

2007 FACILITY AND FEES BOOKLET

**CITY OF BELLINGHAM
PARKS AND RECREATION DEPARTMENT**

JANUARY 1, 2007

FACILITIES USE REGULATIONS

- 1. Because City-sponsored activities receive first priority for facility use, the City may cancel reserved facilities for City program needs or emergency conditions with reasonable notice to the reserving party.**
- 2. In order to provide opportunities for priority use, the Parks and Recreation Director may deny multiple reservations for the same individual or group for non-public agency use which are not recreation or education oriented.**
- 3. Because rentals of park facilities are intended for recreational, non-profit and non-commercial activities, we require approval by the Parks and Recreation Director for commercial rental use. If permission is granted, the facility rental fees charged will be at an established commercial rate.**

“Commercial” refers to all individuals, groups or businesses who charge admissions, class fees, sell tickets, food or other items, solicit funds or donations, offer other money-making activities or promote a commercial business.
- 4. Renters must be 18 years or older; be responsible for all payment of fees (from set up through clean up); be responsible for any damages to equipment and property which is incurred and make full payment at time of reservation in US funds.**
- 5. All scheduling must be confirmed and payment made at the Parks and Recreation Office prior to use. Payment may be made by cash, check or credit card. Governmental/Educational agencies may use purchase orders for fees greater than \$30.00.**
- 6. Reservations of facilities may be made one year in advance. If the one-year mark falls on a weekend or holiday, we accept the reservation on the previous business day.**
- 7. Applicants/renters must arrange with the Parks and Recreation Department in advance for special needs (electricity, waste receptacles, etc).**
- 8. Renters are required to conduct their activities in accordance with city policies, ordinances and codes. Subsequent use of facilities to renters abusing the facilities or violating regulations will be denied. The cost of damages to facilities or extra cleaning requirement will be charged to the renter.**
- 9. Alcoholic beverages are prohibited in all City Parks and Recreation facilities. Smoking is prohibited in Parks and Recreation (public) buildings.**
- 10. To be eligible for a refund, the renter must submit a request in writing to the Parks & Recreation Department Ten (10) days PRIOR to the booking date.**

FACILITY RENTAL FEES

Commercial events will be charged double the non-profit rates listed below

BLOEDEL DONOVAN PARK AND FAIRHAVEN PARK INDOOR FACILITIES

Commercial refers to all individuals, groups or businesses who charge admissions, class fees, sell tickets, food or other items, solicit funds or donations, offer other money making activities or promote a commercial business.

BLOEDEL MULTI-PURPOSE ROOM (capacity 280)	Gymnasium, 5 outlets, 78'x 56' Kitchen (2 outlets),stove/ref. 30 tables & 200 chairs Renter will do own set up.	\$30.00 hour \$300.00 day
BLOEDEL PAVILION	Meeting Room 25' x 28' - Full Kitchen 8 tables & 48 chairs	\$20.00 hour \$200.00 day
FAIRHAVEN PAVILION	Meeting Room 32'x25'– Full Kitchen 10 Tables & 60 chairs	\$20.00 hour \$200.00 day
GAZEBOS	Elizabeth Park - Capacity 25 Big Rock Garden - Capacity 4 (50 deck area)	\$ 10.00 hour \$ 100.00 day
MARITIME AMPHITHEATER	Seats 300 On-street parking only Electricity can be provided upon request	\$ 20.00 hour \$ 200.00 day
FAIRHAVEN VILLAGE GREEN	Facility will accommodate 600 Grass: 350 sitting or 200 w/tables & chairs On-street parking only	\$30.00 hour \$300.00 day

PICNIC SHELTERS : Minimum two hour use (W=Water L=Lights E=Electricity R=Restrooms)

Shelters are reserved *with fee* between April 1 and Oct 31 (winterized months of Nov-Mar are reserved *without fee*)

Cornwall Park (Lg/North) 60x30/Seats 96 W/L/E/R	\$15 per hour	\$150 per day
Cornwall Park (Sm/South) 28x48/Seats 32 No Utilities	\$13 per hour	\$130 per day
Fairhaven Park (Lg) 41x24/Seats 64 W/L/E/R	\$15 per hour	\$150 per day
Lake Padden Playground Shelter & Large BBQ 24x40/Seats 48 W/No Utilities	\$13 per hour	\$130 per day
Lake Padden Rotary Shelter/40'x25'/Seats 48/No Utilities	\$13 per hour	\$130 per day
Whatcom Falls Park (Lg) 24x48/Seats 72 W/L/E	\$15 per hour	\$150 per day
Whatcom Falls Park (Sm) 20x40/Seats 24 W/E	\$13 per hour	\$130 per day

STAGING FEE FOR OPEN SPACE:

Non-profit Event:	\$ 10.00 per hour	\$100 per day
Commercial Event:	\$ 20.00 per hour	\$200 per day

Open space next to reservable facilities will not be booked independent of the facility. Renter may use open area around rented facility at no cost but it is not exclusive use.

POLICY FOR BLOEDEL AND FAIRHAVEN PARK INDOOR FACILITIES:

1. Facility rental refunds will be approved if the Parks and Recreation Department is notified in writing ten (10) days in advance of reserved date.
2. There is a minimum of two (2) hours use of all park facilities with the exception of Bloedel Donovan Multi-Purpose Room which will require a three (3) hour minimum on weekends
3. Facility rental hours are 8:00 a.m. to 10:00 p.m.
4. Facilities can be reserved one year in advance of scheduled date. If the one-year mark falls on a weekend or holiday, you can make the reservation on the previous business day.

LAKE PADDEN GOLF COURSE: 4882 Samish Way, Bellingham WA 98229

Full Service Facility available to rent at the Lake Padden Golf Course. Facility seats 85. Catering available upon request. For booking information, call (360) 738-7400.

CIVIC FIELD ATHLETIC USE FEES

*Commercial is defined as: Individuals, groups or businesses who charge admissions, class fees, sell tickets, food or other items, solicit funds or donations, offer other money making activities or promote a commercial business.

<u>CIVIC STADIUM</u> (Seating: Home=3,000 Visitor=1,500)	<u>NON-PROFIT</u>	<u>*COMMERCIAL</u>
Games (per game)	\$ 450.00 per game	\$ 900.00 per game
Practice (per hour)	\$ 40.00 per hour	\$ 80.00 per hour
Lights (per hour)		
Games	\$ 50.00 per hour	\$ 50.00 per hour
Practices	\$ 20.00 per hour	\$ 20.00 per hour
All Day Fee	\$ 900.00 all day	\$ 1,800.00 all day

<u>JOE MARTIN BASEBALL FIELD</u>	<u>NON-PROFIT</u>	<u>*COMMERCIAL</u>
Games (per game)	\$ 120.00 per game	\$ 240.00 per game
Practices (per hour)	\$ 20.00 per hour	\$ 40.00 per hour
Lights (per hour)	\$ 20.00 per hour	\$ 20.00 per hour
All Day Fee	\$ 240.00 all day fee	\$ 480.00 all day fee

<u>PARKING LOT:</u>	<u>NON-PROFIT</u>	<u>*COMMERCIAL</u>
Community Event Per Hour	\$ 70.00 per hour	\$ 140.00 per hour
Community Event All Day Fee	\$ 700.00 per day	\$ 1,400.00 per day
Shuttle Groups (50 cars and fewer)	\$ 25.00 per hour	\$ 250.00 per day
Long Term Park & Ride (approved by Director)	-Contracted-	-Contracted-

FEE POLICY FOR USE OF CIVIC STADIUM/PARKING LOT AND JOE MARTIN STADIUM

1. Practice at Joe Martin Field will not be scheduled before 10:00 a.m.
2. Curfew for all events shall be 12:00 Midnight.
3. Payment of fees is required at the time of booking.
4. Renter shall follow all department rules and regulations plus applicable city codes.
5. Requests for commercial rental use are approved by the Parks and Recreation Director. If approved, the facility rental fees will be charged at the established commercial rate.

ATHLETIC FIELD FEES
Fees apply to all City & Bellingham School District Fields
(excluding Civic Field and Joe Martin Stadiums)

TOURNAMENT/LEAGUE FIELD USE

TOURNAMENTS:

1. **New tournaments** will be scheduled on a first come, first served basis beginning **February 1st** of each year.
2. A "Tournament Field Reservation Form" must be completed and a deposit of \$25.00 (non-refundable fee) per field must be submitted before a field is reserved. The reservation form and deposit must be submitted to the Parks and Recreation Department Office located at Cornwall Park on Meridian.
3. Full payment (minus the \$25.00 per field reservation fee) to be submitted to the Parks and Recreation Department within seven (7) days of completion of the tournament. (refer to fee schedule below).

LEAGUES:

1. Fields are allotted by the Parks and Recreation Department to each Athletic Association at the Fall and Spring Sport Field meeting. The Associations will then assign fields and times to their respective leagues.
2. All leagues will provide the Parks and Recreation Department with copies of all scheduled games prior to the start of the season.
3. All Associations will be invoiced by the Parks and Recreation Department at the end of the season with payment to be received within 30 days of the billing date.

PRACTICE FIELDS:

1. **Softball teams may reserve available practice fields during the months of March and April through their sponsoring Association. All other practice field use, except under lights, is on a first come, first served basis on designated fields.**
2. All **LIGHTED** practice **FIELDS** will be charged an additional fee (see schedule below).

FIELD USE FEES	SOFTBALL	BASEBALL	FOOTBALL/ SOCCER
LEAGUE & TOURNAMENT PER GAME:			
Adult	\$ 20.00	\$ 40.00	\$ 25.00
Youth	\$ 12.00	\$ 12.00	\$ 12.00
Lights (extra)	\$ 10.00	N/A	N/A
PRACTICE PER HOUR:			
Adult	\$ 12.00	\$ 12.00	\$ 12.00
Youth	\$ 6.00	\$ 6.00	\$ 6.00
Lights (extra)	\$ 10.00	N/A	\$ 10.00

**Fees for commercial events are double the listed fee rate*

TOURNAMENT FIELD USE PAYMENT SCHEDULE

TOURNEY/EVENT NAME _____ DATE _____
 DIRECTOR _____ PHONE _____ (H) _____ (W) _____
 ADDRESS _____ CITY/ZIP _____

GERI 1__ GERI 2__ GERI 3__ GERI 4__ PADDEN 1__ PADDEN 2__ OTHER _____
 MEN _____ WOMEN _____ COED _____ SLOWPITCH _____ FASTPITCH _____ CLASSIFICATION _____
 # OF TEAMS _____ # OF PICKUP PLAYERS _____ ENTRY FEE \$ _____
 SINGLE ELIM. _____ DOUBLE ELIM. _____ ROUND ROBIN _____ OTHER _____

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CHECKS MADE PAYABLE TO "BELLINGHAM PARKS AND RECREATION"

PRE-PAYMENT FEE: (Must accompany this form to confirm/hold tournament dates):

Reservation Fee (\$25.00 per field requested)..... \$ _____
 ASA Sanction Fee (If applicable/\$30.00)..... \$ _____
SUB-TOTAL (#1) \$ _____

FINAL PAYMENT: (To be paid within 7 days of completion of tournament):

Total Tournament Games Played.....\$20.00x _____ Games = \$ _____
 Plus Number of Games played Under Lights.....\$10.00x _____ Games = \$ _____
 If Tournament is ASA Sanctioned..... \$ 5.00 x _____ Teams = \$ _____
Minus Reservation Fee (above) = \$ _____
SUB-TOTAL (#2) = \$ _____

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RECORD OF PAYMENT

SUB-TOTAL #1 \$ _____ RCPT # _____ DATE ____/____/____
 SUB-TOTAL #2 \$ _____ RCPT # _____ DATE ____/____/____
 Signature of Authorizing Tournament Official _____ DATE ____/____/____
 Signature of Authorizing Dept Personnel _____ DATE ____/____/____

BELLINGHAM SCHOOL GYM RENTALS

SCHOOL GYMNASIUM	NON-PROFIT YOUTH	OTHER/ADULT
Elementary School	\$ 4.00/hour	\$ 8.00/hour
Middle School	\$ 5.00/hour	\$10.00/hour
High School	\$ 6.00/hour	\$12.00/hour
School Showers	\$10.00/per night	

WRESTLING/WEIGHT ROOMS	NON-PROFIT YOUTH	OTHER/ADULT
Wrestling (school reserves)	\$ 3.00/hour	\$ 6.00/hour
Weight (school reserves)	\$ 6.00/hour	\$12.00/hour

ATHLETIC FIELDS

Refer to Page 9 "ATHLETIC FIELD FEES"

COVERED SHELTERS	NON-PROFIT YOUTH	OTHER/ADULT
Elementary Shelters	\$ 2.00/hour	\$ 4.00/hour

MISCELLANEOUS INFORMATION

1. To be eligible for a refund, the renter must notify the Parks and Recreation Department "in writing" ten (10) days in advance of reserved date.
3. Schools reserve their own facilities for large community or commercial events.
4. Minimum of 1.5 hours Monday thru Friday. Minimum of 4 hours on Saturdays.
5. Custodial Overtime will be charged at \$32.00 per hour on weekends/holidays (or current rate as set by school district).
6. School facilities available from September through mid-June, Monday through Friday.

HOURS AVAILABLE FOR ELEMENTARY, MIDDLE SCHOOLS and HIGH SCHOOLS (subject to change)

Alderwood	3:30-8:00	Shuksan MS	6:00-10:00
Birchwood	3:30-8:30	Silver Beach Annex	6:30-9:00
Carl Cozier	6:00-9:30	Silver Beach Main	3:30-9:00
Columbia #1	3:30-7:30	Sunnyland	3:30-7:30
Columbia #2	3:30-7:30	Parkview	3:30-8:00
Fairhaven MS E/W	6:00-10:00	Roosevelt (new & old)	3:30-9:00
Geneva	3:30-9:00	Whatcom MS #1	6:00-9:00
Happy Valley 1&2	3:30-8:45	Whatcom MS #2	6:00-9:30
Kulshan MS N/S	5:30-9:30	Whatcom MS #3	Gymnastics Room
Larrabee	3:30-6:30	Bellingham H.S.	6:00-10:00
Lowell	3:30-8:00	Sehome H.S.	6:00-10:00
		Squalicum H.S.	6:00-10:00

BELLINGHAM SCHOOL DISTRICT NO. 501
COMMUNITY USE OF SCHOOL FACILITIES

The user organization is responsible for the enforcement of the following regulations and is responsible for all participants, spectators and affiliated personnel. The User agrees to protect, indemnify and hold harmless the District, its elected and appointed officials, employees, agents and staff from any and all claims, liabilities, damages, expenses or rights of action directly or indirectly attributable to the User's activities and/or use of premises in connection with this agreement. The user further agrees to reimburse or make good any loss or damages or costs that the Bellingham School District may have to pay if any litigation arises on account of any claims made by any person while such facilities are being rented by the rental group. It is the aim of the Board of Directors to make school facilities available for community resident use. Usage must be in the public interest and for the public good. Buildings and facilities are offered for nominal rental fees, not on a commercial basis but as an accommodation.

Payment of the use charge will constitute acceptance by the applicant of responsibility and willingness to comply with the policies of the Board of Directors and the regulations established by the school administration. Permits will not be granted for any meeting which, in the judgment of the district, may be prejudicial to the best interests of the schools or educational system or for which satisfactory sponsorship is not provided. All permits are revocable and are not considered as a lease.

District or school organization activities have first preference for all district facilities. Non-school applications are superseded in any instance where facilities are needed for school activities. The Board of Directors reserves the right to reject any application for the use of school facilities when it believes a commercial facility should be patronized. The use of school facilities will not be granted for private or commercial gain or for advertising purposes. It is understood and agreed by the applicant that permission may be revoked or cancelled at any time with or without cause and in the event of such revocation or cancellation, there shall be no claim or right to damages or reimbursement on account of any loss, damage or expense incurred.

GYMNASIUM USE POLICY REGULATIONS

1. Bellingham School District Facilities shall be available for community use whenever possible without conflict with school sponsored events and/or City recreation programs. The City Parks and Recreation Department schedules all school gymnasiums except the two High School facilities for community recreation use. The School District and the City reserves the right to cancel reserved facilities for their program needs or due to emergency conditions related to the building upon giving reasonable notice.
2. User organization must provide sufficient qualified adult supervision for any scheduled youth activity. The person applying for use must be 18 years of age and must assume responsibility for payment of fees and for all aspects of the reservation including cleanup of the facility and repair of any damages to equipment and/or property which may be incurred. Appropriate athletic shoes will be required for all indoor athletic activities.
3. Facilities to be used for community/public special events can be reserved one year in advance of scheduled date. When the school facilities are to be used for private or restricted use, then reservations will normally only be reserved six months in advance due to the school and city public programming. Reservations must be made 1 week (7 days) prior to the event.
4. Advance payment of use fees will be required on all reservations including reservations for more than one date. Payment will be made at the Parks and Recreation office located within Cornwall Park (3424 Meridian).
5. Individuals shall notify the Parks and Recreation Office (676-6985) of any postponement and/or cancellation of use not less than ten (10) days in advance of the reserved date. When properly notified, refunds will be approved in full minus a \$10.00 cancellation processing fee. No refund will be approved if the department is not notified in advance. Any reservation of \$10.00 or less is not eligible for a refund.
6. Special group activities shall be conducted in a manner which is consistent with the policies of the School District and Parks and Recreation Department. Reservations will not be accepted for religious services, or functions of a strictly commercial nature. Organizations which advocate the violent overthrow of the government or its institutions or violations of its laws, or which promote any form of discrimination are excluded from utilizing district facilities. Groups causing problems due to abuse of facilities or regulations shall be denied subsequent exclusive use of facilities.
7. Non-profit groups who wish to charge admission, sell tickets, or solicit funds for benefits or other money-making activities must obtain permission from the School District in advance. If permission is granted, the School District will establish the facility rental fee for this event.
8. Smoking is not permitted in school buildings or on school grounds. No alcoholic beverages are to be brought or consumed in a school building or on school grounds. Disorderly conduct and willful destruction of property are forbidden. Violators will be prosecuted in accordance with the law.
9. School facilities are not available for public dances.
10. A custodian or other authorized district employee must be on the premises during any use of a district facility by a non-school group. Reservations are not accepted during non-custodian hours and school holidays unless approved by the School District. An additional fee will be charged to cover staff overtime expenses if approved.
11. Lessee shall make arrangements in advance for any special needs or requirements for their activity. An additional fee for special services rendered or equipment provided may be levied.