

RESOLUTION 2014-07-386

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WHITE SALMON,
WASHINGTON, REVISING CITY PARK EVENT USER FEES**

WHEREAS, the City adopted an ordinance requiring a permit for event use in City parks, and

WHEREAS, the Ordinance called for a Resolution to adopt and revise the fee schedule for park use, and

WHEREAS, the Council wishes to approve the revised schedule of fees set forth in that form as the City's user fees for events in City parks,

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF WHITE SALMON, WASHINGTON, as follows:

The City Council hereby adopts the user fees set forth in the attached permit form ("Exhibit A") as the City's required user fees for events in City parks, pursuant to WSMC Ch. 3.42. The City staff shall have the authority to modify the permit form as needed, provided any change to the fee structure shall be first presented to city council for approval.

PASSED by the Council of the City of White Salmon, Washington. Dated this 16th day of July, 2014.

CITY OF WHITE SALMON, WASHINGTON



David Foucher, Mayor

ATTEST:



Leana Johnson, Clerk-Treasurer

APPROVED AS TO FORM:



Kenneth Woodrich, City Attorney



CITY OF WHITE SALMON P.O. BOX 2139 PHONE 509- 493- 1133
CITY HALL OFFICE 100 N. MAIN WHITE SALMON, WA 98672

PARKS FACILITIES USE APPLICATION

TODAY'S DATE: _____ DATES REQUESTED: _____

LOCATIONS REQUESTED: _____

TIME REQUESTED: _____ to _____ TOTAL HOURS REQUESTED: _____
MINIMUM 2hr rental required: Time requested includes set-up, breakdown & clean-up

APPLICANT/ORGANIZATION NAME: _____

PERSON IN CHARGE: _____

EMAIL ADDRESS: _____

PHONE: _____ (home) _____ (mobile)

ADDRESS: _____ CITY: _____ ZIP: _____

TYPE OF ACTIVITY: _____ NUMBER OF PEOPLE EXPECTED: _____

TYPE OF SUPERVISION: _____

Note: The City of White Salmon reserves the right to require mandatory security. Security services must have prior approval from the City of White Salmon. All associated expenditures are the responsibility of the applicant.

ADMISSION FUNDS COLLECTED? YES NO
CONCESSIONS SOLD? YES NO

Note: White Salmon Municipal Code Section 8.12.010 - Food establishment licenses and permits. It is ordained by the city council that, pursuant to RCW 70.46.120, the city expressly consents for the Southwest Washington Health District to charge fees in connection with issuance or renewal of any food establishment license or permit, required for sanitation purposes of any restaurant, market, tavern, bakery or similar facility; provided, however, the fees charged shall not exceed the actual cost involved in issuing or renewing the license or permit. (Ord. 297, 1977)

AGREEMENTS

The applicant agrees that during the use of this facility, _____ will not exclude anyone in participation in, deny anyone benefit of, or otherwise subject anyone to discrimination because of the person's race, color, national origin, age or disability. The group or individual sponsoring the event and using the facility hereby agrees to hold the City of White Salmon and its officers, agents, servants and employees harmless from any and all liability and all claims for damages of any nature or kind, including all costs and legal expenses that may result from or by reason of any act or omission on the part of said group or individual, or its agents while on City of White Salmon property, or that may result from or be claimed by reason of, the operations of said group or individual, except for the sole negligence of the City of White Salmon. The group or individual as the case may be, agrees to fully reimburse the City of Salmon for any damage arising from the use of said facility, plus costs and/or attorney's fees, if any incurred in collection of same.

It is your responsibility to inform all members of your group of the Park and Facility Rules and Regulations. Failure to abide by Park and Facility Rules and Regulations could result in immediate loss of privileges or forfeiture of privileges for future use.

Applicant Signature Date _____

GROUP CLASSIFICATIONS**Group 1**

White Salmon School District, or other School District, non-profit membership groups for events which are community based and involve activities which enhance the city. Examples of recognized groups engaged in promoting activities and issues: Boy Scouts, Girl Scouts, Campfire Boys and Girls, PTA, PTO, service clubs, Rotary, downtown business group, chamber, Boys & Girls Clubs and churches; or other similar activities that are approved by the City.

**Group 1 applicants must provide a copy of their IRS 501(c)(3) designation letter with this application.*

**Group 1 applicants will be charged additional fees when applicable in accordance with the Additional Fees & Charges section of this application.*

Group 2

Groups or organizations whose membership is open to the general public but operates for the primary benefit of their membership and/or participation is limited to a select group. Examples: model clubs, dance clubs, preschool co-ops, political organizations, etc.

Group 3

This classification includes:

- a. Groups or organizations, who charge fees, collect donations, membership fees or charge admission.
- b. Events not open to the general public (i.e., wedding receptions, anniversaries, private dance clubs, birthday parties, etc).
- c. Groups or organizations commercial in nature and are promoting a product or service (i.e., Tupperware, Large Garage Sales, Diet Workshops, etc.) Event can be free to the public.

HOURLY FEE SCHEDULE**GROUP 1**

M - TH Resident * Free* Non Resident * Fee* \$10.00

GROUP 1

F - SUN Resident * Free* Non Resident * Fee* \$20.00

GROUP 2

M - TH Resident * Fee* \$5.00 Non Resident * Fee* \$20.00

GROUP 2

F - SUN Resident * Fee* \$10.00 Non Resident * Fee* \$30.00

GROUP 3

M - TH Resident * Fee* \$10.00 Non Resident * Fee* \$30.00

GROUP 3

F - SUN Resident * Fee* \$15.00 Non Resident * Fee* \$40.00

Damage Deposit

\$150 (The applicant will be financially responsible for damages that exceeds the deposit amount.)

Additional Fees & Charges

Power Connect/Disconnect Fee - \$30.00

Garbage Fee - \$10.00 per can (Additional garbage fee's maybe required at City discretion.)

RENTAL FEE (STAFF USE ONLY)

Group Classification: _____ Fee per hour: _____ x _____ #hrs = Rental Fee: \$ _____

Damage Deposit Fee \$ _____

Power Connect/Disconnect \$ _____

Garbage Fee \$ _____

Total \$ _____

Date Paid: _____ Received by: _____

DAMAGE DEPOSIT REFUND (Application WILL NOT BE PROCESSED if incomplete)

ISSUE TO: _____

ADDRESS: _____

CITY: _____ **STATE:** _____ **ZIP:** _____

PHONE: _____

Deposit refunded via check to party named above upon inspection by Public Works staff.

HOURS OF AVAILABILITY

Daily 8:00 AM - 10:00 PM (or Dusk)

All events must be completely cleaned up and clear from the park by the closing time. The City Council may extend these times on a case by case basis. Groups must have a written letter of authorization from the City Administrator authorizing any activity outside the normal operating hours of the facility.

APPLICATION PROCEDURES

- Parks may be scheduled for an individual event or regular meetings
- Parks can be scheduled up to three (3) months in advance
- Advance registration is taken on a quarterly basis
- Telephone inquiries are welcome, but an application & deposit are required to guarantee rental
- Individual completing the application must be at least 21 years of age and present during the event
- Individual signing the rental agreement will be considered the responsible party in case of damage, theft, or disturbances during the event.
- Restricted days for reservation of Parks- City wide events will take precedence
- Priority scheduling is given to White Salmon residents in reserving Parks (Reservation calendar schedules are available at City Hall.)

PAYMENT PROCEDURES

- a. Use fee and other related fees must be paid at the time of submitting an application for a reservation to secure the for the requested date. The amount of the Deposit is contingent upon all building facilities, furnishings and equipment. To ensure the return of the deposit, the facilities must be left in the same condition or better than originally found. If there is no damage or excessive cleaning required, the deposit will be returned to you within thirty (30) days of the reservation date.
- b. The Rental Fee MUST be paid in full thirty (30) days prior to the event, unless reservation time dictates otherwise. Failure to do so will constitute a cancellation (See Cancellation Guidelines: letter (A) for additional information.)
- c. Payments may be made with cash, personal check or money order.

INSURANCE REQUIREMENTS

- Lessee may be required to provide a copy of their Liability Insurance to the City of White Salmon within 30 days of the activity, and upon written request of the City, a duplicate of the policy as evidence of insurance protection provided.
 - The required insurance policy is to be endorsed to (1) name the City, its officers, employees, agents and volunteers as additional insured and (2) shall not be suspended, voided, canceled, or reduced in coverage or limits except after 30 days prior written notice to the City.
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- Event insurance can be purchased through the WCIA (*Washington Cities Insurance Authority - <http://www.wciapool.org/>*) that meets the requirements of the City of White Salmon Insurance requirements. Information regarding this Insurance is available from the City upon request.
 - For specific information on how to purchase this insurance contact City Hall at (509) 493-1133 Monday –Friday 8:00AM – 5:00 PM

RENTAL POLICIES

- a. Rental hours are consecutive and must include time for delivery of supplies, set-up, and tear down, and clean up
- b. Set-up begins at the specified time on the Facility Use Application given at the time of making the reservation. Early delivery of supplies and set-ups are not permitted.
- c. All items brought into the facility by the lessee are to be removed by the end of the rental period. The rental group is to remove food, materials, equipment, furnishings, and decorations left after use of the facility.
- d. **All garbage should be placed in or next to the dumpster in closed trash bags or as designated by the public works staff**
- e. It is the responsibility of the lessee to set up and move furnishings as desired. Please move all furnishings back to their original position before leaving the facility.
- f. Please remember that you have the Park available to you for ONLY THE TIME REQUESTED. There may be other parties using the shelter immediately after you. Therefore please make sure that you have allotted time to set-up and tear down for your function.
- g. Reservations are for the Park ONLY. The playground, tennis courts, basketball courts are open to all citizens.
- h. Inflatable toys, dunk tanks or similar items are NOT ALLOWED
- i. Power is AVAILABLE upon request.

CANCELLATIONS

- a. Cancellations made within thirty (30) days of the reservation will be charged 50% of the Rental Fee and 50% of the damage/cleaning deposit. If Rental Fee charges were not paid within 30 days of the event, 50% of the rental fees will be subtracted from the damage/cleaning deposit paid at the time of application.
- b. Cancellations made thirty (30) days or more before the reservation will be charged 50% of the Rental Fee with 100% the damage/cleaning deposit being refunded. Rental Fee charges will be subtracted from the damage/cleaning deposit paid at the time of application.

GENERAL RULES

- Throwing of rice, birdseed, or confetti is not permitted.
- Decorations may be attached to walls, windows, or ceilings with masking tape or other non-marring material. Do not use tacks, staples, glue or any other marring method.
- Use of illegal drugs, smoking, and/or gambling is prohibited on/in any City of White Salmon park or facility
- Only the Park specified on the Use Application will be available for use by the lessee
- Rental facilities are available daily from 8:00 AM - 10:00 PM (or Dusk). Event must conclude at a reasonable time to accommodate clean up.
- Minors must have adequate adult supervision
- The City of White Salmon does not assume responsibility for personal property left unattended in City facilities
- The City of White Salmon cannot be responsible for accident, injury, or loss of property
- The misuse of any City facility or the failure to comply with these regulations will be sufficient reason for denial of further reservations
- Event participants must park in the designated parking areas only. Parking spaces in the City Hall parking lot or City Park are open to the public.
- The City of White Salmon scheduled events will take precedence over non-city events
- BBQ's are allowed to be brought into the Park areas. BBQ coals must be taken with you when leaving. (Do not put coals / ashes in garbage.)

RULE OF THUMB: Leave facilities in the same condition or better than you found them.

USE OF ALCOHOL

Alcohol cannot be served within any public facilities without the direct permission of the City Council and a Washington State Liquor Permit. If Alcohol is to be served the applicant must provide adequate secured has required by the City of White Salmon.
