

**CITY OF WEST RICHLAND
RESOLUTION NO. 2-19**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WEST
RICHLAND, WASHINGTON, ADOPTING UPDATED ATHLETIC FIELDS
USAGE FEES ADMINISTRATION POLICY AND REPEALING RESOLUTION
33-15**

WHEREAS, the City of West Richland has a parks and trails system with many amenities including facilities and athletic fields; and

WHEREAS, the City provides the opportunity for individuals, groups, sports teams and leagues to reserve use of certain facilities and fields; and

WHEREAS, the City wants to ensure equitable and reasonable use of the facilities and fields; and

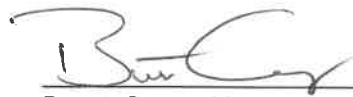
WHEREAS, the updated policy includes an updated cancellation policy, removes dollar amounts and refers to Master Fee Schedule, clarifies the number of attendees to qualify as a large event, discusses criteria for fees to be waived, and updates the maximum dollar amount the Mayor is authorized to approve;

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF WEST RICHLAND, WASHINGTON, DO RESOLVE AS FOLLOWS:

Section 1. The Athletic Fields Usage Fees Administration Policy as attached to this resolution is hereby adopted.

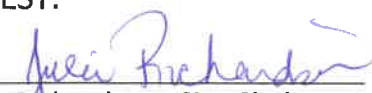
Section 2. Resolution 33-15 is hereby repealed in its entirety.

**PASSED BY THE CITY COUNCIL OF THE CITY OF WEST RICHLAND,
WASHINGTON**, this 15th Day of January, 2 19.




Brent Gerry, Mayor

ATTEST:



Julie Richardson, City Clerk

APPROVED AS TO FORM:



Bronson Brown, City Attorney

**CITY OF WEST RICHLAND POLICY
FOR
ATHLETIC FIELDS USAGE FEES ADMINISTRATION**

PURPOSE

1. Establish fees for use of the athletic fields.

The City of West Richland has athletic fields that are available for reservation to a wide range of users. In order to be consistent in granting use of these fields, and specifying deposit and fee schedules while establishing administrative rules, the following policy applies.

1. FEES:

1.1 Prior to receiving final approval for a reservation, full payment must be made for approved field use for all users, unless other payment arrangements are approved by the Community Development Director. Fees are to be paid to the City of West Richland.

1.2 To receive a refund, cancellations must be made to the City when notice is given at least seven (7) business days in advance of the scheduled reservation. Cancellations six (6) or fewer business days prior to reservation date will result in forfeiture of application fees. A refund will be processed for all refundable deposits. Cancellation requests must be made in writing or by e-mail by the applicant listed on the reservation form.

1.3 If it is necessary for the City to repair damages or clean the premises (i.e. field, dugouts, bleachers, or concessions stand as a result of users rental), the customer will incur the maintenance/repair cost with a one-hour minimum. See the City of West Richland Fee Schedule for the hourly rate.

1.4 For large events/tournaments the City may be able to provide staffing and/or equipment. Large events are events that are expected to have over 100 people attending. Any additional equipment, materials or staffing requested by applicant, and provided by the City, shall be at the expense of the applicant.

1.5 Fees are waived for specific public or non-profit entities: City of West Richland Fire Department, City of West Richland Police Department, Richland School District, Scouts of America, West Richland Chamber of Commerce, West Richland Lions Club, and other public or non-profit entities as determined by the Community Development Director.

2. FEE SCHEDULE:

See Master Fee Schedule for current fees.

3. OPPORTUNITY TO REDUCE OR DISCOUNT FEES

3.1 In recognition of donations and valuable athletic programming provided to residents of the City by sports teams and associations, the City establishes a policy to provide an opportunity to offset fees that would be assessed to sports teams and associations.

3.2 The opportunity to propose contributions and/ or donations in lieu of fees are only available to formally established sports teams and associations, which operate in a non-profit role with an established board of directors, or other similar such leadership structure.

3.3 Fees may be reduced or discounted in exchange for the donation of tangible assets and capital improvements (i.e. goal post, scoreboard) or for maintenance services rendered by user group volunteers, which benefit multiple user groups and/or casual park visitors.

3.4 This discount or reduction must be requested ahead of time (at least 30 days before the start of the sport season) via a written proposal to the City's Community Development Director. Maintenance and volunteer credit will only be given for the current calendar year. Capital improvements may be considered for multiple year credits. Proposals should include detailed schedules, improvement plans, drawings and other information requested by the Community Development Department. The credit granted annually cannot exceed the reservation fees. If approved maintenance, volunteer work, or capital improvements are not completed as approved, the fee waiver will be revoked.

3.5 Credit proposals of less than \$5,000 may be approved by the Community Development Director; proposals between \$5,000 - \$25,000 may be approved by the Mayor, and credits over \$25,000 may be approved by City Council. Decisions which are made by the Director or Mayor may be appealed to the City Council.

3.6 Volunteer hours are generally valued at the Washington State current minimum wage. A sport association or team may submit a proposal for professional services at the price paid by the association or donated by the professional, or propose a higher rate for skilled volunteers with a justification for the rate.

3.7 The Community Development Director has authority to ensure quality control. He/she may inspect projects to ensure that acceptable improvements are made and contributions are completed according to city standards. There may be other conditions or qualifications placed by the City Staff upon approval of an applicant's proposal, upon acceptance by the City.

3.8 Any equipment such as soccer goals left on City park property shall be considered a donation to the City of West Richland.