

RESOLUTION NO. 597

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. 464, 475, AND 533.

WHEREAS, the City of Wilsonville finds that in order to provide an orderly and efficient use of its park and recreation 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 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 of Parks and Recreation or designated staff person.

Director - Parks and Recreation 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.

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.

Reservation - The reserving of a specific area or facility in the park for a specific time(s) and 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 areas and/or facilities as pertain to the activity.

SECTION 2: GENERAL INFORMATION AND SPECIAL CONDITIONS

- A. A ten dollar (\$10) non-returnable application fee is required for all park reservation requests.
- B. In addition, a fee which is listed in Section 3 below, shall be collected for reservation of Park and Recreation areas and facilities and placed in the Parks and Recreation Fund.
- C. Applications must be made at least two (2) weeks in advance. Application fees, 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 accepted beginning on February 1 of each year with the last reservation date for the use of the park being October 31.

- D. All concessions, whether during league play, tournaments or other functions, must be requested in writing to the Parks and Recreation Commission and be 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. 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 fee.
 - 3. The clean-up fee, upon approval by the person designated by the Director, shall be refunded within three weeks from reservation date.
 - 4. When a clean-up fee refund is denied, a copy of the inspection report 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 City Park staff. Said documentation may consist of photographs and shall be filed at City Hall.
- G. 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. 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.
- 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 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.
- I. All reservations are on a day use only basis unless otherwise designated on the application form.
- J. 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 fees shall be collected by the City of Wilsonville or designated staff person and placed in the Park and Recreation Fund.

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

Less than 100 persons	\$25.00
100 - 250 persons	\$50.00
250+ persons	\$100.00

- B. For reservation of Special Use Areas:

1. Reserved Area	Reservation Fee	Maximum amt. of people
Entrance Area "A"	\$30.00	100
Playground Area "B"	\$35.00	100

River Shelter
Area "C"

250+

Less than 100 - \$75.00
100 - 250 - \$100.00
250+ - \$100.00 + \$25.00 for every 100 people over 250

Horse Arena
Area "D"

250+

Less than 100 - \$75.00
100 - 250 - \$100.00
250+ - \$100.00 + \$25.00 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 \$25.00/field per day
**Tournaments \$35.00/field per day

Lights - Regular League \$15.00/field per day
Tournaments \$20.00/field per day

3. 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.

4. 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 made on a first come, first serve basis.

5. Boones Ferry Park Reservation Fees -

Reserved Area	Reservation Fee	Maximum amt. of people
a. Old City Hall Meeting Room	\$15.00	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 overcrowded.

6. UNSCHEDULED BASEBALL/SOFTBALL

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 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 for each day of the tournament.
- b. Tournaments will be scheduled on a first come, first serve basis.

8. HOT AIR BALLOONS

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

Commercial Permit - \$100.00
Business License - \$ 50.00

- b. Recreational - One year permit from January 1 to December 31.

Park Permit - \$50.00

- c. Rules & regulations - Commercial & Recreational Hot Air Balloons:

1. Provide Certificate of Insurance as set forth in Section 10.
2. Provide 5 X 7 Color Photograph of Balloon.
3. Provide Registered Serial Number
4. Must Abide by all F.A.A. Regulations
5. No non-emergency landings within the City Limits other than parks, without prior written permission of the property owner.

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 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 certificate of insurance naming the City of Wilsonville as the third party insured, to be submitted to the City prior to the reservation date.

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 Parks and Recreation Director and a denial of a waiver request may be appealed in writing to the City Council who shall decide the matter.

- A. No waivers shall be granted for the application fees, 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 fees are:

1. West Linn School District
2. Community Education
3. Canby School District

SECTION 6: REPEAL OF PRIOR RESOLUTIONS

Upon adoption of this resolution by the City Council, Resolutions No. 464, No. 475, and No. 533 are hereby repealed.

ADOPTED by the Wilsonville City Council at a regular meeting thereof this 20th day of January, 1987, and filed with the Wilsonville City Recorder this same date.



William E. Stark, Mayor

ATTEST:


Vera A. Rojas, City Recorder

Summary of Votes:

Mayor Stark Aye
Councilor Gardiner Aye
Councilor Clarke Aye

Councilor Edwards Aye
Councilor Stokes Aye

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PARKS AND RECREATION - RESERVATION FEES PROPOSAL

	<u>EXISTING</u>	<u>1987 (PROPOSED)</u>
AREA "A"	\$20.00	\$30.00
AREA "B"	\$25.00	\$35.00
AREA "C"	\$35.00	75.00 (Less than 100) 100.00 (100-250) 100.00 + 25.00 (250 + additional per 100)
AREA "D"	not applicable	75.00 (Less than 100) 100.00 (100-250) 100.00 + 25.00 (250 + additional per 100)
SOFTBALL FIELD	\$22.50	\$25.00
HOT AIR BALLOONS	not applicable	100.00 (Commercial Permit) 50.00 (Business License) 50.00 (Recreation Permit)
CLEAN-UP FEES		
	up to 49 - 25.00	25.00 (Less than 100)
	50 - 99 - 35.00	50.00 (100 - 250)
	100 - 149 - 50.00	100.00 (250+)
	150 - 249 - 75.00	
	over 250 - 100.00	

/pjm

CITY OF



Wilsonville

30000 S.W. Town Center Loop E
P.O. Box 220 / Wilsonville, Oregon 97070-0220
503 / 682-1011

MEMORANDUM

DATE: JANUARY 12, 1987

TO: PETE WALL
CITY MANAGER

FROM: DONNA SHEWEY *Donna Shewey*
PARKS AND RECREATION COORDINATOR

SUBJECT: PARKS FEES PROPOSAL

In conjunction with the findings of the Ad Hoc Revenue Committee concerning Parks User Fees, this memorandum and attachments is being provided per your request for information to be used to revise the Park User Fee Resolution.

The attachments to this Memo include:

1. Existing Park User Fee Rate structure;
2. Proposed Park User Fee Rate structure;
3. Resolutions governing Park User Fees.

The changes identified in the proposed rate structure reflect the concern of the Parks Commission, Staff, and the Ad Hoc Revenue Committee. These concerns center around two elements of the existing rate structure.

The first element of concern is in regards to the inflexibility and inequity of the existing rate structure to provide more than one range of fees for the rental of existing picnic areas. It is jointly felt that the user fee should be based on the number of people using the facility, obviously the larger the gathering the greater the effect on the existing facility and the requirements for set-up, clean-up, and maintenance. The proposed rate structure recommends an escalating scale based on the number of participants renting each area.

The second area of concern includes a portion of the Resolution setting forth the rate structures. The portion to which reference is made allowing residents of Wilsonville preference to make an early reservation of the Park facilities. Since a substantial amount of grant monies (B.O.R.) have been used in the Park system, it is illegal to give preference to residents according to the State Parks and Recreation Department.

MEMORANDUM: MR. PETE WALL
JANUARY 12, 1987
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Also included with in the proposal changes is a recommendation for a launching fee associated with Hot Air Balloon flights originating in Memorial Park. The proposed rate represents the recommendations of the Hot Air Balloon Users and staff.

Baseball fees for the 1987 summer season are proposed to increase slightly to more accurately cover the costs of the program.

The Parks and Recreation Commission recommends the enclosed changes and requests your action.

DS:pjm

cc: Parks Commission - Correspondence

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

1. Reserved Area	Reservation Fee	Maximum Amount of People Inside Picnic Shelter	Maximum Amount of People Inside Picnic Area
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. <u>Baseball & 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

3. <u>Soccer Fields</u>	<u>With Field Preparation</u>	<u>Without Field</u>
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. <u>Boones Ferry Park</u>	<u>Reservation Fee</u>	<u>Maximum Amount of People Inside Picnic Shelter</u>	<u>Maximum Amount of People Inside Picnic Area</u>
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. *Modified See Resolution 475*
- (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.

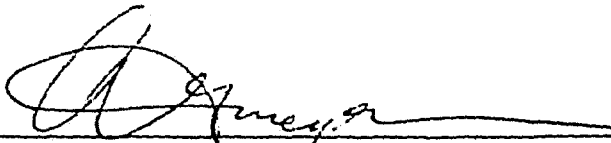
Those exempt from the reservation fee are:

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

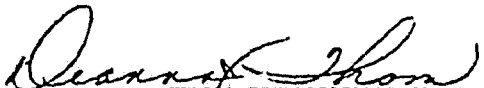
SECTION 6: REPEAL OF PRIOR RESOLUTIONS

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