



CITY OF MEDICAL LAKE
P.O. Box 369 / 124 S. Lefevre, Medical Lake, WA 99022
Ph. 509.565.5000 • Fax: 509.565.5008

PERMIT FOR USE OF CITY FACILITIES

Date of Use: _____ Site: _____
Name of Applicant: _____ Organization: _____
Daytime Phone: _____ Organization Type: Government
Commercial/Profit Civic/ Non-Profit
Mailing Address: _____ Other Please Explain: _____
City: _____ State/ Zip: _____
Contact name & phone during the event (i.e. Cell Phone): _____
Description of event: _____ Number of people expected: _____
Time of Use (including set up & clean up): From _____ To _____ Total number hours: _____

FACILITIES REQUESTED Please see enclosed map for park locations and check ALL that apply

WATERFRONT PARK

- Section 1 (near the horseshoe pit)
- Section 2 (the picnic shelter, *extra fees apply*)
- Section 3 (near the volleyball court)
- Section 4 (north of the beach area)
- Section 5 (near the parking lot)
- Horseshoe Pit (2 hour block)
- Volleyball Court (2 hour block)
- Softball Field (tournaments will take precedence)

CITY FACILITIES

- Auditorium (max. occupancy 270)
- Council Chambers (max. occupancy 127)
- Kitchen (*EXTRA FEES APPLY*)
- Library meeting room

Other _____
Equipment _____

Is this event open to the public? Yes No Will you have live music? Yes No
Will there be dancing? Yes No Will you be providing security for your event? Yes No
Will outside vendors be utilized? Yes No If Yes, please explain: _____
Alcohol is prohibited in all City Parks unless otherwise approved through a Special Use Permit. Special Use Permit Applications are available at City Hall.
Any cost to those in attendance (i.e. entry fee, collection, or sale of goods)? Yes No If yes (an additional permit may be required) please explain: _____
What additional equipment do you plan on bringing (i.e. Sound equipment, Jump Castle, Tables, etc.)? _____

INSURANCE – The City does not maintain insurance that will respond to claims against the applicant arising out of the use of facilities by the applicant, its members, or those attending the event. Depending on the type of event you are planning, and the activity and risk level of your group, you may be required to obtain bodily injury and property damages liability insurance in accordance with City policy, name the City as an additional insured on the policy, and be responsible for obtaining said insurance. After reviewing this application, the City will determine whether you must obtain liability insurance.

AGREEMENT – Depending on the type of event planned, you may be required to defend, indemnify and hold harmless The City, its agents, employees and officials, while acting within the scope of their duties, from all causes of action, demands and claims, including the cost of their defense, arising in favor of the organization, the organization’s employees or third parties on account of personal injuries, bodily injuries, death, or damage to property arising out of the acts or omissions of the organization, its employees or representatives, concessionaires of the event or any other person or entity, except for liability caused due to the sole negligence of the City. After reviewing this application, the City will determine whether you must indemnify the City and its agents.

LIABILITY - The City may require insurance, depending on the nature of the event. If your group is planning an activity that may impact the City's liability status, the maintenance of facilities or is out of the ordinary, it is your responsibility to notify the City as soon as possible for analysis or your activity may be stopped in progress and you may incur penalties and/or liabilities.

CANCELLATION - Cancellations need to be made at least 72 hours in advance of the scheduled event. If cancellations are made at least 72 hours in advance of the scheduled event, a refund of fees will be made, less a \$10.00 administration fee. If cancellation is made less than 72 hours prior to the scheduled event a refund of one-half the reservation fees will be made, less a \$10.00 administration fee. If no cancellation is made the City will retain all reservation/ permit fees and a refund of only the deposit will be made.

PAYMENT OF RESERVATION FEE Reservation fees are determined by the group size. Permits obtained for use of City facilities are considered direct user permits to help offset the costs of maintenance, depreciation of facilities and to give the City some control over the number of users and their potential conflicts. A City use permit that is obtained for use of City facilities does not give the group exclusive rights to the entire facility. The parks in the City of Medical Lake are public property and therefore open to everyone. For park users, a map will be given to each group identifying the section(s) of the park to which they have been assigned. A sign is posted in the Assigned Section(s) clearly identifying the group's name and hours of use for that section. When available, the Park Attendant on duty will assist during your set-up by directing you to your section and answering any questions you may have. The Park Attendant has the final decision in reference to set-up procedures. PLEASE NOTE: Putting up tents or driving stakes into the ground are strictly prohibited.

Fee(s) and deposit(s) must accompany this application for reservations to be considered and/or approved. The City reserves the right to decline a permit request. The City reserves the right to determine group size the day of the reservation. Fees may be adjusted if City Staff determines that the group size is different from that stated on the application/permit. A group representative will be informed if staff recommends a fee change for that group.

Facility Use & Weekday Park Use Fees	Weekend Park Use Fees (Fri., Sat. & Sun. & Holidays)
Groups of 0-49 people _____ \$ 20.00	Groups of 0-49 people _____ \$ 40.00
Groups of 50-99 people _____ \$ 40.00	Groups of 50-99 people _____ \$ 80.00
Groups of 100-249 people _____ \$ 70.00	Groups of 100-249 people _____ \$ 140.00
Groups of 250-499 people _____ \$ 180.00	Groups of 250-499 people _____ \$ 360.00
Groups of 500 people or more _____ \$ 300.00	Groups of 500 people or more _____ \$ 600.00
Shelter/ Facility Use Fee _____ \$ 10.00 per hour	Shelter/ Facility Use Fee _____ \$ 10.00 per hour
Kitchen Use (City Hall) _____ \$ 5.00 per hour	Security/ Damage Deposit (<i>required for all</i>) _____ equal to total fees
Security/ Damage Deposit (<i>required for all</i>) _____ equal to total fees	* Commercial Business Use Deposit _____ \$ 100.00
* Commercial Business Use Deposit _____ \$ 100.00	* Commercial Business Fee _____ 10% gross revenue
* Commercial Business Fee _____ 10% gross revenue	

EXAMPLE: Weekday picnic at WFP Sec. 2 for 4 hrs with 35 people.

Group rate	\$20.00
Shelter use (\$10/hr x 4 hrs)	\$40.00
Total Charges	\$60.00
Deposit (Equal to Charges)	\$60.00
TOTAL DUE FOR RESERVATION	\$120.00

FEE EXEMPTION & WAIVER A Deposit will be required of all users regardless of fee status. No use fee will be required when; waived by a committee of the City Council a group has the sponsorship of a City department or an Interlocal Cooperation Agreement agency or its equivalent or when a group is one whose primary purpose for existing is as a service organization to the general community (i.e. Kiwanis Club or Boy Scouts). In such cases, free use of facilities is limited to infrequent uses (one per month or less, or is a series of uses, five or less per year). When frequency is greater then this, public service performance of equal or greater value to City government may be arranged in lieu of direct cash payment of use fees.

If you'd like to be considered for a fee waive please justify your request _____

SIGNATURE OF APPLICANT

DATE

OFFICE USE ONLY

CHARGES _____ DEPOSITS _____ TOTAL _____ RECEIPT # _____

DEPOSITS REFUNDED _____ CHECK # _____ DATE KEYS ISSUED _____ KEYS RETURNED _____

Application Received By _____ Application Approved By _____

Conditions for Use: _____

Directions to Waterfront Park, Medical Lake, WA

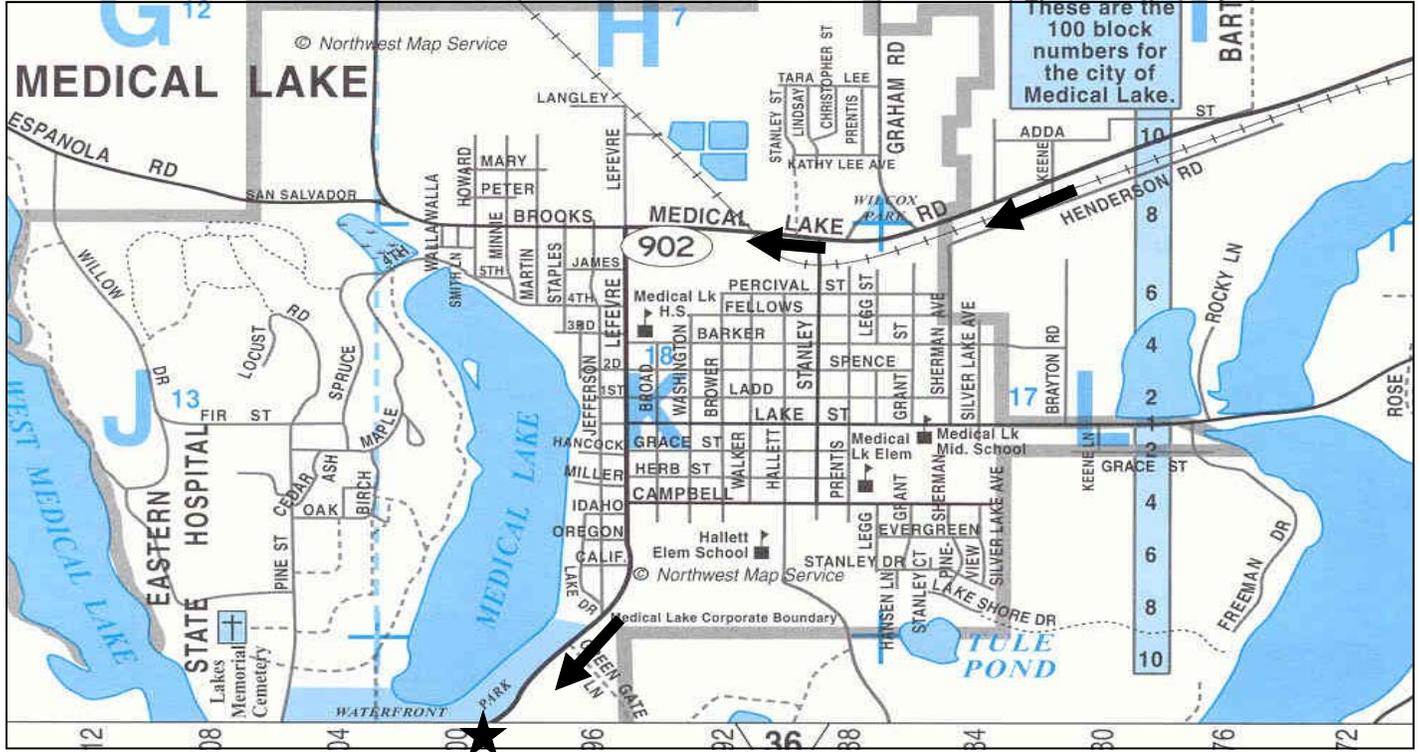
From the East (Spokane):

I-90 west to Exit 272 (Medical Lake); Turn right (902 West); Proceed approximately 5 miles to City limits; Turn left (south) on Lefevre St. Continue south on Lefevre St. to entrance of Waterfront Park.

From the West (Seattle):

Take I-90 east to Exit 264; Turn left (902 East); Proceed to entrance of Waterfront Park.

Please note the posted speed limits while driving through the City of Medical Lake and the one way entrance to the park.

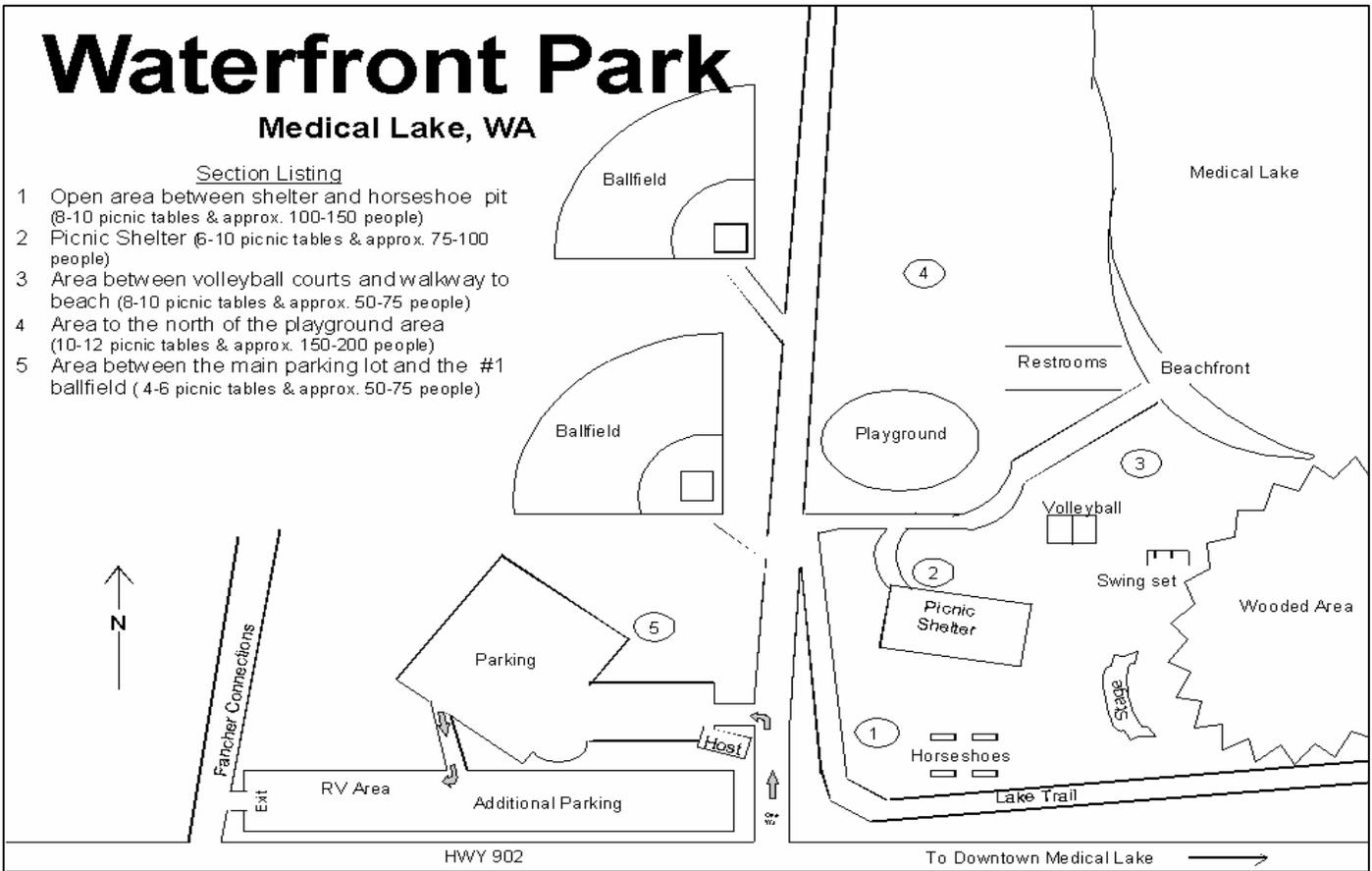


Waterfront Park

Medical Lake, WA

Section Listing

- 1 Open area between shelter and horseshoe pit (8-10 picnic tables & approx. 100-150 people)
- 2 Picnic Shelter (6-10 picnic tables & approx. 75-100 people)
- 3 Area between volleyball courts and walkway to beach (8-10 picnic tables & approx. 50-75 people)
- 4 Area to the north of the playground area (10-12 picnic tables & approx. 150-200 people)
- 5 Area between the main parking lot and the #1 ballfield (4-6 picnic tables & approx. 50-75 people)





City of Medical Lake
124 S. Lefevre St.
P.O. Box 369
Medical Lake, WA 99022-0369

City Hall: (509) 565-5000 Fax: (509) 565-5008

Parks & Recreation: (509) 565-5007

Police: (509) 565-5003 Fax: (509) 565-5005

April 3, 2008

Dear Park User:

The City of Medical Lake has recently approved a revision to the Park Rules that may or may not affect your event. The City of Medical Lake now prohibits the use of alcohol in all City parks, except when approved through a Special Event Permit. If this affects your reservation, please contact the City and a full refund will be granted. If you have any questions, please contact Recreation Coordinator Jessica Roberts at (509) 565-5007, or myself at (509) 565-5050.

Sincerely,

A handwritten signature in blue ink that reads "Doug Ross". The signature is written in a cursive, flowing style.

Doug Ross
City Administrator

Mayor
John Higgins

Administrator
Doug Ross

Finance Director
Pam McBroom

Public Works Director
Doug Ross

Interim Police Chief
Joseph Mehrens

Interim Fire Chief
Bryan Musser

Rules Regulating the Use of All Medical Lake City Parks and Facilities

The following rules are set forth and shall govern the use of all City facilities. No person or group shall hold any meeting or conduct recreation activities in the facility except by permit and by the below terms and conditions. Such requirements shall not apply to scheduled City sponsored activities. The following rules shall apply to all City Parks and Facilities:

1. Applications must be completed by a qualified member of the requesting organization who is at least 18 years of age.
2. No Alcoholic beverages are allowed unless a Special Event Permit Application and proof of Commercial General Liability and Liquor Liability insurance in the amount of \$1,000,000 have been provided and approved by the City Administrator. A liquor permit may be required as mandated by the State Liquor Control Board.
3. Cancellations should be made at least 72 hours in advance of the scheduled event. Fees, less a \$10.00 administrative charge, will be refunded after such cancellations. One half of the use fee will be refunded when cancellations are made less than 72 hours before the scheduled event. The City will keep the entire fee when no cancellations are made.
4. The applicant shall restore facilities to the conditions in which they were found. No group shall conduct any activity causing extra work over and above the normal routine maintenance or over the scheduled hours of the maintenance provided, unless previous agreement has been made to pay for such work. Each group will do their own clean up and if not done in a satisfactory manner, the applicant will forfeit any and all damage deposit(s) and may be billed for any additional costs accrued by the City to return the facility to a satisfactory condition.
5. The applicant may be required to defend, indemnify and shall hold the City, its officers, employees and volunteers harmless from any and all claims, suits, actions or liabilities for injury or death of any person, or for loss or damage to property that may result from any use, act or omission on the part of the applicant or its agents while on City property. The City is not responsible for applicant's property or preparations.
6. If the facilities are needed for a City sponsored activity, applications may be revoked up to five (5) days before the scheduled event.
7. Any time the facility is used for any purpose except those sponsored by the City of Medical Lake, an employee of the City may be required to be present. A fee determined by the City's Finance Director to cover the cost of that supervision shall be charged against the applicant for each hour the facility is open and supervision is required.
8. In the event a dance is the purpose for renting the facility, a police officer may be required at the expense of the applicant. The Chief of Police will determine how many officers will be needed.
9. All City Police Officers shall have the responsibility and authority to order any group to cease operation of any activity conducted where a non-compliance of the rules, as set forth under this policy guide, is in evidence and cannot be controlled by those sponsoring the event.

10. Profane or disruptive language and behavior is prohibited.
11. Discharges of firearms, fireworks or any type of explosive devices are prohibited.
12. Gambling will be permitted only upon prior approval of the City Administrator. Applications for such approval must be accompanied by a state gambling permit when appropriate. Applicants must also agree to abide by all State, Federal and Municipal Laws pertaining to gambling activities.
13. Activities open to the general public may require liability insurance approved by the City and naming the City as an additional insured.
14. Exceptions to these rules may only be made by the City Administrator or the City Council.
15. Fees and Deposits:
 - A. Deposits will be required of all users regardless of use fee status.
 - B. No use fee will be required when:
 1. Waived by the appropriate committee of the City Council, or
 2. A group has the sponsorship of a City Department or an Interlocal Cooperation Agreement or its equivalent; or
 3. When the group is one whose primary purpose for existing is as a service organization to the general community. In such cases, free use of facilities is limited to infrequent uses (one per month or less, or if a series of uses, five or less per year). When frequency is greater than one per month, public service performance in equal or greater value to City government may be arranged in lieu of direct cash payment of use fees.
 4. Fee waiver requests shall be made thirty days prior to the scheduled event date.

The Following Additional Rules Shall Apply to Indoor City Facilities:

1. Use of the kitchen and utensils requires that dishes be washed, dried and stored after use.
2. The placing of any object, such as chairs, tables, benches, etc., that cause an obstruction to any exit door in any part of the building is prohibited.
3. The burning of candles or the use of an open flame is not permissible unless prior approval is granted.
4. The use of existing or additional appliances shall be permitted only upon prior approval.
5. Any decorations, signs, or other materials brought into City Hall must be approved prior to installation or set-up. No nails, tacks, staples or tape are to be used to hang any decoration on walls, ceiling, or equipment in the building without prior approval. All materials used for any decorations are to be flame resistant. Fire extinguishers shall not be covered by decorations or obstructions which will prohibit their use in case of an emergency.

6. Due to limited space in City facilities, storage is not available for groups other than authorized City programs.
7. Any organization using the kitchen facility must provide its' own towels and dishwashing detergent for the cleanup of the Kitchen (counter, floor, dishes and silverware washed, dried and put away, etc.). All appliances must be cleaned and use-ready.

The Following Additional Rules Shall Apply to Outdoor City Facilities:

1. Groups of 25 persons or more, commercial, and fund raising activities must obtain a City Use Permit for use and conduct their event as described on the permit. Failure to obtain authorization to use City Facilities may result in infractions or misdemeanor citations.
2. Glass beverage containers are prohibited.
3. Parks may be used only during open days and times.
4. Vehicles may be used only in designated areas and driven only on designated roadways, and shall observe the posted speed limit (5 mph).
5. Tents, temporary shelters and/or overnight camping are prohibited.
6. Open flames and/or burning is prohibited. Charcoal barbeques are allowed.
7. Pets are prohibited in City parks. Leashed pets are allowed on City walking trails.
8. Picking flowers or cutting of shrubs or trees is prohibited.
9. Swim at your own risk. Non-swimmers should wear a Coast Guard approved personal flotation device when in the water.
10. Bicycles on ball fields or the beach are prohibited.
11. Children must be supervised at all times when in the park and in the water.
12. Appropriate attire must be worn in the park, on the beach, and in the water.
13. Active games such as Frisbee, ball tossing, running, etc. are not permitted in the beach area.
14. Other actions which are generally not compatible with the enjoyable use of a park or a public place are prohibited by City Ordinance and State Law and are the responsibility of the park user to be familiar with and in compliance with (ie. littering, use of firearms, offenses addressed in Title 9A of the Washington Criminal Code, etc.)