

Redmond Parks and Recreation Department Activity and Facility Use Policy

I. PURPOSE AND GOALS/POLICY ADMINISTRATION:

The purpose of the Activity and Facility Use Policy is to help Redmond residents and employees attain equitable access to parks and recreation activities and facilities. Further, the city desires to involve its community members in the process of developing and managing facilities and activities.

This policy has been reviewed by the Redmond Parks, Trails, and Recreation Commission. It supports the current municipal code and ordinances/resolutions establishing Rules and Regulations for the Use of Public Parks within the city of Redmond.

- A.** The Parks and Recreation Director or designee is responsible for administering the Activity and Facility Use Policy.
- B.** Authority to issue permits for special events shall follow RMC 10.62
- C.** The Redmond Parks, Trails, and Recreation Commission has the power and duty as set forth in RMC 4.40.030, including to make recommendations to the Mayor and Council for rules and regulations governing the use and management of parks, playgrounds, recreational facilities, and trails, but not limited to, rules and regulations relating to user fees and charges.

II. RECREATION ACTIVITIES:

A. Priority Access When Registering for Recreation Activities

The City of Redmond has identified Redmond city limits as its priority area of focus in providing recreation activities, special events, and other services. Redmond Residents, as defined in IX.A., shall be given priority registration access to participate in city-sponsored activities. The Director of Parks and Recreation or designee shall develop administrative procedures for managing the registration process for recreation activities that may be amended from time to time.

Redmond Residents, as described in IX.A., shall have at least one week to register for recreational activities before the opportunity is made available to Non-Resident users as defined in IX.B.

B. Fees and Charges for City Sponsored Activities

Fees for recreation activities shall be set by the Director of Parks and Recreation or designee. Fees and charges are based upon the Cost of Service policy adopted by Redmond City Council in 2022 by Resolution No. 1557.

A percentage of fees collected from recreation activity registrations shall be used to provide fee assistance for community members in the case of financial need. Administrative guidelines for the fee assistance program shall be established by the Director of Parks and Recreation or designee.

Non-Resident users, as described in IX.B., shall pay an additional program fee of at least 20% more than the stated Redmond Resident fee or charge when registering for activities.

III. Access to City Parks and Recreation Facilities

The City of Redmond has identified Redmond city limits as its priority area of focus in providing reserved use of parks and recreation fields and facilities.

A. Scheduling Hierarchy

- 1) First Priority: The Redmond Parks and Recreation department shall be the first scheduling priority of all parks and recreation facilities for its sponsored or co-sponsored recreation activities.
- 2) Second Priority: shall be other public agencies located in Redmond city Limits and covered by an intergovernmental agreement, such as the Lake Washington School District, specifically for district-sponsored activities.
- 3) Third Priority: shall be Redmond individuals, teams, groups, or organizations as defined in section IX.C - IX.F
- 4) Fourth Priority: shall be City of Redmond internal department use that is non-recreational (i.e. meetings, trainings, etc.)
- 5) Fifth Priority: shall be Non-Residents, as defined by section IX.B., who will have access to city facilities on a space-available basis.
- 6) Commercial User: The commercial or business use of city facilities as described in section IX.K. may be considered if it is not competing directly with existing recreation activities or services provided or co-sponsored by the city as defined by section IX.L. An additional fee is added for commercial uses of city facilities.
- 7) Competing services: Competing services are defined as organizations, groups, or individuals that offer services like those provided by the Parks and Recreation Department. This includes but is not limited to programs, events, or activities that could potentially substitute or replicate the services offered by the department. The Parks and Recreation Department reserves the right to restrict access to facilities for entities offering competing services to uphold the integrity and uniqueness of its programs and services. This is to ensure the community receives services that are of high standard and are in line with the goals and objectives of the department.

B. Additional Scheduling Consideration

To ensure the maximum and equitable recreational use of limited facilities, the following considerations shall apply:

- 1) Recreational vs. select programs: Redmond organizations that are open to all interested parties by offering a range of opportunities, regardless of skill level, shall have a higher scheduling priority than organizations that restrict participation by invitation, skill level, or ability.
- 2) Gender equity: Regardless of the gender composition within requesting organizations, all programs at comparable levels of play shall be granted equal access by the city.
- 3) Variety: The city will encourage a mixture of activities to establish a balanced range of ages and interests at our parks and facilities that match community interests.

C. User Group Conduct

- 1) User groups must agree to all aspects of their signed rental permit. Failure to comply, causing damage to city facilities or equipment, or not leaving facilities in reasonable condition may result in cancellation of future use, loss of damage deposit, and/or additional fees.
- 2) The Parks and Recreation Department has established a Facility Code of Conduct along with listed Park rules and ordinances, which govern park and trail use. User groups and individuals will be accountable for adhering to these guidelines. Failure to comply may result in cancellation of future use, suspension

of the right to participate in some or all recreation activities or facilities for a period of time, permanent expulsion from a program or facility, loss of damage deposit, and/or additional fees.

D. Hours of Operation

Reservations of facilities extending beyond standard operational hours may be subject to additional fees, lead times, and/or approvals. Reserved use of athletic fields shall terminate at dusk on unlighted fields and no later than 11:00 p.m. on lighted fields unless otherwise designated by the Parks Director or their designee.

IV. FEES FOR RESERVING CITY FIELDS AND FACILITIES

- A.** Fees and charges are based upon the Cost of Service policy adopted by Redmond City Council in 2022 by Resolution No. 1557. Fees are set by the Parks User Fee Schedule and are administratively increased on an annual basis to cover the City's cost of providing the service, provided, that the increase shall not exceed the most recently published Consumer Price Index – Wage Earners and Clerical workers for the Seattle-Tacoma area, as published by the U.S. Department of Labor – Bureau of Labor Statistics; or
- B.** If an increase greater than the CPI is necessary to cover the City's costs, the Department Director shall submit the increase to the City Council for approval.
- C.** Non-Residents and Commercial Users, as described in IX.B, and IX.K., shall pay an additional rental fee or charge of at least 20% more than the Redmond Resident rate when reserving facilities. For Turf Athletic Field use (fields with an artificial turf surface), users are assessed a premium field usage fee (included in the hourly rate) that shall be deposited in a separate fund for future turf replacement. Other fees and charges, such as sports field lighting, set-up charges, etc., are the same for all users.

An after-hours staffing fee, equipment use fee, commercial use fee or damage deposit may apply.

V. HARTMAN PARK SPECIAL PROCEDURES

The following special scheduling procedure has been created because of the high demand for the regulation-sized Little League baseball and softball fields at Hartman Park and the city's agreement with local Little League baseball and softball organizations.

- A.** Approved users shall meet to balance the schedules as follows: Each organization shall have an equal proportion of prime slots and regular slots. Prime slots are defined as Monday – Friday, 5:00 – 8:00 p.m. and Saturday 9:00 a.m. – 5:00 p.m. In addition, game slots shall be equally distributed throughout the 12-week period beginning April 1. City staff shall approve the final schedules.

VI. RESERVATION REQUEST PROCESSES AND REGULATIONS

A rental scheduling timeline will be created by recreation staff to accommodate a combination of city-sponsored activities, ongoing, and one-time or short-term rentals.

- 1) Facility use inquiry: Any individual, group, team, or organization desiring to reserve a city field or facility must submit a facility use inquiry to the Parks and Recreation Department. The Parks and Recreation Department shall issue a "Rental Permit" with the user group for approved requests.

- 2) Timelines: Unless otherwise specified in this policy or in procedures developed for individual facilities, requests from Redmond Residents may be accepted up to twelve months in advance. Requests from Non-Resident and Commercial Users may be accepted up to nine months in advance.
- 3) Fees: All fees shall be paid in full prior to use. A deposit may be required for certain reservations as determined by the Parks and Recreation Department.
- 4) Liability insurance: For certain events, the applicant will be required to maintain, through the period of use, liability insurance in an amount specified by the city. The city shall be named as additionally insured.
- 5) Concessions: Parks users shall not provide concessions or sell for profit any items without written consent and approval from the Parks and Recreation Department.
- 6) Right to cancel: The Parks and Recreation Department reserves the right to cancel any scheduled use.
- 7) Subletting: Park users shall not “sublet” any scheduled Parks and Recreation Department facilities to any third party without written consent and approval from the Parks and Recreation Department.
- 8) Permit conditions: All applicants shall read, sign, and abide by the Parks and Recreation Department terms and conditions on the rental permit prior to the scheduled use of Parks and Recreation Department fields and/or facilities.
- 9) Field and facility maintenance: Parks and Recreation Department staff shall provide all facility maintenance. Facility users shall not provide their own maintenance, such as lining or dragging fields, or make any modifications to any facility without written approval from the Parks and Recreation Department.
- 10) Partnership agreements: Pursuant to RCW 39.34, there are instances where the city may choose to make the most efficient use of local government powers to cooperate with other localities on a basis of mutual advantage (i.e. Interlocal Agreements or Memorandums of Understanding) and thereby to provide services and facilities in a manner and pursuant to forms of governmental organization that will accord best with geographic, economic, population and other factors influencing the needs of local communities.

VII. SPECIAL EVENT PERMITS, MISCELLANEOUS USE, AND NON-TRADITIONAL PARK USE

When facility, field, or park use inquiries fall outside of the designated capacity, conditions, or scope of a rental permit, the user group may seek a special event or miscellaneous use permit. Per municipal code, permits are required in the following scenarios:

- A. Special Event Permit: Any person or entity who conducts, promotes, sponsors, or manages a special event that affects the standard and ordinary use of public property, streets, right-of-way, walkways, trails, and/or sidewalks, or if occurring on private property, will nevertheless affect, impact, or interfere with the standard, ordinary and normal use of public property, streets, rights-of-way, walkways, or sidewalks by the general public within the vicinity of such event and/or requires the use of city services, shall first obtain a special event permit from the City. (Ord. 2830 § 3 (part), 2016).
- B. Miscellaneous Use Permit: Miscellaneous Park Use Permits are required for non-traditional park activities occurring in Redmond Parks. A “non-traditional park activity” is any activity or gathering that is not permitted by current regulations, park rules, or other existing permits. Some examples include large group gatherings, running, walking, and biking events that remain inside a park, rental requests that cannot be accommodated in a rental permit, the use of amplified sound in parks that falls outside of the established conditions of a rental permit, film and photo inquiries, drones, and the use of a metal detector in a park.

VIII. SCHEDULING OF LAKE WASHINGTON SCHOOL DISTRICT SPORTS FIELDS

The City of Redmond has signed an interlocal agreement titled “Joint Use and Development of Facilities, Programs, Maintenance and Operations” with the Lake Washington School District (LWSD) which outlines responsibilities of scheduling district owned sport fields within Redmond city limits. Rental fees, policies, and guidelines for LWSD owned fields are followed and align with this document.

IX. DEFINITIONS

- A. Redmond Resident: Any Redmond individual, team, group, organization, or internal city use that meets the criteria established in definitions IX.C through IX.F
- B. Non-Resident: Any non-Redmond individual, team, group, or organization that meets the criteria established in definitions IX.G through IX.I below.
- C. Redmond Individual: Anyone who lives or works within the Redmond city limits. Work is defined as being currently employed at least twenty hours per week at a location within the Redmond city limits. This priority also applies to the worker’s household members.
- D. Redmond Team: Any team that has at least 51% of its roster organization made up of Redmond Individuals as defined by IX.C
- E. Redmond Group/Organization: Any group/organization that has at least 51% of its organization that is made up of Redmond individuals as defined in IX.C.
- F. Redmond Recreational Programs: Organizations that do not restrict participation based on skill level.
- G. Non-Redmond Individual: Anyone who lives outside Redmond city limits and is not currently employed more than twenty hours per week at a location within the Redmond city limits.
- H. Non-Redmond Team: Any team that has less than 51% of its roster made up of Redmond individuals as defined in IX.C. above.
- I. Non-Redmond Group/Organization: Any group or organization that has less than 51% of its membership comprised of Redmond individuals as defined in IX.C. above or whose business and primary office is not located within the Redmond city limits.
- J. Select Program: Organizations that restrict participation by invitation or skill level.
- K. Commercial User: For-profit user groups who are scheduling facilities to conduct business and/or organizations charging their participants or attendees for program/entry or for a profit.
- L. Competing Services: Competing services are defined as organizations, groups, or individuals that offer services similar to those provided by the Parks and Recreation Department. This includes but is not limited to programs, events, or activities that could potentially substitute or replicate the services offered by the department. The Parks and Recreation Department reserves the right to restrict access to facilities for entities offering competing services to uphold the integrity and uniqueness of its programs and services. This is to ensure the community receives services that are of high standard and are in line with the goals and objectives of the department.

- M. Turf Athletic Field:** Defined as those athletic fields with an artificial field turf product that has a defined useful life, at which time the surface shall need replacement.