

RESOLUTION NO. 354

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WOODINVILLE, WASHINGTON AMENDING RESOLUTION NO. 262, CREATING POLICIES, PROCEDURES, AND PRIORITIES FOR RENTAL OF CITY FACILITIES.

WHEREAS, the City of Woodinville has determined that public access to certain City owned facilities designated for public use 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. A "Use 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 or to pay for un-permitted rental time. All or a portion of the use 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 permitted rental, or the renter has failed to vacate or continued usage of the facility beyond the permitted rental time.

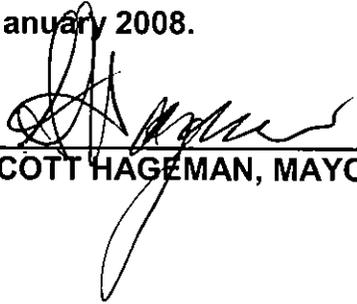
Section 3. Review, Approval, and Authority

- 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. Rentals, with over 100 attendees, with alcohol.
 - iii. Special Event Rentals, with alcohol.

RESOLVED this 22nd day of January 2008.



SCOTT HAGEMAN, MAYOR

ATTEST/AUTHENTICATED:



JENNIFER KUHN
CITY CLERK/CMC

Resolution No. 354, Attachment A

FACILITIES 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	RESIDENTS & RESIDENT NON-PROFITS	Residents (non-commercial) and resident non-profits
IV	RESIDENT BUSINESSES	City Licensed businesses with operations within the city limits of Woodinville
V	NON-RESIDENTS & NON-RESIDENT NON-PROFITS	Non-resident (non-commercial) and non-resident non-profits.
VI	NON-RESIDENT BUSINESSES	Businesses without a city business license and operating outside of the city limits of Woodinville

Resolution No. 354, 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, AND CLUBS, WITH THE HIGHEST % OF PARTICIPATING TEAM MEMBERS WITH ADDRESSES IN THE CITY LIMITS OF WOODINVILLE.	<p>Youth leagues are given block booking priority over adult leagues or general public rentals. Youth soccer leagues given priority from September 1st- Mid-November. Youth baseball/softball will have block booking priority from April 1st-Mid-June. Additional timeslots may be reserved outside of block time, but may only be reserved up to four weeks prior to usage.</p> <p>League priorities determined by address of team members as listed on team rosters: (1) Highest % of member's addresses within City limits of Woodinville; (2) highest % of member's addresses within 98072 zip code; (3) highest % of member's addresses within 98077 zip code; (4) highest % of member's addresses within NSSD boundaries</p>
III	RESIDENT NON-LEAGUE GROUPS OR INDIVIDUALS	Groups and individuals with addresses within the city limits of Woodinville. Rentals can be for games, practice, or special event.
IV	NON-RESIDENT NON-LEAGUE GROUPS OR INDIVIDUALS	Groups and individuals with addresses outside the city limits of Woodinville. Rentals can be for games, practice, or special events.
V	SPORT LEAGUES WITH ALL TEAM MEMBERS ADDRESSES OUTSIDE OF THE NSSD BOUNDARIES.	Leagues (adult or youth) with team members living outside of the Northshore School District Boundaries. Rentals can be for games, practice, or special events.

Resolution No. 354, Attachment C

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 Parks & Recreation office located at the Carol Edwards Center.

Carol Edwards 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

- Shelters

Rotary Community Park

- Plaza
- Skate/BMX

Woodin Creek Park

- Shelters
- Tennis Court
- Half-Court Basketball Court
- Horseshoe Pit