

RESOLUTION NO. 262

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WOODINVILLE, WASHINGTON AMENDING RESOLUTION NO. 211, 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, athletic fields, 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.

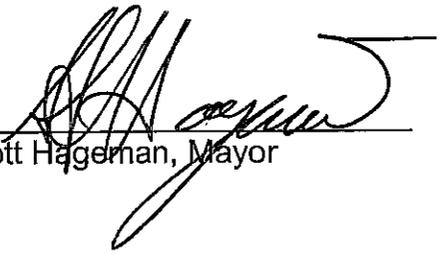
Section 3. Review, Approval, and Authority

- A. The City Council shall review and approve the Facility Rental Fee Schedule, including damage deposits every year as part of a Fee Resolution.
- B. Facility and Field Rental Priorities shall be as indicated in Attachments A and B.
- 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 as shown in Attachment C.
- F. Fees and non-refunded deposits shall be used for the following purposes:
 - i. repair, maintenance, or improvements to the rental facilities in the rental inventory
 - ii. provide staffing to support rentals
 - iii. purchase, repair, replace, and maintain rental equipment; or
 - iv. purchase supplies necessary for rentals

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

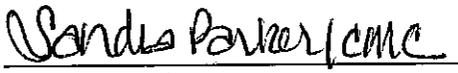
- A. The Parks and Recreation Director or designee shall be responsible for reviewing and approving rental of city facilities, with the exception of the following items which require City Manager review and approval:
 - i. Public Service Agency Rentals, with over 200 attendees, with alcohol.
 - ii. Non-Profit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

ADOPTED BY THE CITY COUNCIL OF THE CITY OF WOODINVILLE THIS 8TH
DAY OF DECEMBER 2003.



Scott Hageman, Mayor

ATTEST/AUTHENTICATED:



Sandra Parker
City Clerk/CMC

FACILITY RENTAL PRIORITIES

Order of Priority	Examples
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)

Attachment B

FIELD RENTAL PRIORITIES

Order of Priority	Description
I CITY BUSINESS	All City Business, Recreation classes or events hosted by the City.
II LEAGUES, ORGANIZATIONS, CLUBS, AND GROUPS WITH HIGHER THAN 51% RESIDENCY.	Youth leagues are given block booking priority over adult leagues or general public rentals. Youth soccer leagues given priority from September 1 st -third Saturday of November. Youth baseball/softball will have block booking priority from April 1 st -third Saturday in June. Additional timeslots may be reserved outside of block time, but may only be reserved up to four weeks prior to usage.
III LEAGUES, ORGANIZATIONS, CLUBS, AND GROUPS WITH HIGHER THAN 51% OF ITS PARTICIPATING MEMBERS RESIDING IN THE 98072 OR 98077 ZIP CODES.	Priority given to youth, then to adult groups. Youth soccer leagues given priority from September 1 st -third Saturday of November. Youth baseball/softball will have block booking priority from April 1 st -third Saturday in June. Additional timeslots may be reserved outside of block time, but may only be reserved up to four weeks prior to usage.
IV LEAGUES, ORGANIZATIONS, CLUBS, AND GROUPS WITH HIGHER THAN 51% OF ITS PARTICIPATING MEMBERS RESIDING WITHIN THE NSSD BOUNDARIES.	Priority given to youth, then to adult groups. Youth soccer leagues given priority from September 1 st -third Saturday of November. Youth baseball/softball will have block booking priority from April 1 st -third Saturday in June. Additional timeslots may be reserved outside of block time, but may only be reserved up to four weeks prior to usage.
V SPECIAL EVENTS	Resident receives priority over non-resident. Insurance requirements and Special Event Permits may apply.

Note: See Athletic Fields Policies and Procedures for additional guidelines.

City of Woodinville Facility Rental List

The City of Woodinville designates the following facility areas as available to the public for rental. Rental reservations are processed through the Woodinville Recreation Division at the Woodinville Community Center.

Woodinville Community Center

- Meeting Rooms (1 Free Room for Non-Profit Use)
- Gymnasium
- Multi-purpose Rooms
- Sport Fields
- Outdoor/covered Basketball court
- Preschool Sport Field
- Courtyard

Wilmot Gateway Park

- Shelters

DeYoung Park

Rotary Community Park

- Plaza
- Skate/BMX

Woodin Creek Park

- Shelter
- Tennis Court
- Half-Court Basketball Court