

CITY COUNCIL AGENDA ITEM
CITY OF SHORELINE, WASHINGTON

AGENDA TITLE:	Discussing Ordinance No. 898 - Amending Shoreline Municipal Code Chapter 8.12 Rules for Use of Shoreline Park Facilities
DEPARTMENT:	Parks, Recreation and Cultural Services
PRESENTED BY:	Eric Friedli, Parks, Recreation and Cultural Services Director
ACTION:	<input type="checkbox"/> Ordinance <input type="checkbox"/> Resolution <input type="checkbox"/> Motion <input type="checkbox"/> Public Hearing <input checked="" type="checkbox"/> Discussion

PROBLEM/ISSUE STATEMENT:

Parks, Recreation and Cultural Services (PRCS) staff issue over 900 permits annually for use of parks and recreation facilities at Spartan Recreation Center, Richmond Highlands Recreation Center, athletic fields, tennis courts, picnic shelters, the Terrace at Saltwater Park, and other locations throughout the park system. Shoreline Municipal Code (SMC) Chapter 8.12 provides the authority and general regulations for the facility and fields permit system. The process and procedures for how the permit system has evolved over many years.

In 2019, staff began a process improvement effort to review, update and formalize the guidelines and operations manual for parks fields and facility rentals. An important part of the process improvement review was a review of SMC 8.12. SMC 8.12 was adopted in 1999 with minor amendments since that time. Proposed Ordinance No. 898 (Attachment A) would adopt amendment's (Exhibit A) that provide clarification for the field and facility rental operations. The process improvement also resulted in a new Field and Facility Rental Operations Manual (Attachment B). The Operations Manual provides greater detail on guidelines and processes for requesting and issuing permits for use of parks facilities.

Tonight, Council is scheduled to discuss proposed Ordinance No. 898. Proposed Ordinance No. 898 is currently scheduled to be brought back to Council for adoption on September 14, 2020.

FINANCIAL IMPACT:

There is no financial impact associated with proposed Ordinance No. 898.

RECOMMENDATION

No action is requested this evening. Council is asked to provide any input or additional direction for Ordinance No. 898. Ordinance No. 898 is scheduled for City Council action on September 14, 2020.

Approved By: City Manager **DT** City Attorney **MK**

BACKGROUND

PRCS staff issue over 900 permits annually (see Table 1 below) for use of parks and recreation facilities at the Spartan Recreation Center, Richmond Highlands Recreation Center, athletic fields, tennis courts, picnic shelters, the Terrace at Saltwater Park, and other locations throughout the park system.

Table 1: Rental permits, scheduled events and revenue - 2019.

Type of Rental	# of Permits	# of Rental Events	Rental Revenue
Athletic Fields	99	4,548	\$372,784
Concession Permits	30	331	\$765
Park & Open Space	47	83	\$2,077
Picnic Shelter/Areas	460	460	\$41,741
Pool	49	2,896	\$65,233
Richmond Highlands	69	121	\$27,719
Spartan	118	1,140	\$65,416
Tennis Courts	31	420	\$6,682
Total	903	9,999	\$582,417

In 2019, staff began a process improvement effort to review, update and formalize the guidelines and operations manual for parks fields and facility rentals. An important part of the process improvement review was a review of Shoreline Municipal Code (SMC) Chapter 8.12, which establishes rules for use of City of Shoreline park facilities. SMC 8.12 provides the authority and general regulations for the facility and fields permit system.

SMC 8.12 was adopted by Ordinance No. 195 in May 1999. It repealed and replaced previous King County Park Code that was adopted by the City of Shoreline upon incorporation. The most substantial changes to SMC 8.12 since 1999 have been to allow off-leash dogs (2010) and alcohol in specific locations in the park system (2012) and to prohibit smoking (2012) throughout the system.

The process improvement also resulted in a new Field and Facility Rental Operations Manual. The Operations Manual provides greater detail on guidelines and processes for requesting and issuing permits for use of parks facilities. The purpose of the Park Field and Facilities Rentals Operations Manual is to set forth guidelines for implementing SMC 8.12.040 pertaining to rental and use of Shoreline facilities, including indoor recreation centers, outdoor shelters, athletic fields, tennis courts, neighborhood parks, and all other park designated areas.

PRCS staff use the Operations Manual to consistently and fairly make determinations about the use of parks and recreation facilities for events and organized activities. The Operations Manual is an important way for the public to understand the City's processes and reasons for making decisions related to rentals and use of park and recreation facilities.

DISCUSSION

As part of this process improvement effort, SMC 8.12 was reviewed, and amendments were recommended. SMC 8.12 addresses parks general administration and facility use permits specifically. It provides rules for hours of operation, definition of a special use permit and when they are required, cancellation of permits, liability and liability insurance requirements, sale of goods or services, and other miscellaneous topics.

Proposed Ordinance No. 898 (Attachment A) would adopt the recommended amendments (Exhibit A) that provide clarification for the field and facility rental operations. The proposed amendments to SMC 8.12 are as follows:

SMC 8.12.010: Definitions.

A definition for Permittee is added (8.12.010(k)) and the definitions are put in alphabetical order.

SMC 8.12.20: Program – Purpose.

No changes.

SMC 8.12.030: Administrative rules – Hours and operation.

No changes.

SMC 8.12.040: Facility Use Permit.

SMC 8.12.040 currently states that:

“Park and recreation facilities are available for public use whenever possible, without conflicting with city programs.”...“Groups or individuals that desire to use a City of Shoreline owned or managed field, facility, or park may be granted special use permits by the department and may be charged a fee. Where appropriate, special conditions of use will be established by the department and so noted on the facility use permit. Charges for special services in the city recreational facilities will be established by the department with the approval of the Shoreline City Council.”

The proposed amendment to this section provides clarifying language and the subject areas are split into separate lettered sections. A key addition is 8.12.040(D), which gives the PRCS Director the authority to develop procedures for the administration of the facility use permit system. The procedures are captured in the Operations Manual (Attachment B).

SMC 8.12.050: Suspension or cancellation of facility use or concession permit - by city.

This section provides clearer and more detailed language about the City’s right to cancel a permit. Section C is added to identify that refunds for cancellation are pursuant to the City Council approved Refund Policy.

SMC 8.12.060: Building facility and outdoor field light hours.

No substantive changes. Provides clearer formatting for designation of hours for building and field lights.

SMC 8.12.070: Cleanup.

No substantive changes. Provides clearer language.

SMC 8.12.080: Liability.

No substantive changes. Provides clearer language.

SMC 8.12.090: Liability Insurance.

No substantive changes. Provides clearer language.

SMC 8.12.100: Adults to accompany minors.

No substantive changes. Provides clearer language.

SMC 8.12.110: Storage of equipment.

No substantive changes. Provides clearer language.

SMC 8.12.120: Equipment regulations.

Deleted.

SMC 8.12.130: Permit required for sale of goods and services.

Amendments to this section provide clarifying language. Subject areas are split into separately lettered sections. A key addition is Section 8.12.130(C)) that gives the City the right to deny a permit if the use would be inconsistent with the purpose of the facility or would compete with program already offered by the City.

Park Field and Facilities Rentals Operations Manual

Proposed SMC 8.12.040(D) authorizes the PRCS Director to develop procedures for rental and use of Shoreline facilities, including indoor recreation centers, outdoor shelters, athletic fields, tennis courts, neighborhood parks, and all other park designated areas. The procedures are outlined in the Field & Facilities Rentals Operations Manual (Attachment B).

The Operations Manual outlines the general rental process, identifies key regulatory items, describes the types of permits available, outlines fees and refund processes, and identifies detail processes for each facility type. The Operations Manual is intended to be a guidebook for staff and provide transparency for the public. It is also intended to ensure consistency and fairness for the public in the processing of rental permits. The Manual is a useful tool for communicating with the public when questions arise about how decision are made about permit applications and how they are processed.

STAKEHOLDER OUTREACH

The PRCS/Tree Board reviewed the proposed SMC amendments and the Operations Manual at its June 25, 2020 meeting. The Board voted to recommend the City Council approve the proposed amendments to SMC 8.12 and endorsed the Field and Facilities Rental Operations Manual.

FINANCIAL IMPACT

There is no financial impact associated with proposed Ordinance No. 898.

RECOMMENDATION

No action is requested this evening. Council is asked to provide any input or additional direction for Ordinance No. 898. Ordinance No. 898 is scheduled for City Council action on September 14, 2020.

ATTACHMENTS

Attachment A – Ordinance No. 898

Attachment A, Exhibit A – SMC 8.12 Proposed Amendments

Attachment B – Field and Facilities Rentals Operation Manual

ORDINANCE NO. 898

**AN ORDINANCE OF THE CITY OF SHORELINE, WASHINGTON,
AMENDING CHAPTER 8.12 RULES FOR USE OF CITY OF SHORELINE
PARK FACILITIES OF THE SHORELINE MUNICIPAL CODE TO
ESTABLISH CONSISTENCY WITH THE FIELD AND FACILITIES
RENTAL OPERATIONS MANUAL.**

WHEREAS, the rental and use of Shoreline Park facilities, including indoor recreation centers, outdoor shelters, athletic fields, tennis courts, and neighborhood parks, is authorized by chapter 8.12 Rules of Use of City of Shoreline Park Facilities of the Shoreline Municipal Code (SMC); and

WHEREAS, in 2019, Parks, Recreation, and Cultural Services (PRCS) Staff began a process to review, update, and formalize an operation manual for park fields and facility rentals to implement chapter 8.12 SMC pertaining to rentals and use and to reflect current practices; and

WHEREAS, in conjunction with this process, it was revealed that certain provisions of chapter 8.12 SMC need to be amended to reflect these operational procedures and to provide the PRCS Director with greater authority; and

WHEREAS, on June 25, 2020, PRCS Staff presented the Shoreline PRCS/Tree Board with the Field and Facilities Rentals Operations Manual and proposed amendments to the SMC; and

WHEREAS, as set forth in SMC 2.55.060, the PRCS/Tree Board may make recommendations to the City Council concerning the operation of parks and the development of rules and regulations concerning the use of parks; and

WHEREAS, the amendments to chapter 8.12 SMC authorized by this Ordinance are exempt from SEPA pursuant to WAC 19711-800(19); and

WHEREAS, the City Council has considered the entire public record, public comments, written and oral, and the PRCS/Tree Board's recommendation; and

WHEREAS, the City Council has determined that the amendments to chapter 8.12 SMC are in the best interests of the City of Shoreline residents;

**NOW THEREFORE, THE CITY COUNCIL OF THE CITY OF SHORELINE,
WASHINGTON, DO ORDAIN AS FOLLOWS:**

Section 1. Amendment – Chapter 8.12 Rules for Use of City of Shoreline Park Facilities. Chapter 8.12 Rules for Use of City of Shoreline Park Facilities is amended as set forth in Exhibit A to this Ordinance.

Section 2. Corrections by City Clerk or Code Reviser. Upon approval of the City Attorney, the City Clerk and/or the Code Reviser are authorized to make necessary corrections to this ordinance, including the corrections of scrivener or clerical errors; references to other local,

state, or federal laws, codes, rules, or regulations; or ordinance numbering and section/subsection numbering and references.

Section 3. Severability. Should any section, subsection, paragraph, sentence, clause, or phrase of this ordinance or its application to any person or situation be declared unconstitutional or invalid for any reason, such decision shall not affect the validity of the remaining portions of this ordinance or its application to any person or situation.

Section 4. Publication and Effective Date. A summary of this Ordinance consisting of the title shall be published in the official newspaper. This Ordinance shall take effect five (5) days after publication.

PASSED BY THE CITY COUNCIL ON SEPTEMBER 14, 2020

Mayor Will Hall

ATTEST:

APPROVED AS TO FORM:

Jessica Simulcik Smith
City Clerk

Margaret King
City Attorney

Date of Publication: _____, 2020
Effective Date: _____, 2020

Ordinance 898, Exhibit A
Amendments to Shoreline Municipal Code Chapter 8.12

Chapter 8.12

RULES FOR USE OF CITY OF SHORELINE PARK FACILITIES

Article I. General

- 8.12.010 Definitions.
8.12.020 Program – Purpose.

Article II. Administration/Facility Use Permits

- 8.12.030 Administrative rules – Hours and operation.
8.12.040 ~~Special Facility~~ use permits.
8.12.050 ~~Suspension or Cancellation of facility use or concession permit – By city.~~
8.12.060 Building facilities and outdoor field lights hours.
8.12.070 Cleanup.
8.12.080 Liability.
8.12.090 Liability insurance.
8.12.100 Adults to accompany minors.
8.12.110 Storage of equipment – Liability of city.
8.12.120 ~~Equipment regulations – Failure to perform Repealed.~~
8.12.130 ~~Facility Use – Permit required for Sale~~ of goods or services.

Article I. General

8.12.010 Definitions.

A. “Alcoholic beverages” or “liquor” shall be defined as set forth in RCW 66.04.010 and shall include alcohol, spirits, wine and beer.

B. “Associated marine area” means any water area within 100 feet of any city of Shoreline trail, open space, park area or marine facility such as a dock, pier, float, buoy, log boom, or other object which is part of a city of Shoreline park area; provided, that such area does not include private property.

C. “Camping” means erecting a tent or shelter or arranging bedding or both for the purpose of, or in such a way as will permit, remaining overnight; or, parking a trailer, van, recreational vehicle, bus, camper, or other vehicle for the purpose of remaining overnight.

D. ~~“Department” means the city of Shoreline parks, recreation and cultural services department.~~ “City” means city of Shoreline, Washington.

E. ~~“Facility” or “facilities” means any building, equipment, sign, material, shelter, swimming pool, or other physical property including but not limited to administered trees, shrubs, plants, lawns, play equipment, picnic areas, athletic fields, trails, or structures, by the city of Shoreline parks, recreation and cultural services department.~~ “City of Shoreline open space, trail or park area” means any area under the ownership, management, or control of the city of Shoreline parks, recreation and cultural services department.

F. ~~Department employee” means a duly appointed city of Shoreline parks, recreation and cultural services department employee.~~ “Department” means the city of Shoreline parks, recreation and cultural services department.

G. ~~“City of Shoreline open space, trail or park area” means any area under the ownership, management, or control of the city of Shoreline parks, recreation and cultural services department.~~ “Department employee” means a duly appointed city of Shoreline parks, recreation and cultural services department employee.

Attachment B

H. "Director" means the department director of the city of Shoreline parks, recreation and cultural services department or their designee.

I. ~~"City" means city of Shoreline, Washington.~~ "Facility" or "facilities" means any building, equipment, sign, material, shelter, swimming pool, or other physical property including but not limited to administered trees, shrubs, plants, lawns, play equipment, picnic areas, athletic fields, trails, or structures, by the city of Shoreline parks, recreation and cultural services department.

J. "Motor vehicle" means any self-propelled device capable of being moved upon a road, and in, upon, or by which any persons or property may be transported or drawn, and shall include, but not be limited to, automobiles, trucks, motorcycles, motor scooters, jeeps or similar type four-wheel drive vehicles, and snowmobiles, whether or not they can be legally operated upon the public highways.

K. ~~"Person" means any individual, group, firm, partnership, corporation or club.~~ "Permittee" means a Person to whom a permit is issued.

L. ~~"Rocket" means any device containing a combustible substance which when ignited propels the device.~~ "Person" means any individual, group, firm, partnership, corporation or club.

M. ~~"Trail" means any path, track, or right of way designed for use by pedestrians, bicycles, or other nonmotorized modes of transportation. [Ord. 195 § 1, 1999]~~ "Rocket" means any device containing a combustible substance which when ignited propels the device.

N. "Trail" means any path, track, or right-of-way designed for use by pedestrians, bicycles, or other nonmotorized modes of transportation.

8.12.020 Program - Purpose.

The facilities and programs of the department are established by the city for public recreation purposes.

Article II. Administration/Facility Use Permits

8.12.030 Administrative rules – Hours and operation.

The director shall promulgate rules establishing the times facilities will be open and closed for use by the public.

8.12.040 Special Facility use permits.

~~Park and recreation facilities are available for public use whenever possible, without conflicting with city programs. Special use permits or scheduling of use of facilities is required for any community special or private event involving more than routine use of a park and is done by contacting the parks and recreation department office. Permission for use for amplifying devices must be obtained in advance from the department.~~

~~Groups or individuals that desire to use the city park facilities, swimming pool, or city programs may be granted special use permits by the department, and may be charged a fee. Where appropriate, special conditions of use will be established by the department and so noted on the special use permit. Charges for special services in the city recreational facilities will be established by the department with the approval of the Shoreline city council. [Ord. 195 § 1, 1999]~~

A. Facilities may be rented or reserved for non-routine use on an individual or on-going basis through the issuance of a facility use permit. If the proposed use pertains to filmmaking, then Chapter 5.25 Filmmaking Regulations apply in lieu of a facility use permit.

B. Facilities available for rent or reservation include, but are not limited to: Richmond Highlands and Spartan Community Center, athletic fields, tennis courts, and picnic shelters and areas. The Director may, from time to time, add or remove available facilities, limit issuance of a permit so as to lessen impacts on the Facility, or prioritize allocation of Facilities.

Attachment B

C. All applications for a facility use permit shall be submitted on forms provided by the Department and shall include the appropriate application fee based on the official fee schedule set forth in chapter 3.01 SMC and any required security deposit.

D. The Director may promulgate procedures for the administration of a facility use permit system.

E. Permittees shall be required to comply with the provisions of this chapter and other applicable state and local laws and regulations. The Director may impose any reasonable conditions to granting a facility use permit deemed necessary to ensure the safe, reasonable, and orderly use of Facilities.

8.12.050 Suspension or ~~Cancellation~~ of facility use or concession permit – By city.

~~The department reserves the right to cancel a permit for cause or to meet the needs of the department. Notice of cancellation for priority in order to meet the needs of the department shall be given at least 24 hours in advance. Notice of cancellation for cause may be given at any time. [Ord. 195 § 1, 1999]~~

A. Violation of any of the terms and conditions of a permit by the permittee, or any representative of a permittee, is cause for immediate suspension or cancellation of the permit by the Director without prior notice.

B. The Director may suspend or cancel a permit at any time due to an emergency, severe weather conditions, or other situations the Director has determined may result in Facility damage or personal injury. The Director shall provide notice to a permittee as soon reasonably practicable under the circumstances.

C. Refunds of any fees paid for a suspended or cancelled permit shall be pursuant to applicable Department policies and procedures in effect at the time.

8.12.060 Building facilities and outdoor field lights hours.

~~Use of facilities Sunday through Thursday shall cease at 10:00 p.m. unless otherwise approved in the use permit. Use of facilities on Fridays or Saturdays shall cease at 12:00 a.m. unless otherwise approved in the use permit. Outdoor lights shall cease at 10:30 p.m. at park athletic fields unless otherwise designated. [Ord. 195 § 1, 1999]~~

A. Unless otherwise approved by a facility use permit or designated by the Director:

1. The use of building facilities shall cease as follows:

a. Sunday through Thursday: 10:00 p.m.

b. Friday and Saturday: 12:00 a.m.

2. The use of outdoor athletic field lights shall cease by 10:30 p.m.

8.12.070 Cleanup.

~~All persons~~ Persons using a ~~building facility~~ Facility must leave the ~~facility~~ Facility in a clean and neat condition considered satisfactory to the ~~department~~ Department. A Permittee shall return the Facility in a same or better condition or shall be liable for the costs of cleaning the Facility.

8.12.080 Liability.

~~Persons using facilities by permit will be required to protect, save and hold the city of Shoreline, its elected and appointed officials and employees, harmless from and against all claims, demands and causes of action of any kind or character, including the cost of defense thereof, arising out of the use of facilities. [Ord. 195 § 1, 1999]~~

A. A Permittee shall:

1. Agree in writing to indemnify and hold the City, its officials, agents, and employees, harmless from and against any and all claims, damages, losses, and expenses, including attorney fees, arising out of or in connection with the permitted activity; and

2. Reimburse the City for all reasonable costs incurred to repair damages to the Facilities that occurred in connection with the permitted activity.

8.12.090 Liability insurance.

A. During all periods of use, a Permittee, persons using facilities by permit shall, except when a waiver is obtained from the department Department, obtain and maintain commercial general liability adequate insurance in an amount of not less than \$1,000,000 each occurrence and \$1,000,000 general aggregate. The city shall be named as an insured on the person's commercial general liability insurance policy. Persons shall provide a certificate of insurance or, upon written request of the city, a duplicate of the policy, as evidence of the insurance protection provided. This insurance shall not be canceled or reduced without prior written notice to the city at least 10 days in advance of the cancellation, as follows:

1. Commercial general liability; or
2. Tenant User Liability Insurance Program (TULIP).

B. Coverage shall be in an amount of not less than \$1,000,000 each occurrence and \$1,000,000 general aggregate, unless the Department requires a different amount based on the intended use. The City shall be named as an additional insured.

C. A Permittee shall provide a certificate of insurance or, upon written request of the City, a duplicate of the policy, as evidence of the insurance protection provided. This insurance shall not be canceled or reduced without prior written notice to the city at least thirty (30) calendar days in advance of the policy's cancellation.

8.12.100 Adults to accompany minors.

When facilities Facilities are used by permit pursuant to a facility use permit and children are present, an adults must be present and responsible at all times during all periods of use. [Ord. 195 § 1, 1999]

8.12.110 Storage of equipment – Liability of city.

Persons using facilities should not expect storage space for equipment necessary for their activity. If temporary storage is provided, the city of Shoreline shall not be held responsible for loss or damage. [Ord. 195 § 1, 1999]

Unless authorized by the Department, no equipment shall be stored at or on a Facility. If equipment storage is authorized by the City, storage is at the Permittee's own risk and the City shall not be held liable for the loss of, or to damage, any equipment.

8.12.120 Equipment regulations – Failure to perform.

The misuse of a park facility or the failure to conform with regulations, the instructions of department employees, or the conditions of a permit will be sufficient reason for canceling a permit and/or denying any future permits. [Ord. 195 § 1, 1999]

8.12.130 Facility Permit required for sSale of goods or services.

The use of park facilities for financial gain shall be allowed only through concession contracts secured by the city's competitive bid process, negotiated concession contracts or by concessionaire permits or instructor permits, whichever is applicable. No concessionaire permit or instructor permit is required if the concessionaire or instructor has a contractual relationship with the city to provide instruction or to sell concessions at a city sponsored event. Concessionaire permit fees may be waived pursuant to SMC 3.01.060. [Ord. 602 § 3, 2011; Ord. 195 § 1, 1999]

A. Unless a Person has entered into a concession contract with the City, a Concession Permit is required to sell goods or services at a Facility for financial gain. If the Person has a Facility Use Permit, then that permit may include a provision authorizing the sale of goods or services.

B. All applications for a permit shall be submitted on forms provided by the Department and shall include the appropriate application fee based on the official fee schedule set forth in chapter 3.01 SMC, unless a waiver has been approved as provided in that chapter.

Attachment B

C. The City reserves the right to deny any application when, in the City's sole discretion, the proposed goods or services are inconsistent with the public recreation purpose of the Facility or are similar to programs offered by the City.

D. A Permittee shall be required to comply with all applicable provisions of this chapter. The Director may impose any reasonable conditions to granting a concession permit deemed necessary to ensure the safe, reasonable, and orderly use of Facilities.



Field & Facility Rentals Operations Manual

Parks, Recreation & Cultural Services



Effective Date: September 1, 2020

Sponsor: Rental and System Coordinator

Next Review: September 1, 2023

Approved By:

Eric Friedli, PRCS Director

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1.0 INTRODUCTION

1.1. Purpose

The purpose of this operational manual is to set forth guidelines for implementing Shoreline Municipal Code 8.12.040 pertaining to rental and use of Shoreline facilities, including indoor recreation centers, outdoor shelters, athletic fields, tennis courts, neighborhood parks, and all other park designated areas.

1.2. Policy Guidance

1.2.1. Facility Use Permit (SMC 8.12.040)

SMC 8.12.040 states that “Park and recreation facilities are available for public use whenever possible, without conflicting with city programs... Groups or individuals that desire to use a City of Shoreline owned or managed field, facility, or park may be granted special use permits by the department and may be charged a fee. Where appropriate, special conditions of use will be established by the department and so noted on the facility use permit. Charges for special services in the city recreational facilities will be established by the department with the approval of the Shoreline City Council.”

1.2.2. Sale of Goods and Services (SMC 8.12.130)

SMC 8.12.130 states, “The use of park facilities for financial gain shall be allowed only through concession contracts secured by the city’s competitive bid process, negotiated concession contracts or by concessionaire permits or facility use permits, whichever is applicable.”

1.3. Definitions

1.3.1. Concessionaire:

An individual, community organization, non-profit or private firm who sells food, beverage, merchandise and/or services.

1.3.2. One-Time Rental:

Two (2) or less rental dates monthly.

1.3.3. On-Going Rental:

Three (3) or more rental dates monthly.

1.3.4. Major Event:

Any event with an estimated attendance of 300 or more people in any park area.

1.3.5. Youth Organization:

Organizations that only provide services to participants/members who are 19 years of age & under.

1.3.6. Adult Organization:

Organizations that provide services to participants/members that include participants/members who are over 18 years of age.

1.3.7. Renter:

The individual or group renting a City facility who signs the Application and/or Permit.

1.3.8. Renter's Designee:

The individual specified in writing as the official representative of a group.

1.3.9. Resident:

An individual or organization who lives or pays property tax in Shoreline, and/or a group/team with 51% of their roster either living or paying property tax in Shoreline.

1.3.10. Park & Open Space Area:

Any park area that is not rentable per current fee schedule (e.g. picnic shelters, athletic fields, and/or tennis courts).

1.4. References and Forms

1.4.1. References

Shoreline Municipal Code Chapters 3.01, 8.12 and 12.15.

1.4.2. Forms

The following forms are attached:

- Community Center Facility Use Permit Application
- Outdoor Facility Use Permit Application.
- Concession Permit Application
- Historic Use Facility Use Permit Application
- Neighborhood Event Permit Application
- Park and Open Space Non-Exclusive Event Permit Application
- Request for Fee Waiver
- Special Alcohol Permit Application

2.0 GENERAL REQUIREMENTS

2.1. General Facility Rental Process

All activities at any city facility must comply with the Shoreline Municipal Code, the King County Code of Public Health, state and federal laws, and all conditions cited in the permit or on permit application forms.

2.1.1. Tobacco and controlled substances

(SMC 8.12.395, 8.12.500, RCW 69.50.445, RCW 70.160.075)

Smoking, or the use of any tobacco and/or controlled substance products, indoors at any City owned or managed facility or in any park area is not permitted. Smoking, or use of any tobacco and/or controlled substance products, is not permitted outside on the campus of City Hall, or the Spartan Recreation Center. For all other City-owned or managed facilities, smoking or use of other tobacco and/or controlled substance products, is not permitted within 25 feet of the entrance or windows of the facility.

2.1.2. Alcohol

The use, possession, or consumption of any alcoholic beverages is not permitted on or in any City of Shoreline-owned or managed field, facility, or park except at the Richmond Highlands Recreation Center, the Terrace at Richmond Beach Saltwater Park, the Amphitheater at Cromwell Park, and Kruckeberg Botanic Garden. All events at permitted facilities that include the consumption of beer and wine must have a Special Alcohol Permit issued by the PRCS Department.

2.1.3. Code of conduct

Use language and behave in ways that show respect for everyone (no swearing or derogatory slang), respect the facility, resolve conflicts without fighting, and be drug and alcohol free.

2.1.4. General park rules

The City of Shoreline Parks, Recreation and Cultural Services Department invites you to enjoy this park. Please observe and obey the following rules:

All rental attendees and activities must comply with the Shoreline Parks, Recreation and Cultural Services Code of Conduct and General Park Rules (SMC 8.12).

- Parks are open dawn till dusk except for City-approved activities.
- Dogs are to be on leash at all times, except for designated off leash areas. Please clean up after dogs.
- Feeding of waterfowl and animals is prohibited.
- Fireworks are prohibited.
- Fires are prohibited except in designated barbecue units or designated fire pits.
- Removal of park property is prohibited.
- Alcoholic beverages are prohibited (unless approved by the department).
- Park in designated areas only; keep all vehicles on roadways.
- No overnight camping.
- Amplified sounds audible from a distance of 30 feet are prohibited except for City-approved activities.
- Place trash in trash receptables. No dumping of household or commercial generated trash is allowed.

2.1.5. General guidelines for determining availability

- Concessionaires requesting to offer programs similar to a City of Shoreline program may not be permitted.
- The City reserves the right to limit outside use of certain parks or facilities for rental to lessen the impact on a park or facility and adjacent neighbors.

2.2. General Facility Rental Guidelines

2.2.1. Select Type of Permit Needed

Type of Permit	Community Center Indoor Facility Rental	Outdoor Facility Rental	Returning On-Gong Facility Rentals	Sale of Food, Drink, Goods	Sanctioned Neighborhood Event	Sale of Services in a Park & Open Space Area	Park & Open Space Area Event 25+ Attendance
Community Center Facility Use Permit	Yes	No	No	No	No	No	No
Outdoor Facility Use Permit	No	Yes	No	No	No	No	No
Historic Facility Facility Use Permit	No	No	Yes	No	No	No	No
Concession Permit	No	No	No	Yes	No	Yes	No
Neighborhood Event Permit	No	No	No	No	Yes	No	No
Park & Open Space Non-Exclusive Use Event Permit	No	No	No	No	Yes	No	Yes

2.2.2. Application Submittal

Groups and/or individuals wishing to reserve City of Shoreline facilities are required to complete the appropriate application forms for a Facility Use Permit from the PRCS Department.

2.2.3. Age Requirements

Persons completing the appropriate application form(s) must be 18 years of age; provided that any application for facility use permit where alcohol will be served must be completed and signed by an individual 21 years old or older.

2.2.4. Advance Application required

2.2.4.1. **Indoor Rental Applications**

Applications for indoor facility rentals will be accepted up to 90 days in advance and at least at least fourteen (14) days prior to the requested date.

Exception – Spartan Recreation Center

Applications will be accepted up to seven (7) days in advance for reservations during Spartan Recreation Center operating hours. (See Section 6.2.2)

2.2.4.2. **Outdoor Rental Applications**

Applications for facility rentals of outdoor facilities will be accepted up to 180 days in advance and at least seven (7) days prior to the requested date.

Exception - Athletic Field Historic Rental Application Submittal. (See Section 5.2.5)

2.2.4.3. **Major Event Applications**

Applications for Major Events may be accepted up to one (1) year in advance and not less than one (1) month in advance of the event date.

2.2.5. Facility Scheduling

A minimum reservation of one (1) hour is required with minimum reservation increments of thirty (30) minutes.

Exceptions

- Three (3) hour minimum reservation required for Richmond Highlands rentals.
- Three (3) hour minimum reservation required outside normal operating hours at the Spartan Recreation Center.
- Thirty (30) minute minimum reservation required for Athletic Field rentals.
- Picnic Shelter reservations only accepted in designated time blocks of 9:00 a.m. - 2:00 p.m., 2:30 p.m. - Dusk, and 9:00 a.m. - Dusk.

2.2.6. Scheduling Priorities for Facility Rentals

Tier 1 – Shoreline Parks & Recreation

Tier 2 – Interlocal Agreements

Tier 3 – Non-Profit Organizations with over 50% of their roster that live or pay property tax in the City of Shoreline.

Tier 4 – All other facility rental requests are on a first come, first served basis.

2.2.7. Renter Responsibilities

The Renter or the Renter's designee must be present at the facility during the actual reservation. The Renter is responsible for all aspects of use, including payment of fees, obtaining and maintaining any required insurance, and adherence to all conditions cited in the permit or rental agreement.

2.2.8. Rental Fees, Security Deposits and Fee Waivers

2.2.8.1. **Fee Schedule**

Fees are established by the City of Shoreline fee ordinance and are set forth in SMC Chapter 3.01.

2.2.8.2. **Security Deposit**

A security deposit is required for Spartan and Richmond Highlands Recreation Center rentals.

2.2.8.2.1. Outdoor rentals for events that have the potential to incur damage to a park area and/or equipment or that may require additional maintenance may be required to provide a security deposit.

2.2.8.2.2. Costs related to damage or extra cleaning will be deducted from the deposit. Upon completion of the rental and inspection of the facility

by City staff, the security deposit (or any portion remaining) will be refunded. The State Auditor prohibits cash refunds. Costs for exceeding the scheduled rental timeframe or that required additional staff time will also be deducted from the deposit or billed to the Renter if there is no deposit.

2.2.8.3. Rental Ranges

Rental/Deposit Fees \$1,000 or Less - Rental/Deposit Fees for \$1,000 or less must be paid in full at the time of the reservation.

Rental Fees over \$1,000 – If Rental/Deposit fees exceed \$1,000 a \$200 deposit is required at the time of the reservation, with the balance due 14 days prior to the rental date or pursuant to a monthly payment schedule established by the PRCS Department.

2.2.8.4. Late Payments

Fees not paid as directed may result in the loss of the facility reservation. Any payments that are more than thirty (30) days past due will be assessed a \$25.00 late fee or 1% of the balance owed, whichever is greater.

2.2.8.5. Rental Fee Waivers

The PRCS Director may grant a rental fee waiver as permitted under Shoreline Municipal Code Chapter 3.01.800 if the event serves the community and is consistent with adopted city programs. Organizations receiving rental fee waivers must still provide a security deposit and pay a supervision fee if required. A Renter wishing to have a fee waived must first fill out a Request for Fee Waiver form.

2.2.9. Rental Cancellations and Refunds

2.2.9.1. City Cancellations

The City may cancel a rental anytime due to an emergency, severe weather or situations that may result in facility damage or personal injury. In such instances, the Renter will be entitled to a 100% refund.

2.2.9.2. Renter Cancellations

See Recreation Program Refund Policy and Procedures–1000-03 (9247)

2.2.10. Insurance

2.2.10.1. City of Shoreline Insurance Renter Requirements

SMC 8.12.090 states that during all periods of use, persons using facilities by permit shall, except when a waiver is obtained from the department, obtain and maintain commercial general liability insurance.

The following rental activities require insurance:

- Events with an estimated attendance of 200 or more,
 - Events charging registration, membership, and/or admission fees to participants,
 - Ongoing rentals at Gymnasium, Athletic Field and Tennis Court facilities,
 - Concessionaire Permit applications,
 - Events that have inflatable games (bouncy houses),
 - Events that will serve alcohol, and
 - Other events on a case-by-case basis.
1. Certificate of Insurance naming the City of Shoreline as additional insured is required before final confirmation of the permit will be issued by the City.
 2. Insurance liability limits shall meet the following requirements: Commercial General Liability insurance in an amount of not less than \$1,000,000 each occurrence and \$1,000,000 general aggregate.
 3. The cost of the insurance is the responsibility of the Permittee.
 4. Participant liability insurance is required for athletic or sporting events.
 5. The City of Shoreline reserves the right to adjust the amounts of insurance required based on the level of risk presented by the intended use of the facility.

The “Certificate of Insurance” as evidence of the insurance protection must be received by the PRCS Department Scheduler at least two (2) working days prior to the first scheduled event. This insurance shall not be canceled or reduced without the prior written notice to the City of Shoreline at least thirty (30) days in advance of the cancellation.

2.2.10.2. Ongoing Insurance Requirement

Ongoing Rental Groups are required to renew contractual agreements seasonally in order to keep user group and insurance information up to date.

3.0 CONCESSION PERMITS

As required by SMC 8.12.130 individuals, community organizations and private firms wishing to sell food, beverages, merchandise, and/or services in a City park or facility are required to obtain a Concession Permit or Facility Use Permit.

3.1. Application Procedures

Concession Permit Applications may be submitted for review up to 180 days in advance of scheduled start date but no later than seven (7) days prior to the scheduled start date. It shall be the responsibility of each Concession Permit Applicant to verify that adequate utilities are available to support any concession equipment they intend to operate at any City park or facility.

3.2. Concession Permit Fees

As set forth in the Fee Schedule, SMC 3.01.300(C).

3.3. Permit Requirements

- Concessionaires providing food and/or beverage sales must meet all State, County and City health code and permit requirements.
- The City reserves the right to deny the sale of items it deems to be a public nuisance, potentially damaging to its facilities, or not family friendly.

3.4. Shoreline Business License

All Concessionaires must obtain a Shoreline Business License, as required under Shoreline Municipal Code Chapter 5.05.

3.5. Concession Permit Cancellations and Refunds

See Recreation Program Refund Policy and Procedures–1000-03 (9247).

4.0 SHORELINE FILM PERMIT

4.1. Shoreline Film Permit Policy

See SMC Chapter 5.25 Filmmaking Regulations.

4.2. Shoreline Film Permit Fee Schedule

Fees are established by the City of Shoreline Fee Ordinance and are set forth in SMC Chapter 3.01.205

5.0 OUTDOOR FACILITY RENTALS

5.1. Major Event Rentals

Activities with 300 or more guests at any park area are considered Major Events and a Park and Open Space Non-Exclusive Event Application must be submitted along with the appropriate rental application. Applications must be submitted a minimum of one (1) month prior to the requested rental date. All Major Events require proof of insurance naming the City of Shoreline as additionally insured. The City of Shoreline PRCS Director must approve all Major Events.

5.2. Athletic Field & Tennis Court Use

All City-managed athletic fields and tennis courts, when not scheduled for use for City sponsored or co-sponsored activities, may be made available for booking consistent with Section II: General Requirements, with the exceptions listed below:

5.2.1. Application Submittal

See Section 2.2.2: Application Submittal.

5.2.1.1. Rental requests - athletic fields

Outdoor Facility Use Permit Applications for athletic fields may be submitted through mail, email or in person at the Spartan Recreation Center or City Hall. No call-in reservations for athletic fields.

5.2.1.2. Rental requests - tennis courts

Tennis court rentals may be completed online, or an Outdoor Facility Use Permit Application may be submitted in person at the Spartan Recreation Center or City Hall. No call-in reservations for tennis courts.

5.2.2. Athletic Field Scheduling

Thirty (30) minute minimum reservation required for Athletic Field rentals. Field rentals are available for baseball, softball, soccer, football, Ultimate Frisbee and other approved activities. Rentals are available during the dates and times set forth in Section 5.2.9. No organized use is permitted outside the dates and times listed in Section 5.2.9.

***Exception** - No baseball reservations before 5:00 p.m. on weekdays for non-residents or non-resident organizations.*

5.2.3. Tennis Court Scheduling

Sixty (60) minute minimum reservation required for Tennis Court Rentals. The tennis courts are available for drop-in use or reservations from 8:00 a.m. to dusk except for the lighted tennis courts at Shoreline Park, which are available 8:00 a.m. to 10:30 p.m.

5.2.4. Scheduling Priorities for Athletic Field & Tennis Court Use –

Tier 1 – Shoreline Parks & Recreation

Tier 2 – Interlocal Agreements

Tier 3 – Non-Profit Organizations with over 50% of their roster that live or pay property tax in the City of Shoreline.

Tier 4 – All other facility rental requests are on a first come, first served basis.

5.2.4.1 Allocation Priority Within Tiers

In recognition that there are limited multi-use fields and tennis courts suitable for all sports, the following criteria will be used to establish fair and reliable allocation within the tiers listed above:

- Historic use: In order to provide a reliable baseline schedule for field/court users and City staff, historic use will be a factor in field/court allocation. Two years of consistent use will establish historical precedence.
- Number of participants within an organization: Allocation should be generally proportional to the number of participants in an organization.
- Appropriate use: The City will attempt to assign earlier time slots for younger teams, smaller grass fields for the youngest participants, games on higher quality fields, etc.

- Users in good standing: Invoices are up to date according to the payment plan, requests are received according to the scheduling calendar, and permit conditions are consistently met.

5.2.5. Athletic Field & Tennis Court Historic Rental Group Responsibilities

Returning ongoing Rental Groups will receive a copy of their historic use and Historic Facility Use Permit Application packet on a seasonal basis.

Name of Season	Date Range of Season	Month Application and Historic Use Sent
Winter/Spring	January-3 rd Week in June	November
Summer	4 th Week of June-August	February
Fall	September-December	June

5.2.5.1. Ongoing Rental Groups must complete and submit the Historic Facility Use Permit Application within 14 days of the date the application packet is sent, or the tentatively scheduled rental dates will be returned to the general “availability pool” for other groups to reserve.

5.2.5.2. The Renter must designate one point of contact who must handle all correspondence with the PRCS Department. Parents, coaches, participants and league coordinators should be encouraged to correspond through this contact person.

5.2.6. Inclement Weather Cancellations & Refunds

See Recreation Program Refund Policy and Procedures–1000-03 (9247)

***Exception** - Shoreline Little League is not given credit for field light fees when an event is cancelled due to inclement weather by the City of Shoreline.*

5.2.7. Athletic Field Playability Rules & Regulations

The baseball infield “playability” phone number is (206) 801-2662. League officials, coaches and participants are responsible for calling the field playability phone number on dates when weather conditions may affect playability status of each field. Playability information is available via a recorded phone message after 3:00 p.m. on weekdays and after 8:30 am on weekend mornings. Weekend field playability after 11:00 a.m. will be determined by league officials on site. Fields that are posted with “Field Closed” signage are not to be used for games or practices. Teams ignoring field closure signs may be charged for repairs and/or denied further access to field use.

5.2.7.1 Soccer Fields/Tennis Courts

Soccer field and tennis court playability will be determined by the renter.

5.2.8. Field Preparation

City staff, or a designated representative, will perform all field preparation, unless otherwise approved by the Parks Superintendent, according to the following schedule:

- 5.2.8.1. **Soccer fields**
Determined by Parks maintenance schedule.

5.2.8.2. **Baseball/softball infields**

5.2.8.2.1. *Field Prep for Scheduled Practices* – Each baseball field listed in Section 5.2.9. with scheduled practices will receive two field drags per week.

5.2.8.2.2. *Field Prep for Scheduled League Games* – The City of Shoreline will provide one field game prep per day for any baseball field scheduled for a baseball league game on the master field schedule.

5.2.8.2.2.1. Each rental group requesting field “preps” for baseball/softball league games must complete and submit printed league schedules to the PRCS Department at least seven (7) days before the first scheduled league game commences to guarantee field “prep”.

5.2.8.2.2.2. Exception – Field game preps are only provided at Hamlin Park and Paramount Park for Shoreline Little League. Shoreline Little League is responsible for all field game preps at all other City of Shoreline baseball fields.

5.2.8.3. **Athletic Field Incidents/Accidents**

All Renters are required to report incidents and accidents that occur during field use to the PRCS Department rental coordinator. In addition, field user groups are encouraged to inform the PRCS Department recreation staff of any hazardous field conditions they observe, (i.e. holes in turf, broken irrigation, loose fencing, etc.).

5.2.9. Athletic Field Rental Availability – Dates and Times

Park / Field	Rental Dates	Rental Times	90' Baseball	65' Adult Softball	60' Youth Baseball	Adult Soccer	Youth Soccer	Youth Football	Ultimate Frisbee	Field Lights
Cromwell Park			No	No	Yes-1	No	Yes-1	No	Yes-1	No
Baseball Field	Mar – Aug	8:30am – Dusk	No	No	Yes	No	No	No	No	No
Soccer Field	Mar – Oct	8:30am – Dusk	No	No	No	No	Yes	No	Yes	No
Hamlin Park			Yes-2	Yes-2	Yes-4	No	No	No	Yes-3	Yes
Baseball Field 1	Mar – Oct	8:30am – 12a.m.	No	No	Yes	No	No	No	No	Yes
Baseball Field 2	Mar – Oct	8:30a.m. – 12a.m.	No	No	Yes	No	No	No	Yes	Yes
Baseball Field 5	Mar – Oct	8:30a.m. – 12a.m.	Yes	Yes	Yes	No	No	No	Yes	Yes
Baseball Field 6	Mar – Oct	8:30a.m. – 12a.m.	Yes	Yes	Yes	No	No	No	Yes	Yes

Hillwood Park			No	No	No	No	Yes-1	No	Yes-1	No
Soccer Field	Mar – Oct	8:30a.m. – Dusk	No	No	No	No	Yes	No	Yes	No
Paramount Park			No	Yes-1	Yes-2	No	Yes-1	No	Yes-1	No
South Baseball Field	Mar – Aug	8:30am – Dusk	No	Yes	Yes	No	No	No	No	No
North Baseball Field	Mar – Aug	8:30a.m. – Dusk	No	No	Yes	No	No	No	No	No
Soccer Field	Mar – Oct	8:30a.m. – Dusk	No	No	No	No	Yes	No	Yes	No
Richmond Highlands Park			No	Yes-1	Yes-2	No	Yes-1	No	Yes-1	No
Baseball Field 1	Mar – Aug	8:30a.m. – Dusk	No	Yes	Yes	No	No	No	No	No
Baseball Field 2	Mar – Aug	8:30a.m. – Dusk	No	No	Yes	No	No	No	No	No
Soccer Field	Mar – Oct	8:30a.m. – Dusk	No	No	No	No	Yes	No	Yes	No
Shoreline Park			No	No	No	Yes-2	Yes-2	Yes-2	Yes-2	Yes
Shoreline-A	Year Round	8:30a.m. – 10:30pm	No	No	No	Yes	Yes	Yes	Yes	Yes
Shoreline-B	Year Round	8:30a.m. – 10:30pm	No	No	No	Yes	Yes	Yes	Yes	Yes
Shoreview Park			No	Yes-1	Yes-2	Yes-1	Yes-1	No	Yes-1	No
Upper Baseball Field	Mar – Oct	8:30a.m. – Dusk	No	No	Yes	No	No	No	No	No
Lower Baseball Field	Mar – Oct	8:30a.m. – Dusk	No	Yes	Yes	No	No	No	Yes	No
Soccer Field	Year Round	8:30a.m. – Dusk	No	No	No	Yes	Yes	No	No	No
Park / Field	Rental Dates	Rental Times	90' Baseball	65' Adult Softball	60' Youth Baseball	Adult Soccer	Youth Soccer	Youth Football	Ultimate Frisbee	Field Lights
Soccer Field			No	No	No	No	Yes	No	Yes	No
Twin Ponds			No	No	No	Yes-1	Yes-1	Yes-1	Yes-1	Yes
Soccer Field	Year Round	8:30a.m. – 10:30pm	No	No	No	Yes	Yes	Yes	Yes	Yes

5.3. Picnic Shelter/Area Facility Use

5.3.1. Picnic Shelter/Area Use

All City managed picnic shelter facilities, when not scheduled for use for City sponsored or co-sponsored activities, may be made available to reserve consistent with the Section 4. General Facility Use with the exceptions listed below:

5.3.2. Application Submittal

See Section 2.2.2: Application Submittal.

Rental requests for picnic shelters may be submitted online or an Outdoor Facility Use Application may be submitted in-person at the Spartan Recreation Center. No call-in reservations.

5.3.3. Picnic Shelter/Area Scheduling

Picnic shelters/areas are available for reservations year-round. Reservations will be accepted up to 180 days in advance. Three reservation time slots are available for all picnic shelter/areas: 9:00 a.m. to 2:00 p.m., 2:30 p.m. to dusk, 9:00 am to dusk.

5.3.4. Scheduling Priorities for Picnic Rentals

See Section 2.2.6: Scheduling Priorities for Facility Rentals.

5.3.5. Picnic Shelter/Area Renter Responsibilities

- All park facilities utilized shall be left in a clean and neat condition.
- No staking or digging is allowed in any park area.
- Painter's tape ONLY for decorations (no tacks, nails, glue, or other tape).
- Personal and/or rental equipment must not interfere with other park or park facility users.
- Renter is responsible for their own set-up and clean up. Set-up and clean-up times are included in the rental time.
- All of Renter's equipment must be removed at the end of each individual event date with no equipment left at the end of the entire rental period.
- Garbage and recyclables shall be placed in appropriate containers or removed from city property.
- Renter shall be subject to additional fees if facility is not left in a condition considered satisfactory to City facility staff.

5.3.6. Inclement Weather Cancellations

No inclement weather refunds are allowed for picnic shelter/area rentals.

5.3.7. Alcohol Use

Alcohol use is permitted at the Richmond Beach Terrace and the Cromwell Amphitheater with a Washington State Liquor Control Board One Time Use Banquet Permit and an approved Special Alcohol Permit. The Liquor Control Board permit must be displayed on premises during the entirety of the event. Renters must obtain liability insurance.

5.3.8. Picnic Shelter/Area Preparation

Picnic shelters will be cleaned once a day before scheduled use. Trash is picked up daily. Renter accepts the City of Shoreline's Park and/or Park Facilities "as is," subject to the effects of rain and wind, other park patrons, and the presence of park wildlife.

5.4. Park and Open Space Non-Exclusive Use

5.4.1. Park and Open Space Use

The City monitors the use of natural areas and open spaces on City property along with the various neighborhood parks managed by the PRCS Department. Non-exclusive uses, other than drop-in use, that have minimal impact on the vegetation, wildlife, enjoyment of the facility by other patrons and adjoining properties will be considered on a case-by-case basis as set forth in this policy.

5.4.2. Application Submittal

See Section 2.2.2: Application Submittal.

Park and Open Space Non-Exclusive Event Permit Applications may be submitted by mail, email or in person at the Spartan Recreation Center or City Hall.

5.4.3. Park and Open Space Scheduling

Natural areas and open spaces, community parks and the Connie King Skate Park are available for non-exclusive passive use from 8:00 a.m. to dusk throughout the year (unless posted as “closed” due to safety concerns).

5.4.4. Conditions of Use of Park and Open Space Area

5.4.4.1. **Park and Open Space Non-Exclusive Use Event Permit**

A Park and Open Space Non-Exclusive Use Event Permit is required if the request meets any of the following criteria:

1. Estimated attendance is 25 or more, or
2. A request to place large equipment or object in a Park or Open Space Area, or
3. A requested event that is outside normal park hours and/or policies.

5.4.4.1.1. *Low Impact Park & Open Space Permit*

Low-Impact Park & Open Space Applications are reviewed by Rental Coordinator. Low-Impact Park & Open Space Permit requests to use Park & Open Space Areas must meet all the following criteria:

1. Estimated attendance of 25 -99 participants and
2. No large equipment and/or objects being placed in a Park & Open Space Area and
3. Event is not outside normal park hours and/or policies.

5.4.4.1.2. *High Impact Park & Open Space Permit*

Permission from PRCS Director - To diminish the impact on park and open spaces and to minimize impacts on other facility patrons and adjoining properties, all events that meet any of the following criteria must have a High-Impact Park & Open Space Permit approved by the PRCS Director.

1. Estimated attendance of 100 or more participants, or

2. Large equipment and/or objects are being placed in a Park & Open Space Area, or
3. Event is outside normal park hours and/or policies.

5.4.4.2. Park and Open Space Non-Exclusive Event Permit Cancellation and Refunds

See Recreation Program Refund Policy and Procedures—1000-03 (9247)

6.0 INDOOR FACILITY RENTALS

6.1. Richmond Highlands Recreation Center Facility Use

The Richmond Highlands Recreation Center, when not scheduled for use for City sponsored or co-sponsored activities, may be made available for booking consistent with Section 4. General Facility Use with the exceptions listed below:

6.1.1. Application Submittal

See Section 2.2.2: Application Submittal.

Rental requests for Richmond Highlands may be submitted online, or a Community Center Facility Use Permit Application may be submitted in person at City Hall. No call-in reservations.

6.1.2. Richmond Highlands Scheduling

The Richmond Highlands Recreation Center is available for reservations on weekends during designated time slots between 8:00 a.m. - 6:00 p.m. on Saturdays and between 8:00 a.m. - 10:00 p.m. on Sundays.

Rental groups will be scheduled at least thirty minutes apart. Renters will be charged additional fees in 15-minute increments for time in excess of agreed time. A three (3) hour minimum reservation is required.

6.1.3. Scheduling Priorities for Richmond Highlands

See Section 2.2.6: Scheduling Priorities for Facility Rentals.

6.1.4. Conditions for Richmond Highlands Rentals

- The maximum allowable attendance at the Richmond Highlands Recreation Center is 214. Renters reserving the entire building will not have access to the office space.
- All decorations the use of painters tape only.
- No tacks, glue, nails or other means that temporarily or permanently alter the building is allowed.
- The City-provided building monitor is in charge at all times.
- Renters must notify the building monitor immediately in the event of an incident, accident or emergency.
- Appropriate shoes and clothing must be worn at all times while at the facility; muddy shoes or cleats are not permitted in the building.
- All equipment must be returned to its appropriate location for storage.

6.1.5. Alcohol Use

Alcohol use is permitted at the Richmond Highlands Recreation Center with a Washington State Liquor Control Board One Time Use Banquet Permit and an approved Special Alcohol Permit. The state banquet permit must be displayed on premises during the entirety of the event. Renters must obtain liability insurance.

6.1.6. Gymnasium Rental Rules & Regulations

- An adult must accompany children under ten (10) years old at all times in the gymnasium. Dunking and/or hanging from the basketball goals is prohibited.
- Roller-skates, skateboards, and/or in-line skates are not permissible on the premises.
- Indoor hockey and baseball are prohibited in the gym.
- Other conditions may be specified in the permit.

6.2. Spartan Recreation Center Facility Use

The Spartan Recreation Center facility, when not scheduled for use for City sponsored or co-sponsored activities, may be made available for booking consistent with this policy.

6.2.1. Application Submittal

See Section 2.2.2: Application Submittal.

Community Center Facility Use Permit Applications for the Spartan Recreation Center may be submitted by mail, email, or in person at the Spartan Recreation Center. No call-in reservations. Rental applications accepted up to seven (7) days in advance for reservations during Spartan Recreation Center operating hours.

6.2.2. Spartan Recreation Center Scheduling

The following Spartan Recreation Center facility rooms are available for reservation Sunday through Thursday from 8:00 a.m. to 10:30 p.m., and Friday and Saturday from 8:00 a.m. to 12:00 midnight: Gymnasium, Cascade Room (with or without kitchen), Olympic Room (with or without kitchen), Dance Room and Gymnastics Room. A one (1) hour minimum reservation is required during regular business hours and a (3) three-hour minimum reservation is required outside regular business hours.

6.2.3. Scheduling Priorities for Spartan Recreation Center

See Section 2.2.6: Scheduling Priorities for Facility Rentals.

6.2.4. Conditions for Spartan Recreation Center Rentals

6.2.4.1. Gymnasium

- No food or drink is allowed. Capacity of the Gymnasium is 955 people.
- An adult must accompany all children ten (10) and under at all times.
- All participants must have shoes with non-marking soles.

- Facility staff is required to move bleachers and basketball goals, set up nets, and move any major equipment.
- Tables and chairs may be used only with use of appropriate floor coverings. Hanging from the basketball rims or goals is prohibited.
- Any reservation that prevents the use of the other court in the gym will be charged for the use of the entire gym.
- Sports other than basketball, volleyball and pickleball need prior approval.
- Other conditions as may be specified in the permit.

6.2.4.2. **Cascade Room**

Food and drink are allowed in the Cascade Room with a damage deposit. Capacity of the Cascade Room is 64 people.

6.2.4.3. **Cascade Room w/Kitchen**

Includes Cascade Room listed above plus a 88 square foot kitchen. Capacity of the Cascade Room with Kitchen is 64 people.

6.2.4.4. **Olympic Room**

Food and drink are allowed in the Olympic Room with a damage deposit. Capacity of the Olympic Room is 74 people.

6.2.4.5. **Olympic Room w/Kitchen**

Includes Olympic Room listed above plus the 88 square foot kitchen. Capacity of the Olympic Room with Kitchen is 74 people.

6.2.4.6. **Dance Room**

No food or drink is allowed. Capacity of the Dance Room is 181 people.

6.2.4.7. **Gymnastics Room**

No food or drink is allowed. Capacity of the Gymnastics Room is 80 people.

6.2.5. Spartan Recreation Center Special Rental Groups

6.2.5.1. **Shoreline School District**

The Spartan Recreation Center facility is owned by the Shoreline School District and operated by the City of Shoreline. Both Shoreline School District and City of Shoreline-sponsored activities may be scheduled in the Spartan Recreation Center without incurring fees and charges during established hours of operation under the Joint Use Agreement between the organizations. All Shoreline Public School requests for the Spartan Recreation Center are submitted through the Shoreline Public Schools' Athletic Director's office. The Athletic Director will submit requests quarterly. Shoreline Public Schools must provide opening/closing of building and supervision during school events that occur outside the normal operating hours of the Spartan Recreation Center.

6.2.5.2. **Designated Shoreline Public School Employees**

Drop-in fees at the Spartan Recreation Center will be waived for designated Shoreline Public School employees showing Shoreline Public Schools Employee I.D. or a Shoreline Public Schools Lifetime Pass. All Shoreline School District guests must pay the listed fees.

6.2.5.3. Shoreline-Lake Forest Park Senior Center

The Shoreline-Lake Forest Park Senior Center will not be charged for the first ten (10) hours of scheduled use of the Spartan Recreation Center during any given week.

6.2.6. Decorations

Free-standing decorations are allowed. Items may not be affixed to equipment, the ceiling, doors or light fixtures. Flammable materials, candles and smoke machines are prohibited. Confetti, glitter and other similar decorations are also prohibited. If Renters wish to affix decorations to the walls, only light adhesive painters' tape may be used.

6.2.7. Spartan Recreation Center Rules & Regulations

Abusive language, fighting and inappropriate behavior are prohibited. Spartan Recreation Center facility staff must be notified immediately in the event of an incident, accident or emergency. Appropriate attire must be worn at all times. Clean shoes and clothing that is appropriate to the activity involved is required. Muddy shoes, cleats, roller-skates, skateboards and in-line skates are prohibited in the facility. Non-service animals are not allowed in Spartan Recreation Center at any time.