2016 SHELTER/FACILITY USE PERMIT AGREEEMENT

City of Lakewood Parks, Recreation and Community Services
6000 Main Street SW Lakewood, WA 98499
Phone: 253-983-7887 FAX: 253-589-3774

RULES AND REGULATIONS

- **<u>A Shelter/Facility Use Permit Agreement will be required for all reserved uses,</u> and based on the type of event, number of participants, or other unusual conditions a Special Event Permit may be required.**
- User/applicant and all facility users shall comply with the terms and conditions of the rental agreement, all facility policies and procedures, and City, County and State rules and regulations.
- It is understood and agreed by the applicant that this permit may be revoked or canceled at any time if the event or agency is misrepresented.
- Alcohol is not permitted in any city park or facility unless authorized by City Code LMC 08.76.165
- Smoking and illegal drugs are not permitted within any City building facility, including park buildings and restrooms. No smoking is allowed within 50 feet of a playground, sports facility, or where people are gathered. Fireworks are not permitted in city Parks (LMC 8.68.000)
- Music or other amplified sound in a City facility must not be audible from 50 feet away unless pre-approval is given by the City for a community concert or event.
- Other than when inside the fenced FSP Dog Park, all dogs, pets or domestic animals must be kept on a leash and in control at all times. All persons bringing animals into a park setting are responsible for the conduct of the animal and for removing all animal waste from the area.
- Facilities will not be closed to the general public for exclusive use. Certain areas may be reserved and/or designated for a specific period of time or use. Fees will be assessed to users who want to reserve facilities, park areas or services.
- No person shall enter or be present in a City park or facility during the hours the City park or facility is closed except persons using facilities as part of an event authorized by the Department. (LMC 8.76.400)
- Unreserved facilities are open to the public on a first come first served basis.
- City of Lakewood scheduled events will take precedence over non-City events.
- Facility use hours are consecutive and must include time for delivery of supplies, set-up, and take down and clean up.
- The City may require insurance coverage verification to be provided by user groups. The military may provide an official liability waiver signed by a commanding officer as proof of military insurance coverage.

Violations of these policies may result in the immediate termination of the use agreement to include the use of the City facilities. If an event is terminated, no refund of deposits, use fees or for time left on the contract will be granted

PARKS AND RECREATION RESPONSIBILITIES AND REFUNDS

RESPONSIBILITIES

A. USER/APPLICANT RESPONSIBILITIES

- User/applicant shall complete a facility use form and comply with the terms and conditions of the use agreement, all facility and park policies and procedures, renter responsibilities, City and County codes and ordinances.
- User/applicant is responsible for (1) supervision and control of group or individuals to prevent injury and ensure safety, before, during and after use of City facility, (2) payment of fees and charges, and (3) damage or loss to equipment, property or grounds which may be incurred as a result of the scheduled activity. The person signing the application is stating he/she has the authority to represent the organization listed on the application.
- User groups and individuals will be responsible for set up, break down and general clean up of their reserved space during the rental period. Removal and disposal of garbage, decorations and miscellaneous materials must be completed at the conclusion of an event.
- City equipment is not for private use. Users must provide their own supplies, including but not limited to balls, bats, racquets, any additional equipment unless otherwise coordinated with staff.
- Only freestanding decorations, signage and banners are permitted. Do not affix anything to any part of any building, including ceilings, walls, doors or windows.

B. CITY RESPONSIBILITIES

- The City will provide maintenance services to keep City facilities clean, safe and ready for use.
- The City will be reimbursed for staff and equipment costs and materials associated with special facility use.
- The City is not responsible for storage of articles or supplies associated with a special use.
- The City is not responsible for loss or theft of articles stored or left in a facility.

CANCELLATION AND REFUNDS

- No refund for special use permits or use of park facilities will be given due to poor weather or adverse conditions unless cancelled by the City. No refunds will be given

for reservations cancelled less than seven (7) days before the scheduled use. Any request for a refund must be submitted to the city in writing and received within refund guidelines noted on the fee schedule. The refund schedule details refund allowances for special events cancelled 61 or more days prior, 31-60 days prior and 30 days or less prior to the event.

- If a regular park reservation is cancelled more than seven (7) days prior to use, a full refund less an administrative fee will be allowed.
- If a special use permit has been issued and/or a deposit been made, a portion of the deposit will be forfeited if the reservation is canceled prior to an event.
- If an event is cancelled by the City due to the failure of an applicant to meet event requirements or conditions, no refund will be given.
- No fees (including deposits) will be refunded if any activity is terminated before the end of the contracted time due to excessive noise or disorderly activities. The deposit will not be refunded if a user does not have miscellaneous items removed and the site cleaned up by the assigned ending time. The deposit will not be refunded if the user group exceeds facility capacity.
- Refundable deposits (less any fees or charges) will be mailed within 10 business days following use of the facility upon the recommendation by the Director.

2016 FACILITY USE FEES

City of Lakewood Parks, Recreation and Community Services
6000 Main Street SW Lakewood, WA 98499
Phone: 1-253-983-7887 Fax: 1-253-589-3774

Fees effective January 1, 2013. Taxable fees will have 9.4% Washington State tax added to listed fee.

Special Use Permits Special event may include large shelter. Fees are based on size of event and impact to park. *City staff determines location and additional needs or conditions (i.e. number of additional portable toilets or garbage containers, staff support, community notification, parking, security, etc,) Market rate + 15 %	Small Special Event – 100-200 guests or depending on activities*	$200.00 Permit fee + extra costs associated with activity/event*
	Large Special Event – 201-500 guests or depending on activities*	$500.00 Permit fee + extra costs associated with activity/event*
	Major Events - Over 500 guests or depending on activities*	$1,000 Permit fee + extra costs associated with activity/event*
	Administrative Fee on all refunds **Event Refund Rate Schedule** **Over 61 days prior to event:** **31-60 days prior to event:** **30 days or less prior to event:**	$10.00 75% refund /25% retained by City 50% refund /50% retained by City 0% refund – City retains full fee
Other	Jumpy House/ Inflatable Units	$20.00 per unit – verification of insurance
	Advertising Banner	$100 per day
	Concessions	$25.00 to $50 per day - contractual
	Parking, camping and other revenue	15% of gross revenue
Fort Steilacoom Park (FSP) Refunds are not allowed due to weather conditions or if the cancellation is requested less than one week prior to reservation date. Requests for a cancellation and refund are to be submitted to the City in writing. Refund rates apply.	**Large FSP Picnic Shelter** *(Seats 100)* Half Day *(10am-2pm or 3pm-7pm)* Full Day *(10:00am – 7:00pm)*	 $100.00 $200.00
	Small FSP Picnic *Shelter* *(Seats 25)* Half Day *(10am-2pm or 3pm-7pm)* Full Day *(10am-7pm)*	 $50.00 $75.00
Fort Steilacoom Park Open Space Areas		$100 per day

Fort Steilacoom Park Fields -	**1 Field**	**2 Fields**	**3 Fields**	**4 Fields**	**5 Fields**
With one field preparation, per field, per ½ day (>5 hrs)	$150	$200	$250	$300	$350

With one field preparation, per field, per day	$200	$275	$325	$375	$425
With second field preparation, per field, per day	Add $40	Add $80	Add $120	Add $160	Add $200
Without field preparation, per ½ day (>5 hrs)	$100	$125	$150	$175	$200
Without field preparation, per day	$150	$175	$200	$225	$250

FSP Sports Field Hourly Rate	Fort Steilacoom Park Fields *(all sports)*	$35.00 per field, per hour *(no prep)*
FSP Sports Field Prep Fee	Fort Steilacoom Park Field Prep *(all sports)*	$40.00 per field, per prep
FSP Tournament Deposit and Refund Allowances **FSP Tournament Per Field Deposit**	Tournament Reservation Fee Field Deposits Fields reduced or tournament cancelled less than 30 days prior to scheduled reservation. Fields reduced or tournament cancelled 31-60 days prior to scheduled reservation A full refund (or credit) less staff fees will be issued if reservation is cancelled by the City.	$100 non-refundable reservation fee *(is not credited to tournament unless the City Cancels the tournament due to weather/field conditions. In that case, the fee will be credited toward future tournament dates.)* $100 per field deposit fee *(is credited to tournament fees)* City refunds 50% refundable deposit fees City refunds 75% refundable deposit fees
Youth Sports **Team Fees:** (Teams not associated with our city leagues, but who use our fields for league play. Field availability may vary and field prep fees apply.) **Seasonal Fees**: (Teams not associated with our city leagues, but who use our fields for league play. Field availability may vary.) **Adult, age over 18 years**	Youth Soccer Youth Baseball	$100.00 per team season: 10 years & under $125.00 per team season: ages 11 - 18 years $50.00 per game fee (2.5 hours and one prep per field included per day) $0 – (See FSP tournament rates)
Neighborhood Park Fees Refunds requests must be submitted in writing. No refunds allowed due to weather. No refund if request is	Neighborhood Park Shelter 10:00 am-2:00 pm or 3:00 pm–7:00 pm	½ day Resident $40; full day $60 ½ day Non-Res $50; full day $75

received less than one week prior to reservation.		
	Neighborhood Park Sports Field Use	$20 per hour (no prep) or $50.00 per game fee (2.5 hours and one prep per day.)
	Neighborhood Park Field - Prep	$30.00 per field, per prep

Lakewood Senior Activity Center	
Rainier Room Full room Sections A and B	$65.00 per hour
Kitchen	$15.00 per hour
Social Room	$30.00 per hour
Art Room	$15.00 per hour
Classroom	$30.00 per hour
Facility Deposit	$150.00
Cleaning Fee	Varies
Additional Staffing Fee	$15.00 per hour
Cancellation Policy	Same as special event schedule noted above.

Other Fees		
Boat Launch Fee	**Daily** - Seven days a week Legal Holidays	$15.00 per launch (includes tax) $20.00 per launch (includes tax)
Boat Launch Passes may be purchased at Lakewood City Hall. They are not available at the launch site.	**Season Pass** (01–01-15 to 12-31-15) Pass fee is not pro-rated during year. Washington State tax is added at the time of purchase.	**Res.** $100.00 ($100 + $9.40 tax) **Non-Res** $130.00 ($130 + $12.22 tax) **Commercial** $250.00 ($250.00+$23.50 tax)
Special Permit – Launch Site Over Night Arrangements		$50.00 per night