

**CITY OF NORMANDY PARK
RESOLUTION NO. 887**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF NORMANDY PARK,
WASHINGTON, AMENDING THE FACILITY RENTAL POLICY.**

WHEREAS, The City provides Parks and Recreation Facilities; and

WHEREAS, The City Administration has reviewed the existing Facility Rental and Usage Policies and Facility Rental Agreement and is recommending that it be updated; and

WHEREAS, The City Council establishes fees for various City services; and

WHEREAS, The Rental and Usage Policies and Facility Rental Agreement will be established and adjusted by the City Council, as deemed necessary, and available in the City Clerk's office; and

WHEREAS, This resolution shall become effective immediately upon its passage.

**NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF NORMANDY PARK,
WASHINGTON, DOES RESOLVE AS FOLLOWS:**

Section 1. **Execution of the Facility Rental and Usage Policies.** The City of Normandy Park shall adopt the adopted amended Facility Rental and Usage Policies.

Section 2. **Execution of the Facility Rental Agreement.** The City of Normandy Park shall adopt the adopted amended Facility Rental Agreement.

Section 3. **Effective Date.** This resolution shall become effective immediately upon passage.

**PASSED BY THE CITY COUNCIL OF THE CITY OF NORMANDY PARK,
WASHINGTON, THIS 11th DAY OF AUGUST, 2015 AND SIGNED IN
AUTHENTICATION OF ITS PASSAGE THIS 11th DAY OF AUGUST, 2015.**



Susan West, Mayor

Attest: 

Debbie Burke, City Clerk



Facility Rental and Usage Policies
Normandy Park City Hall
801 SW 174th Street, Normandy Park, WA 98166

The principal purpose and priority use of City facilities are for City of Normandy Park programs and activities. When not in use for City sponsored activities, City facilities may be made available for use by community groups and individuals on a first-come, first-served basis.

1. Applicants must be at least 18 years of age.
2. Applicants must be residents of Normandy Park, a Community Service/Nonprofit group as defined below, or an organization that provides recreational services designated by the lead parks administrator as part of the City of Normandy Park's recreational program.
3. The rental group representative or individual is required to sign the rental agreement, to be on-site throughout the entire rental period, and to comply with rental policies. The rental group representative is also responsible for the conduct and behavior of the participants and guests.
4. Facility rental hours are from 8:00am-10:00pm, Monday through Sunday.
5. Applicants must include clean-up and set-up time in the total rental time.
6. Any unauthorized use of City facilities may result in exclusion from future use.
7. A staff person will be required for events scheduled on a weekend. The rate for this staff person will be an additional \$15.00 per hour, with a minimum requirement of two hours.
8. Full rental payment is due no later than five business days after the rental has been approved and confirmed via email or phone. If a rental payment has not been received by this date, the reservation may be cancelled.
9. The City reserves the right to reject any application when it believes that the proposed use might result in undue wear and tear, or that such use would be more appropriately housed in a commercial or other non-City facility.
10. The use of City facilities will not be granted for political purposes.
11. In the event of a scheduled City activity, an event may be rescheduled or cancelled. If this occurs, the applicant will be notified via email. The City will not be liable for any financial, physical or other damages that result from a rescheduled or cancelled event. The City may substitute, at its discretion, another space in a City facility.

12. The City reserves the right to audit at any time a user group's gross receipts and costs as they pertain to the use of City facilities.
13. If this rental agreement is for a continuous period of 30 days or more, the renter shall pay, in addition to the monthly rental amount, leasehold excise tax of 12.84% of the rent paid.

Making a Reservation

1. **Submit completed application form online.** Find application forms and facility rental information at www.normandyparkwa.gov. Within three business days, the applicant will be notified by email or phone about the approval or denial of the application. An applicant must submit a signed Facility Rental Agreement along with the rental payment. The Facility Rental Agreement is attached to this document.
2. **If approved, make full payment for the rental within five business days.** Payments can be made by mail or in person at City Hall. If a rental payment has not been received within five business days, the reservation will be cancelled.

Eligibility for Use Defined

One-time and ongoing users may rent City facilities consistent with the provisions within this document.

Community Service/Nonprofit Groups: Nonprofit agencies or community service organizations that contribute to the City's provision of parks, recreation, or cultural services. To qualify as a nonprofit group, the organization must be registered as a tax-exempt 501(c) (3) charitable organization and have been in existence for a minimum of six months prior to submitting a rental application. In order to qualify for the reduced fees set forth below, a community service group shall have no paid employees and shall be operated under the terms of NPMC 7.90.040.

Scheduling Guidelines

One-Time Rentals

Rentals are accepted on a first come, first served basis. One-time rentals may be requested up to six months prior to the desired rental date.

Ongoing Rentals

Ongoing rentals may be requested for a six-month period of time and will be accommodated only after the City's recreation programs have been scheduled. Applicants for ongoing rentals must sign and abide by the terms of the Facility Rental Agreement attached to this document.

The deadlines for applying for an ongoing rental are:

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| First Half of the Year (January—June usage): | Third Tuesday in December, by 4pm. |
| Second Half of the Year (July—December usage): | Third Tuesday in June, by 4pm. |

Limits

With the exception of the Marvista Gazebo, reservations must be made in one-hour blocks of time. The city reserves the right to limit facility reservations to no more than four hours in a given day, and no more than two consecutive days in a given week.

Rental Fees

City Hall Recreation Center

Community Room

One-time Rental	\$30.00/hour
Ongoing Rental	\$20.00/hour

Gym Fees

One-time Rental	\$45.00/hour
Ongoing Rental	\$30.00/hour
Open Gym Fees	\$2.00/person/visit

Dance Studio

One-time Rental	\$20.00/hour
Ongoing Rental	\$ 15.00/hour

<i>Community Service Groups</i>	\$ 25.00/year
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Reminder: A staff person may be required for those events scheduled on the weekend, with over ten people participating. The rate will be an additional \$15.00/per hour, with a minimum requirement of two hours.

City Hall Fields

Field Use

Baseball, Soccer	\$6.00/hour/field
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Tournaments	
Baseball, Softball, Soccer (two hours per game)	\$30.00/game

<i>Clinics/Sport Camps</i>	\$22.00/hour/field
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<i>Other Reservations</i> (family, group use, games)	\$15.00/hour/field
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Marvista Gazebo

\$100.00 per four-hour time slot, plus a \$45.00 damage deposit. The deposit is refundable only if all park use rules and regulations are followed. Allow four weeks for the processing of any refund.

Canceling or Changing a Reservation

If a reservation is cancelled by the City or the renter, a full refund can be issued to the renter. Exceptions to the rule include:

One-time Renters and Renters of the Marvista Gazebo – If a renter makes a cancellation less than ten days prior to an event, a \$25 administration fee will be taken from the total refund amount.

Ongoing Renters – If a renter makes a cancellation less than 30 days prior to the start of the scheduled use of a facility, or if a renter has already made one cancellation in that rental period, a \$25 administration fee will be charged.

Guidelines for Renters

Clean-up

The renter must clean and set up the rental area to the exact condition in which the area was found upon the renter's arrival. This includes any hallway or restroom used by the rental group. Failure to properly clean or set up the rental area may result in additional rental fees or the forfeiture of the renter's damage deposit.

The renter is responsible for any expenses incurred by the City in cleaning, repairing, or otherwise correcting damages resulting from the renter's use of City facilities, regardless of who actually caused the damage.

Specific requirements for each City facility are listed below:

Community Room

- Garbage must be removed from the room and taken to the City dumpster located in the parking lot near the breezeway.
- All tables and chairs must be returned to the closet and stacked per the City's instructions located on closet doors.
- The sink must be wiped if used.
- All decorations must be removed.
- The floor must be vacuumed. A City vacuum is located in the closet.
- All windows and doors must be closed, lights must be off.

Marvista Gazebo

- All garbage must be removed from the park. This garbage can be placed in the dumpsters located in the City Hall parking lot near the breezeway. If the dumpsters are full, the garbage must be removed from all of the public areas by the renter.
- All decorations must be removed.
- Charcoal from the community use grills must be removed from the park.

Gym and Dance Studio

- All windows must be closed, and the doors must be locked.
All floors must be swept clean.

Decorations

All decorations and supplies brought into City facilities must be completely removed from the premises after the event. Only painter's tape can be used for hanging decorations on walls. No decorations or tape are allowed on windows.

Other Important Rental Rules

1. The renter is responsible for closing and locking interior and exterior doors and windows at the conclusion of his or her use of a facility.
2. No bikes, skates, rollerblades, baseballs, or batting machines are allowed in City facilities.
3. Smoking is strictly prohibited in any City park and within 25 feet of any City building.
4. NO ANIMALS are allowed inside the Recreation Center, except service animals.
5. The City is not responsible for lost, damaged, or stolen items belonging to users.
6. NO FOOD OR DRINKS other than water are allowed in the Gym, Dance Studio, or Common Areas of the Recreation Center. After one warning, violators will lose individual and group rental privileges.
7. Food and drinks are allowed ONLY in the Community Room and outdoor facilities.
8. NO ALCOHOL is allowed on City premises. This includes park grounds and parking lots.
9. No flammable materials are allowed in City facilities, park grounds, or parking lots, except in a designated picnic area barbecue unit or fire pit. No wood, gas or briquette cooking or heating devices are allowed.