

**RESOLUTION NO. RES 2018-005
A RESOLUTION SETTING PARK FEES**

WHEREAS, the City Commission has re-codified the ordinances relating to the operation of special events and has amended the same to provide that fees for the special events will be set by resolution in the City of Polson Schedule of Fees

WHEREAS, it appears in the best public interest for the current taxpayers and users of services provided by the Parks and Recreation and to adopt the fees for the use of City services.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COMMISSION OF THE CITY OF POLSON, MONTANA:

1. The City shall impose and collect the fees as shown on Exhibit "A" attached hereto for the services rendered by the City and the Parks and Recreation Department.

2. This Resolution shall be effective April 2, 2018. All applications for services made prior to this date shall be charged the fees then in existence.

3. All Resolutions or parts of resolutions in conflict herewith are hereby amended to the extent of any such conflict. This resolution repeals and replaces resolution no. RES 2017-009.

BE IT, FURTHERMORE, RESOLVED, that the City Clerk is instructed to file this Resolution in the Book of Resolutions established by this City.

Ayes 5 Nays Absent(s) 2

PASSED AND APPROVED this 2nd day of April 20 18 .

Paul Briney, Mayor

ATTEST:

Cora E. Pritt, City Clerk

Park Shelters

Friday-Sun

Time Periods: (6:00 am-10:00 am) (11:00 to 3:00) (4:00-11:00)

Facilities Available	Fee / Time Period	Fee All Day	Shelter Capacity
----------------------	-------------------	-------------	------------------

With Power:

Boettcher #1	\$30	\$80	48 people
Boettcher #2	\$20	\$50	24 people
Boettcher #3	\$20	\$50	24 people

Without Power:

Riverside	\$20	\$50	24 people
Sports Complex	\$15	\$40	20 people

Monday-Thurs

Time Periods: (6:00-10:00 am) (11:00-3:00) (4:00-11:00)

Facilities Available	Fee / Time Period	Fee All Day	Shelter Capacity
----------------------	-------------------	-------------	------------------

With Power:

Boettcher #1	\$20	\$50	48 people
Boettcher #2	\$15	\$40	24 people
Boettcher #3	\$15	\$40	24 people

Without Power:

Riverside #1	\$15	\$40.00	24 people
Sports Complex	\$10.00	\$20.00	20 people

- Administrative Fee: A \$5 fee will be charged for changes to locations or dates for any shelter or special reservation. Please plan carefully!
- No refunds of park shelter reservation fees due to inclement weather, smoke or other reasons. If cancellation is received 10 working days prior to your event, a credit may be requested.
- No subleasing of shelter reservations
- Requests for shelter reservations will be taken 180 days in advance pending approval.

Parks Special Use Permit (for Public Events)

Parks Special Use Permit will be required with a \$30 to \$200 per day fee depending on group size in addition to other applicable fees.

Non-profit groups with 501c3 status will receive a 50% fee discount on public events. Deposit is still required.

Parks Special Use Permits are for Public events in the parks with over 75 people.

Group Size:

75 – 100 \$30.00/day in addition to other applicable fees

101 – 500 \$50.00/day in addition to other applicable fees

For each additional 500 participants the fee will increase in \$25.00 increments.

Special Events require a \$100 refundable deposit with the exception of events using tents and or canopies which are staked into the ground. These events will be required to pay a \$ 400.00 refundable deposit. Tents or canopies can only be erected in designated sites in community parks. Prior to release of the deposit after the event, irrigation lines near the canopy and/or tent sites will be inspected for damage within 5 working days.

Events that request use of public parks for any ongoing business purpose; i.e. providing youth camps, or ongoing weekly lessons, youth or adult exercise programs, dog walking, etc. will be required to obtain a Parks Concession Permit.

It has been determined by the Montana Municipal Interlocal Authority (MMIA) that there is considerable risk associated with allow inflatable bounce houses to operate on public property. The Parks and Recreation Dept. will only allow bounce houses and inflatables operated by qualified personnel who have obtained a special parks concession permit in conjunction with insurance required by the City of Polson.

No motorized vehicles will be allowed to operate in parks, or on trails per City of Polson Ordinance Sec. 15.02.030. Parks prohibitions. For events wishing to access parks by motor vehicle can submit a Vehicle Permit for Park Lands Access Application for consideration and park access authorization.

Parks Use Permits (for Private events)

Parks Use Permit will be required with a \$ 30.00 to \$200 per day fee depending on group size in addition to other applicable fees.

Parks Use Permits are for Private events in the parks with over 75 people.

Group Size:

75 – 100 \$30.00/day in addition to other applicable fees

101 – 500 \$50.00/day in addition to other applicable fees

For each additional 500 participants the fee will increase in \$25 increments up to \$250

Parks Use Permits require a \$100 refundable deposit with the exception of events using tents and or canopies. These events will be required to pay a \$ 400.00 refundable deposit. Tents or canopies can only be erected in designated sites in parks. Prior to release of the deposit after the event, irrigation lines near the canopy and/or tent sites will be inspected for damage within 5 working days.

It has been determined by the Montana Municipal Interlocal Authority (MMIA) that there is considerable risk associated with allow inflatable bounce houses to operate on public property. The Parks and Recreation Dept. will only allow bounce houses and inflatables operated by qualified personnel who have obtained a special parks concession permit in conjunction with insurance required by the City of Polson.

No motorized vehicles will be allowed to operate in parks, or on trails per City of Polson Ordinance Sec. 15.02.030. Parks prohibitions. For events wishing to access parks by motor vehicle can submit a Vehicle Permit for Park Lands Access Application for consideration and park access authorization.

Vehicle Permits for Park Lands Access

The Department shall regulate all non-park related access and construction activity on or across park property and provide conditions to assure preservation of the public's interest and proper restoration of the parks.

All Vehicle Use Access Permits, at the discretion of the Director of Parks and Recreation, may be reviewed by the Parks & Recreation Board prior to approval by the Director of Parks and Recreation. The permit fee and deposit will be refunded if the permit is not approved.

Private citizens, concessionaires, and utilities wishing vehicular access on or thru park lands may apply for a permit under the Vehicle Use Access Permit. Permit requires a fee of \$30 and a damage deposit of \$250; Not all requests will be permitted if damage to property or safety is a concern.

1. Purpose and Objectives.

- a. The City of Polson Parks and Recreation Department (PPR) is responsible for the stewardship of all City of Polson park properties. The Department shall regulate all non-park related access and construction activity on or across park property and provide conditions to assure preservation of the public's interest; protection of public facilities and parkland values and public safety as well as proper restoration of the parks. City of Polson projects shall be subject to internal policies and are specifically exempt from the provisions set forth in this Policy.
- b. No person shall use any park property for access to adjoining or nearby property for any purpose, or to construct or install any facility or improvement upon, over or beneath park property except by permit issued or granted pursuant to the provisions set forth in this policy.

2. Objectives.

- a. This Policy shall apply only to those properties owned and/or maintained by the City of Polson Parks and Recreation Department.
- b. Evaluation of the impact of the proposed project/event requiring a Vehicle Access Permit shall be made in terms of the site and the associated public use to determine the merit of granting a permit for the access and work.
 - i. Work will be allowed only with the approval of PPR for a project that meets all construction and restoration requirements. PPR retains the right to consider obtaining the Parks and Recreation Board's approval prior to issuing a vehicle permit depending on the circumstances of the request.
 - ii. This policy provides for regulation and permitting of non-park related access across, or construction activities on park property, and does not, in itself, provide a public service easement or lease on a park property.
- c. Evaluation of a proposed application shall be made in terms of the property; the associated public uses (existing and planned) and benefits to the community and facility.
 - i. Routine maintenance of improvements located on a park property that are addressed by an established easement and maintenance agreement are not required to pay a fee, however for any disruption, a permit must be obtained

Wedding Permit

Weddings being planned in public parks need prior approval with the Polson Parks and Recreation Department.

Submission of a Wedding Permit will be required with a \$30.00 fee in addition to other applicable fees.

Chairs may be used for the elderly and disabled, chairs must be walked in from the parking area unless group obtains a permit through a Vehicle Access Agreement with the Polson Parks & Recreation.

Following regulations apply:

1. No Refunds will be issued for cancelled Wedding Permits.
2. Wedding permits taken on a first come, first served basis.
3. A complete application must be submitted and appropriate fee paid before a site and date will be reserved or a permit issued.
4. Wedding permits are issued for stand-up ceremonies in a 3 hour time block.
5. Receptions are not allowed at wedding sites, permit is for ceremony only.
6. Your Wedding permit guarantees that no other wedding or event is scheduled at the same time in the same area as your ceremony. This does not guarantee exclusive use of the park for your event. There will be other people using the park, but they will normally be considerate of your needs and move off from the immediate area.
7. This Wedding permit does not guarantee acceptable weather conditions; a backup plan for your ceremony in case of inclement weather is strongly suggested.

CONCESSIONS IN PARKS

Seasonal Concession Fees

Long Term Vendors at Sports Facilities Parks are required to pay a seasonal flat rate plus their deposit.

Long Term is defined as anything over 30 days per season.

Sports facilities include O'malley Park and Polson Sports Complex.

Long-term Seasonal Fees: Deposit \$150 (Seasonal is the length of program being serviced.)

<u>Facility</u>	<u>For-Profit Org.</u>	<u>Non-Profit Org.</u>
O'malley	\$425	\$210
Polson sports complex	\$425	\$210

Short Term / Event Concession Fees

Deposit \$50.00

<u># Days</u>	<u>For-Profit Org.</u>	<u>Non-Profit Org.</u>
1 – 9	\$ 30 /day	\$15 /day
10+	\$ 20 /day	\$ 10 /day

*Concessionaires will not be allowed to vend at special events used as fundraisers for non-profit organizations, unless authorized to do so by the event organizers.

*Yard/Garage Sales activities are expressly prohibited in any City owned or managed Park.

Deposits refunded if:

- 1) Concession site is left in original state,
- 2) All fees have been paid as per agreement,
- 3) Garbage has been removed from concession site and immediate area on a daily basis,
- 4) All points of the concessions agreement have been met in a timely manner.

Any facility or activity not covered in this document will be at the determination of the staff of Parks and Recreation. Such program, facility or fee structure would be included in the next annual review.