fee for the following reasons:
 - (1) If a cancellation of reservation is done within thirty (30) days of the reservation date, all fees except 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 City Service Clerk. 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 to utilize facility shall be dealt with on an individual basis as in Section 4.

SECTION 4: REFUND OF FEES

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

SECTION 5: WAIVER OF RESERVATION OR APPLICATION FEES

A waiver of reservation or 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
 - 3. Canby School District
- B. Reservation fees may be waived by approval of the Director.
The Director shall set up a meeting for fee waiver approvals.

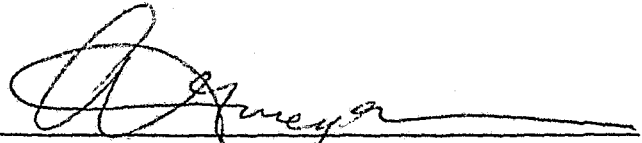
Those exempt from the reservation fee are:

1. West Linn School District
2. Community Education
3. Boones Ferry Days, Inc.
4. Canby School District

SECTION 6: REPEAL OF PRIOR RESOLUTIONS


Upon adoption of this resolution by the City Council, Resolutions No. 116, No. 218, No. 223 and No. 270 are hereby repealed.

ADOPTED by the Wilsonville City Council at a regular meeting thereof this 4th day of March, 1985, and filed with the Wilsonville City Recorder this same date.



A. G. MEYER, Mayor

ATTEST:



DEANNA J. THOM, City Recorder

CITY OF WILSONVILLE

MEMO

Council Meeting: March 4, 1985
Agenda Category: Legal Business

FEBRUARY 27, 1985
DATE

TO: MAYOR AND CITY COUNCIL

FROM: PARK COMMISSION/LARRY R. BLANCHARD *LRB*

SUBJECT: REVISIONS TO RESOLUTION NO. 270, COUNCIL BILL R- 118-85

The Park Commission, at their regularly scheduled meeting held on February 13th, at 6:00 p.m., in the Wilsonville City Council Chambers, did review Resolution No. 270; attached hereto for your reference and recommended revisions as shown in CB-R-118-85. During the review of Resolution No. 270, it became apparent that there were some discrepancies or deletions that need to be altered in order to continue the proper reservation procedures for the City.

In Section 2-C under GENERAL INFORMATION AND SPECIAL CONDITIONS, Item (C) has been changed to include the receipt of reservation fees, application fees and cleanup fees a minimum of two weeks in advance of the reservation date. The reason for this change was due to many applicants not paying their reservation fee until two to three days before the reservation. In many instances the applicant would cancel the reservation, which would leave that reserved area not used as had originally been intended.

Section 3-C, under ESTABLISHMENT OF FEES AND CREDITING OF FUNDS, Item (C) Soccer Fields - the amount of \$22.50 per field per day was set aside for field use with field preparation. However, it came to the attention of staff and management, that many reservations were being made for no field preparation. Some of the lines were still visible for the field prep., and these organizations were able to utilize the field without any financial commitment. Therefore, a \$10 per field per day charge will be assessed for field use with no preparation, under reservation process.

Under Section 3 ESTABLISHMENT OF FEES AND CREDITING OF FUNDS - we have added Section (I) Forfeiture of Fees - This section has been added due to the continuing problem with cancellation of reservations. Sometimes these cancellations would come on the very day that the reservation was to be made. By the short notice for a cancellation of reservation, the City was unable to find another group to utilize the facility. Therefore, we received a loss of revenue with a certain amount of administrative time being utilized to process the reservation.

RECOMMENDATION

Approval of CB-R-118-85 for revisions to the existing Resolution No. 270.

lrb:md

cc: Park Commission file - Correspondence