

RESOLUTION NO. 211

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WOODINVILLE, WASHINGTON, CREATING POLICIES, PROCEDURES, AND PRIORITIES FOR RENTAL OF CITY FACILITIES.

WHEREAS, the City of Woodinville has determined that public access to City owned facilities is beneficial to the community, and

WHEREAS, the City desires to protect and maintain those facilities for the public good, and

WHEREAS, the demand for the use of City facilities has grown and is anticipated to grow with the community, and

WHEREAS, the City Council desires to create a methodology to allow for residents to have the benefit of access to the facilities that their tax dollars have purchased or built;

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF WOODINVILLE, WASHINGTON, DOES RESOLVE AS FOLLOWS:

Section 1. The purpose of the Facility Rental Program shall be to:

- A. Make City-owned facilities available to the public for rental;
- B. Provide for the appropriate uses of City facilities and protection of the assets for future generations;
- C. Provide a mechanism for review and approval of potential rentals; and
- D. Establish priorities and fees for rentals.

Section 2. Definitions

- A. City Facilities are defined as Shelters, Rooms, Buildings, and spaces that are owned or operated by the City.
- B. Damage Deposit is a refundable amount that may be required for certain types of rentals to ensure that the City facility is kept in good condition. A portion of the damage deposit may be retained by the City, if an inspection of the Facility reveals that damage beyond normal wear and tear has occurred during the rental.

Section 3. Review, Approval, and Authority

- A. The City Council shall review and approve the Facility Rental Fee Schedule, including damage deposits every year as part of Resolution No. 170.
- B. Facility Rental Priorities shall be as indicated in Attachment A.
- C. The Parks and Recreation Commission shall review the Facility Rental Policies and Procedures each year and make recommendations as necessary for Council review.
- D. The staff shall develop administrative procedures, forms, and public information to support the priorities and fees.
- E. New facilities shall be added to the inventory of available spaces for rental with Council approval.
- F. Fees and non-refunded deposits shall be used for the following purposes:
 - i. repair, maintain, or improve the rental facilities in the rental inventory
 - ii. provide staffing to support rentals
 - iii. purchase, repair, replace, and maintain rental equipment
 - iv. restock supplies necessary for rentals

Section 4. The authority and process for reviewing rental applications shall be:

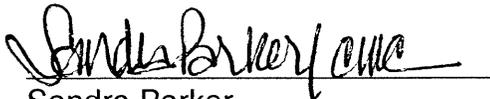
- A. The Parks and Recreation Director or designee shall be responsible for reviewing and approving rental of City Facilities, with the exception of the following items which require City Manager review and approval:
 - a. Public Service Agency Rentals, with over 200 attendees, with alcohol.
 - b. Non-Profit Rentals, with over 100 attendees, with alcohol.
 - c. Commercial Rentals, with over 100 attendees, with alcohol.
 - d. Special Event Rentals, with alcohol.

ADOPTED BY THE CITY COUNCIL OF THE CITY OF WOODINVILLE THIS 10th DAY
OF DECEMBER 2001.



Handwritten signature of Randolph L. Ransom, Mayor.

ATTEST/AUTHENTICATED:



Handwritten signature of Sandra Parker, City Clerk/CMC.

FACILITY RENTAL PRIORITIES

I CITY BUSINESS	All City Business, Recreation classes offered by City, Staff Meetings, Recycling Events, Professional Meetings Hosted by Council or City Staff
II PUBLIC SERVICE AGENCY	Woodinville Water District, Coordinating meetings between NSSD and other agencies, Emergency Services Training, voting, blood drives, etc.
III NON-PROFIT	501(c)3 Organizations
IV NON-COMMERCIAL (NO FEES OR FUNDRAISING)	Birthday Parties, Recitals, Ceremonies, etc.
V COMMERCIAL (BUSINESS USE, FEES, OR FUNDRAISING ACTIVITY)	Business Training, Fee Collection events, fundraising activities, etc.
VI SPECIAL EVENTS	Use of more than one facility area (Gym and Fields)