SEATTLE DEPARTMENT OF PARKS AND RECREATION FEE SCHEDULE

2019 & 2020 Fees and Charges

Seattle Parks & Recreation

healthy people healthy environment strong communities

2019 RATES EFFECTIVE JANUARY 1, 2019
2020 RATES EFFECTIVE JANUARY 1, 2020

ORDINANCE_____

ATTENTION: All fees include taxes where applicable, unless otherwise indicated. If additional taxes are assessed, fees may be increased by the amount of the tax. MasterCard, Visa and American Express credit cards are accepted at selected facilities as a form of payment for 2019 & 2020 Fees and Charges.

NOTE: Call (206) 684-4075 for additional information where phone numbers are not provided in this document. The Seattle Department of Parks and Recreation website also provides complete fee information at http://www.seattle.gov/parks

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DEPARTMENT OF PARKS AND RECREATION FEES AND CHARGES

AUTHORITY AND GENERAL PROVISIONS

- ### Authority

Fees and charges are necessary to provide financial support to the Department of Parks and Recreation (the Department) for the operation and maintenance of programs, facilities, and park grounds. The revenue generated by these fees constitutes only a portion of funds required for operating and maintaining the Park System. All fees collected from park and recreation activities and concessions are used exclusively for the Park System, as these funds are deposited in the Park and Recreation Fund, not the City General Fund. Fees and charges are proposed each year by the Department as a part of the annual budget process. Both the Mayor and City Council review and, by ordinance, authorize the Department to collect these fees and charges.

- ### General Provisions

The Superintendent of the Department of Parks and Recreation is authorized to establish a fee for requested uses not included in this schedule, keeping the Mayor and the City Council advised thereof. The Superintendent of the Department of Parks and Recreation is authorized, as provided in Seattle Municipal Code (SMC) Chapter 18.28, to waive or reduce any fees in this Schedule.

The Superintendent of the Department of Parks and Recreation is authorized, as provided in SMC Chapter 18.28, to establish experimental rates, and to engage in special promotional and marketing activities to enhance Departmental programs. These include, but are not limited to, use of 2 for 1 coupons, 50% discount coupons and free admission days for children. Discounts for Senior Adults (age 65 and over) vary per program. These types of activities may occur at various Department facilities throughout the year.

The Superintendent of the Department of Parks and Recreation is authorized, as provided in SMC Section 18.24.010, to operate for fee parking without recourse to commercial or private operators such parking lots under the Department's jurisdiction as are deemed desirable with the concurrence of the City Council by resolution as to location and fee schedule, consistent with provisions of RCW 35.86.010 and 35.86.040 which so permit such owner operation.

The Superintendent of the Department of Parks and Recreation is authorized, as provided in SMC Chapters 18.04 and 18.28, to approve the free use of Department facilities by the Associated Recreation Council, recognized recreation advisory councils, and other organizations that are open to the public, that further Department goals and programs, and that apply any proceeds to Park and Recreation services.

In addition to the fees and charges identified herein, the user may be required to pay any additional Department costs resulting from such use, and to pay a reasonable portion of the City's costs for traffic control and police services when the user's event requires them. Cancellation of reservations for Parks and Recreation facilities or services may result in loss of payment or a service charge (see Appendix D). For further information, contact Seattle Parks and Recreation at (206) 684-4075.

Fees contained in this Fee Schedule shall not apply to permits issued pursuant to SMC Chapter 15.35 "Filming."

ADMISSION FEES

QUICK CARDS

- ### Seattle Parks and Recreation "Quick Cards"

This reusable card features a barcode and photo of the participant. It allows fast, easy, self-service access to a variety of selected fee-based or free programs (recreational swims, fitness swims, weight room access, teen centers, etc.) at various facilities. This non-refundable, non-transferrable card can be reloaded, renewed, or added with new features/programs as desired or as they become available. There is a $5.00 replacement fee for lost or stolen cards. For further information, call the Business Service Center at (206) 684-5177.

GOLF COURSES

- ### Interbay, Jackson, Jefferson and West Seattle Golf Courses

The Superintendent of the Department of Parks and Recreation is authorized to establish all greens fees and all other golf facility or service fees (including, but not limited to, driving range, carts, cars, play cards, lessons, and room rentals) consistent with and subject to the contract entered into with Premier Golf Centers, LLC (Premier), as authorized by separate ordinance. Golf program fees will be prominently posted at all times in each clubhouse. Call the following for further information:

Interbay	(206) 285-2200
Jackson	(206) 363-4747
Jefferson	(206) 762-4513
West Seattle	(206) 935-5187

- ### Green Lake Pitch & Putt

Green Lake Pitch & Putt is operated through a concessions contract. Therefore, fees for participation at this facility are not governed by City Ordinance. You may contact Green Lake Pitch & Putt directly at (206) 632-2280, or the Business Resources Unit of the Department of Parks and Recreation at (206) 684-8008, to obtain specific information related to this facility.

SEATTLE AQUARIUM

- ### Aquarium Fees

All admissions, services rendered or sales made to the public or otherwise at the Aquarium (including, but not limited to, admission fees, annual memberships, rentals, education program fees, and discounts/other programs) will be established by the Seattle Aquarium Society ("SEAS"), consistent with and subject to City Ordinance 123205 and Article 13 of the Seattle Aquarium Operations and Management Agreement. You may contact the Seattle Aquarium directly at (206) 386-4300 to obtain further information or by visiting their web page at "seattleaquarium.org".

VOLUNTEER PARK CONSERVATORY

- ## Weddings / Photography Permits

Weddings and special ceremonies may be scheduled (see page 29) and/or Photography Permits (to be used outside of public hours) may be obtained (see page 33) through the Parks Event Scheduling unit by calling (206) 684-4081.

- ## Admissions Fee

2019	2020	***Note**: Classroom sessions scheduled during open hours must be scheduled in advance. Contact the Conservatory for scheduling and fee information.*
$4.00	$4.00	Adult/Senior Admission Fee
$2.00	$2.00	Youth Admission Fee (6-17 years)
Free	Free	Children (0-5 years)

- ## Annual Passes

2019	2020	***Note**: *A $5.00 service fee will be retained by the "Friends of the Conservatory" group*
$20.00*	$20.00*	Individual Annual Pass
$30.00*	$30.00*	Family Annual Pass

- ## Group Rates

2019	2020	
$25.00 per group	$25.00 per group	Group rate for **pre-registered** educational K-12 groups of 25 students; includes up to 5 adults chaperoning the group
$25.00 per group	$25.00 per group	Group guided tours, limited to 20 persons per group

JAPANESE GARDEN (Arboretum)

- ## Admission Fees

2019	2020	
$6.00	$6.00	Adult Resident (18-64)
$8.00	$8.00	Adult Non-Resident (18-64)
$4.00	$4.00	Youth (6-17 years)
$4.00	$4.00	College/University students (with valid ID) Senior Adult (65 & over)
FREE	FREE	Children (0-5 years)

- ## Public/Private School Group Rate for Grades K through 12

Organized groups of children attending an educational institution with grades K through 12 are entitled to this group fee during the regular school year, if advance reservations are made (a minimum of two weeks' notice is required for advanced reservations). Group rates are not extended to colleges, universities, or day-care facilities.

One responsible adult is required for every group of students, as indicated in the following ratios:

1:5 for grades K – 2 2:24 for grades 7 – 8
1:10 for grades 3 – 6 1:24 for grades 9 - 12

2019	2020	
$25.00	$25.00	Group rate for **pre-registered** educational K-12 groups of 25 students; includes up to 5 adults chaperoning the group
$12.50	$12.50	Add for each additional group size of 1 to 12 students

- ## Annual Pass

Annual family/dual passes include unlimited admission, during regular operating hours, for all members of an immediate family living in the same household, defined as two adults (guardians) and their children. The Dual pass also allows a parent pass holder to bring an adult guest, when the second parent pass holder is not present. Individual, Student, and Photographer annual passes include unlimited admission, during regular operating hours, for the person whose name appears on the pass. ID may be required upon entry.

2019	2020	**Annual passes are valid for 12 months from date of purchase**
$20.00	$20.00	Annual Pass, Individual
$30.00	$30.00	Family/Dual Annual Pass
$15.00	$15.00	Annual Pass, Student (with current ID)
$75.00	$75.00	Annual Pass, Photographer

- ## Guided Tours

The Japanese Garden Advisory Council, in cooperation with Unit 86 of the Arboretum Foundation, provides sponsor-guided tours of the Garden. Fees are established by the Advisory Council and may be obtained by calling (206) 684-4725.

- ## Meeting Rooms

NOTE: Rentals of the Tateuchi Community Room and the Shoseian Tea House are located within and administered through the Seattle Japanese Garden. There are use restrictions due to the quiet contemplative nature of the garden as well culture considerations in the Tateuchi Community Room.

Rentals of the Tateuchi Community Room and the Shoseian Tea House do not include access to the garden; therefore, admission fees are required for garden access.

Tateuchi Community Room

2019	2020	
$35.00	$35.00	Small Room
$30.00/hr	$30.25/hr	Staffing fee (fee increases 1½ times per hour on holidays)
$75.00	$75.00	Alcohol fee
$500.00	$500.00	Damage deposit for events with alcohol
$250.00	$250.00	Damage deposit for events without alcohol

Shoseian Tea House

The Shoseian Tea House is available for rent only to approved groups practiced in the way of tea. Groups must have a signed Use Agreement on file with the Parks Department.
Rentals will only be approved for tea ceremonies or classes. No other use is permitted.

2019	2020	
$35.00	$35.00	Small Room
$30.00/hr	$30.25/hr	Staffing fee (staff rates increase 1½ times per hour on holidays)
$500.00	$500.00	Damage deposit for all events

AMY YEE TENNIS CENTER (Seattle Tennis Center)

SPECIAL NOTE to PARTICIPANTS: Residents may qualify for the resident fee listed below with proof of residency when booking courts or registering for programs. Persons not qualifying for residency will pay the non-resident fee listed.

Please contact Amy Yee Tennis Center at 684-4764 for further details.

• Indoor Court Fees

NOTE: Singles and Doubles court fees may be made available at half price for special group clinics, tournaments, or lessons for low-income youth and senior adults during off-peak times. These programs are to be determined by the Superintendent of Parks and Recreation.

2019	2020	Fee Type	Fees per each 1¼ hr court use
$34.00	$36.00	Resident	Singles
$38.00	$40.00	Non-Resident	
$42.00	$44.00	Resident	Doubles
$48.00	$50.00	Non-Resident	
$32.00	$34.00	Resident	Senior Adult/Special Populations Singles Indoor
$36.00	$38.00	Non-Resident	
$40.00	$42.00	Resident	Senior Adult/Special Populations Doubles Indoor
$46.00	$47.00	Non-Resident	
$60.00	$60.00	Resident	Telephone Reservation Card (annual) for indoor/outdoor courts
$66.00	$66.00	Non-Resident	
$7.00	$8.00	Resident / Non-Resident	Prorated Indoor court (15-minute intervals. Used when a court reservation for singles or doubles extends their court use for another 15-minutes.
$20.00	$20.00	Resident / Non-Resident	Family Drop-In Night (for a family of 4)
$24.00	$25.00	Resident / Non-Resident	Men's Drop-In Fee

• Outdoor Court Fees

NOTE: Call (206) 684-4764 to make Amy Yee Tennis Center court reservations.

2019	2020	Fee Type	Fees per each 1½ hour court use
$13.00	$13.00	Resident	Amy Yee Tennis Center Singles/Doubles (each 1½ hour)
$15.00	$15.00	Non-Resident	
$9.00	$10.00	Resident / Non-Resident	Outdoor Courts throughout Seattle – Singles/Doubles (1-hour court use)
$15.00	$15.00	Resident / Non-Resident	Outdoor Private Lesson
$60.00	$60.00	Resident	Telephone Reservation Card (annual) for indoor/outdoor courts
$66.00	$66.00	Non-Resident	

- ## USTA & Cup League Fees

There is a per person fee for organized tennis leagues that have pre-booked court time for inter-club competition.

2019	2020	Fee Type	
$115.00	$115.00	All teams	USTA Annual Registration Fee (5 court format)
$85.00	$85.00	All teams	USTA Annual Registration Fee (3 court format)
$14.00	$14.00	All players	USTA League players, each (for a 90-minute match time)
$12.00	$12.00	All players	Cup League players, each (for a 75-minute match time)

- ## Tennis Lessons

Private/Semi-Private Lessons

2019	2020	Fee Type	
$64/hour	$64/hour	Resident	One person
$72/hour	$72/hour	Non-Resident	
$70/hour	$70/hour	Resident	Two people
$77/hour	$77/hour	Non-Resident	
$82/hour	$82/hour	Resident	Three people
$90/hour	$90/hour	Non-Resident	
$88/hour	$88/hour	Resident	Four people
$97/hour	$97/hour	Non-Resident	
$98/hour	$98/hour	Resident	Five People
$108/hour	$108/hour	Non-Resident	
$15.00	$15.00	Resident / Non-resident	Time extension for Private Lessons – per each 15-minute interval
$17/ hour	$17/ hour	Resident	Surcharge for lessons on City holidays
$24/ hour	$25/ hour	Non-Resident	

Adult Group Lessons

2019	2020	Fee Type	
$81.00	$84.00	Resident	Adult Groups, 6 weeks
$90.00	$93.00	Non-Resident	
$104.00	$106.00	Resident	Adult Camps, 2½ hrs per day for 4 days
$114.00	$116.00	Non-Resident	

$24.00	$25.00	Resident	Drill Night Drop-In per hour fee
$25.00	$26.00	Non-Resident	
$37.00	$38.00	Resident / Non-Resident	Camp Drop-In per day fee
$24.00	$25.00	Resident / Non-resident	One Class Drop-In fee, if space is available.

Adult Play – Instructional Classes

2019	2020	Fee Type	Maximum of 5 people per Instructor
$94.00	$95.00	Resident	Per person fee, 6 weeks
$103.00	$104.00	Non-Resident	

Junior Group Lessons

2019	2020	Fee Type	Ages 8-17
$60.00	$61.00	Resident	Junior Group, 6 weeks
$66.00	$67.00	Non-Resident	
$77.00	$77.00	Resident	Junior Camp, 2½ hours per day for 4 days
$84.75	$84.75	Non-Resident	

Junior Development Program

2019	2020	Fee Type	
$62.00	$62.00	Resident	Junior Team Tennis/Young Guns, 6-week session (1 time/week)
$68.25	$68.25	Non-Resident	

Tiny Tots

2019	2020	Fee Type	
$28.00	$29.00	Resident	Beginning ages 4-5 (30 minutes for 6 weeks)
$31.00	$32.00	Non-Resident	
$39.00	$40.00	Resident	Beginning ages 6-7 (45 minutes for 6 weeks)
$43.00	$44.00	Non-Resident	
$49.00	$50.00	Resident	Advanced ages 6-7 (1 hour for 6 weeks)
$54.00	$55.00	Non-Resident	
$57.00	$57.00	Resident	Advanced ages 6-7 (1¼ hour for 6 weeks)
$62.75	$62.75	Non-Resident	

Competitive Flights

2019	2020	Fee Type	Adults (18 & older) & Senior Adults (65+)
$62.00	$62.00	Resident	Doubles (6 weeks)
$68.50	$68.50	Non-Resident	
$81.00	$84.00	Resident	Singles (6 weeks)
90.00	$93.00	Non-Resident	
$7.00	$7.00	Resident	Flight substitute – per flight (one day @ 75 minutes)
$7.75	$7.75	Non-Resident	

Special Events, Equipment Rental, & Merchandise

2019	2020	Fee Type	
2 x court fee + 10%	2 x court fee + 10%	All groups	*Public Group (anyone from the general public can participate in outside-sponsored event)

2 x court fee + 20%	2 x court fee + 20%	All groups	*Private Group (participation is restricted by the organizers of the event)
$18.00	$18.00	Resident	One-day clinic fee, per person
$19.75	$19.75	Non-Resident	
$14.00	$14.00	All rentals	Ball machine rental: per court time (does not include court fee)
$4.00	$4.00	All rentals	Racket Rental, per use
Market Value	Market Value	All merchandise	All merchandise at AYTC is priced at Market value (merchandise varies by season)

Private groups or schools may reserve 2-3 courts up to 90 days prior to start date.

Public Service Indoor Tennis Court Time

2019	2020	Fee Type	***Note**: Rates are limited to court times established by the Senior Recreation Program Specialist.*
$5.00	$5.00	Resident	Senior fee (65+ yrs.), per person
$5.50	$5.50	Non-Resident	
Free	Free	All Juniors	Junior fee (under 18 years), per person

Advisory Council Tournament Fee

2019	2020	Fee Type	
$8.50	$9.50	Resident / Non-Resident	Advisory Council Tournament fee *(per player)*

SWIMMING POOLS

• Recreation Swimming - Indoor and Outdoor Pools

2019	2020	Fees include swim and/or shower use
$4.00	$4.25	Youth (ages 1-17 years)
$6.00	$6.25	Adult (ages 18 through 64 years)
$4.00	$4.25	Senior Adult (65 years & older) and Special Populations
$3.00	$3.25	Non-profit youth (ages 1-17 years) organizations (Advance approval through application required)
$65.00	$65.25	*Adult, 30-day unlimited entry pass for personal fitness and recreation swims
$45.00	$45.25	*Senior/Youth/Special Populations, 30-day unlimited entry pass for personal fitness and recreation swims
$53.25	$53.50	Discount Recreational Swim Card – 10 entry pass, Adult
$36.50	$36.75	Discount Recreational Swim Card – 10 entry pass, Senior/Yth/SP
$2.25	$2.50	**Special Discount Recreation Swim Pricing** (all ages) – discount single entry pricing for these specific programs: 1) Promotional Recreation Swim Fee – *available for low participation swims, as designated by the Department*. 2) Community Connection Swim – *available for swims designated by the Department to serve underserved population*. 3) Low Income Recreation Swim – *for those who apply in advance through established scholarship application process and meet low income eligibility standards*.
FREE	FREE	Children under one year of age (must be accompanied by adult)

NOTE: *No adjustment for holidays and/or closures. A Pass is issued to a single individual and may be used at all swimming pools; however, they are non-refundable and non-transferable. (See page 2 for more information on "Quick Cards")

• Fitness - Indoor and Outdoor Pools

2019	2020	
$6.50	$6.75	Fitness, ages 18-64 years – per instructed lesson (Including Hydrofit, Masters, and Water Exercise)
$4.50	$4.75	Fitness, ages 65 and over, Youth, and Special Populations – per class
$3.50	$3.75	**Special Discount Fitness Pricing (all ages)** • Low Income Fitness Swim – *for those who apply in advance through established scholarship application process and meet low income eligibility standards*.
$58.50	$58.75	Discount Fitness Swim Card – 10 entry pass, Adult
$36.75	$37.00	Discount Fitness Swim Card – 10 entry pass, Senior/Yth/SP

- ## Swimming Instruction – Indoor and Outdoor Pools

2019	2020	
$8.00	$8.25	Group Lesson, youth age 6+, tiny tot, adult, or "Guard Start" program– per ½ hr lesson with minimum of 4 students
$4.00	$4.25	Group Lesson, youth age 6+, tiny tot, adult, or "Guard Start" low income rate– per ½ hr lesson with minimum of 4 students (Income verification will be required.)
$14.00	$14.25	3 yr old Group Lessons – per ½ hr lesson with 3 student class size
$7.00	$7.25	3 yr old Group Lessons low income rate – per ½ hr lesson with 3 student class size (Income verification will be required.)
$10.00	$10.25	Group Lesson, Kinders age 4 & 5 – per ½ hr lesson with 4-6 student class size
$5.00	5.25	Group Lesson, Kinders age 4 & 5, low income rate – per ½ hr lesson with 4-6 student class size
$157.50	$157.75	Summer Swim League (Ages 7-18) includes a team T-shirt
$78.75	$79.00	Summer Swim League (low income families) includes a team T-shirt
$41.75	$42.00	Personal Instruction – one on one (30-minute lesson) *Note: $5.00 Personal Instruction DISCOUNT for same day registration and instruction as space is available*
$36.00	$36.25	Personal Instruction low income rate – 1 on 1 (30-minute lesson)
$14.00	$14.25	Personal Instruction – each additional person in a class

- ## Special Aquatic Safety Courses – Indoor and Outdoor Pools

2019	2020	Minimum class size is 6 students
$40.00 to $300.00	$40.00 to $300.00	A variety of Red Cross water safety courses, including Lifeguard Training, First Aid, CPR, Water Safety Instructor and others. Prices and course titles correspond to curriculum requirements and operating expenses to offer these programs. Prices include pool admission and instruction only.

- ## Aquatic Facility Rental Fees

General Swimming Pool Rentals *(other than Competitive Sports)*

2019	2020	
$30.00	$30.25	Non-refundable booking fee required for all rentals in addition to hourly rates.
$200.00	$200.00	Damage deposit for all rentals where equipment is brought into the facility.
$31.00	$31.25	Hourly lifeguard staff costs (per lifeguard), in addition to pool rental fee (staff rates increase 1½ times per hour on holidays)
$94.50	$94.75	Indoor pool or half of Rainier Beach Pool (either the lap pool or the leisure pool) rental cost per hour when pool is scheduled to be closed to the public, plus staff costs. *Calculation for a per lane rental rate when entire pool is used = dividing the cost per hour by the number of lanes and rounding up to the next whole dollar.*

$47.25	$47.50	Hourly indoor pool rate for shallow end only in bulkhead pools when deep end is in use. This fee applies to Madison and Medgar Evers aquatic facilities.
$315.00	$315.25	Indoor Pool rental, per hour, when pool is scheduled to be open to the public, plus staff costs
$147.00	$147.25	Colman Pool rental, per hour, plus staff costs (exclusive use) Note: Colman Pool is an 8 lane, 50-meter pool with a slide
$157.50	$157.75	Mounger Pool or Rainier Beach Pool rental, per hour, plus staff costs (exclusive use, including all pools & slide)

Swimming Pools – Competitive Sports Rentals

2019	**2020**	*(see notes on following page for more information)*
$30.00	$30.25	Non-refundable booking fee required for all rentals in addition to hourly rates.
$200.00	$200.00	Damage deposit for all rentals where equipment is brought into the facility.
$31.00	$31.25	Hourly lifeguard staff costs (per lifeguard), in addition to pool rental fee (staff rates increase 1½ times per hour on holidays)
$89.25	$89.50	Beginning Swim Team for youth – introductory beginning level, per hour for all lanes, offered at a reduced price to encourage use by new youth competitive sports programs. *Pricing offered on a quarterly basis at which time swimmers advance to standard rates.*[A]
$115.50	$115.75	Indoor competitive sports rental (between 6am-8pm) cost per hour when pool is scheduled to be closed to the public, plus staff costs. [A,B]
$57.75	$58.00	Hourly indoor competitive sports (between 6am-8pm) rate for shallow end only in bulkhead pools when deep end is in use, plus staff costs. This fee applies to Madison and Medgar Evers aquatic facilities. [B]
$105.00	$105.25	Indoor competitive sports rental (between 8pm-6am) cost per hour when pool is scheduled to be closed to the public, plus staff costs. [A,B]
$49.00	$49.25	Hourly indoor competitive sports (between 8pm-6am) rate for shallow end only in bulkhead pools when deep end is in use, plus staff costs. This fee applies to Madison and Medgar Evers aquatic facilities. [B]
$231.00	$231.25	Indoor pool competitive sports rental or Swim Meet, per hour, when pool is scheduled to be open to the public, plus staff costs. [B]
$200.00	$200.25	Colman Pool competitive sports rental, per hour, plus staff costs (exclusive use) Note: Colman Pool is an 8 lane, 50-meter pool with a slide. [B]

[A] NOTE: *Calculation for a "per lane" rental rate when entire pool is used = dividing the cost per hour by the number of lanes and rounding up to the next whole dollar.*

[B] NOTE: "Competitive sports" rates apply to swim teams, masters, and water polo.

NOTE: Individuals and groups desiring to use swimming pools will be expected to pay the cost of staffing in addition to program rates established. Staff rates increase 1½ times per hour on holidays.

NOTE: Rates also apply to Metro or King County League swim meets for events that do not include a Seattle Public School. Events that include a team from a Seattle Public School are covered under the Joint Use Agreement and are not charged a swim meet fee. Staff fees are additional (staff rates increase 1½ times per hour on holidays).

NOTE: There is an hourly flat-rate charge for competitive meets, with no additional percentage charges for the event (no percentage collected for entry fees and heat sheet sales).

NOTE: Swim meet entry fees and sale of heat sheets are included in base fee for each event.

NOTE: Permit Application Fee as established in **Use Permits** section of Fees and Charges ordinance will apply plus 10% of gross revenue for **all Admissions and Swim Meet Concessions** (food/drink, t-shirts, goggles, etc). Additional insurance and/or permits may be required.

NOTE: Deck or lobby rentals priced as small room under Class C room rentals.

NOTE: Bulkhead pool rentals during public hours are limited to lap pool or shallow pool, not both, unless specific fees are charged.

Timing System Rental

2019	2020	
$400.00	$400.00	Minimum 4-hour use
$100.00	$100.00	Each additional hour
$31.00/hr	$31.25/hr	Additional staff charge for delivery, set up, operation and clean-up (staff rates increase 1½ times per hour on holidays).

Note: The timing system is available for rentals at most Seattle Parks and Recreation swimming pools. Some limitations may apply.

Special Use Fees

2019	2020	
10% of gross sales on Parks property	10% of gross sales on Parks property	If, in the course of the activity/event, charges are levied for admission, sales, concessions, or entry fees, the user will be subject to a minimum charge of 10% of the gross receipts.
$1.00	$1.00	Water Slide Use Fee per person for recreation swims over one hour in length; no charge if one hour or less.
$2.00 – 50.00	$2.00 – 50.00	Supplemental Special Event fee (indoor or outdoor), depending on event, such as open water swim, dive-in movies, jazz night, etc.
$15.00	$15.00	Dog Swim Special Event – *scheduled immediately prior to preventative maintenance closure. Limited to dogs only in the pool. No charge for spectators*.

$0.25	$0.25	Coin Operated Locker
$0.50	$0.50	Towel use, each
Market Value	Market Value	All merchandise sold at Mounger Pool will be at market value. Merchandise may vary throughout the season. NOTE: While this is a "City fee" at Mounger Pool, this fee is collected by the Associated Recreation Council at all other pools.

Special Provisions

Colman and Mounger Pools:

Admission fees to these facilities are charged to all persons entering pool area, even if not swimming (except parents watching children in lesson programs). Use of the pools, decks and picnic areas is part of the overall recreation opportunity; pool capacity is based on use of this area.

• Special Programs

Super Deluxe Birthday Party Package

A complete birthday party package at pools includes one-hour shared use in a section or portion of the pool, a one-hour party immediately following your water time in a designated party space (room, deck, or lobby), lifeguards, one pre-packaged juice, paper products and party goodie bags for each enrolled child. (Food items not included.) NOTE: Booking Fee does not apply to this program when operated during public business hours, and is not for exclusive use nor rental). Maximum party size is 20 children and 20 adults. Adults are included in the party package without charge as spectators and/or as in-water assistants for children who are weak swimmers, under height, or below age requirement. Adult in charge of party is responsible for all clean-up of party areas at the end of the program.

2019	2020	
$273.00	$273.25	Minimum package fee – for a party of 10 children
$13.00	$13.25	Additional fee – per child

Wading Pool Rental

2019	2020	
$500.00	$500.00	Minimum 4 hours of operation (includes 5½ staff hours)
$50.00	$50.00	Each additional hour

Wading pool rentals are only available at sites scheduled for summer use. All wading pool operating time under this rental rate is available for public use; no exclusive rental use is allowed.

Aquatic Special Events

NOTE: This category is for special events that result in the cancellation of scheduled programs or closure of a small craft center, swimming beach, or other public program. This fee is in addition to other fees.

2019	2020	
$300.00	$300.00	Special events, per day

ATHLETIC FACILITIES

NOTE: ***The 2018 fees remain effective through June 30, 2019. The 2019 fees below are effective July 1, 2019. The 2020 fees below are effective January 1, 2020.*** *See Appendix C for the Athletics Field Inventory.*

- ## West Seattle Stadium and Interbay Stadium Usage Fees

2019	2020	
10% of gross revenues	10% of gross revenues	Admissions/Sales. This includes admissions or donations, and excludes entry fees.
$77.00/ hr	$79.00/ hr	Athletic Stadium Games, Meets and Events *
$57.50/hr	$58.75/hr	Practice Fee** adult and youth practices
$15.00/ hr	$15.00/ hr	West Seattle Stadium only – youth fee
$15.00/ hr	$15.00/ hr	Rental of the West fenced Field Event area for shotput, discus, hammer throw, long jump and javelin only (West Seattle Stadium only); users must also pay staff fee.
$30.75/ hr	$31.50/ hr	Light Fee - this fee is charged for all uses requiring lights.
$30.00/ hr	$30.25/ hr	Staff Fee (staff fee increases 1½ times per hour on holidays) ***

*Event fees are charged for adult and youth special events, games and meets. West Seattle Stadium fee provides exclusive use of the facility and includes use of equipment, the press box and PA system, ticket booth, locker rooms and grandstands. Interbay Stadium fee provides exclusive use of the facility and includes use of equipment, the press box, locker rooms and grandstands. A staff person is required to be in attendance, and the staff fee must be paid in addition to the use fee. This fee does not include Lights or 10% charge on all admissions/sales.

** Practice Fees provide use of the facility and includes use of equipment, the press box and PA system, ticket booth, locker rooms and grandstands. A staff person is required to be in attendance and the staff fee must be paid in addition to the use fee. This fee does not include lights or the ten percent (10%) charge on all admissions/sales. Facility use may not be exclusive – multiple users' activities will be organized through the Seattle Parks and Recreation scheduling office.

***All rentals are required to have at least one staff in attendance. If additional staff are required due to the nature of the event or the anticipated attendance, this fee will be multiplied by the number of staff required for the event (staff rates increase 1½ times per hour on holidays).

NOTES for Department Sponsored Activities:

- See following page for synthetic and non-synthetic field fees for practices/games.
- All rentals are a minimum of one hour.
- Additional staff may be required due to nature of event and anticipated attendance.
- A damage deposit may be charged depending on nature of event and anticipated attendance.

• Adult Sports Fees

The 2018 fees remain effective through June 30, 2019. The 2019 fees below are effective July 1, 2018. The 2020 fees below are effective January 1, 2020.

2019	2020	
$25.00	$25.00	Indoor Sports League Fee, per hour
$30.00	$30.00	Adult Sports Team Administration fee/team
$79.00	$81.00	Adult Outdoor Use, per hour – synthetic field
$58.50	$60.00	Adult Outdoor Use, per hour – non-synthetic field
$30.00/hr	$30.25/hr	Staff Fee (applies when using the scoreboard at Lower Woodland #1) – staff fee increases 1½ times per hour on holidays
$30.75/ hr	$31.50/ hr	Outdoor Field Lighting Fee, per hour

• Youth Sports Fees

The 2018 fees remain effective through June 30, 2019. The 2019 fees below are effective July 1, 2019. The 2020 fees below are effective January 1, 2020.

2019	2020	
$15.50	$16.00	Youth Outdoor Use, per hour – synthetic field
$10.25	$10.50	Youth Outdoor Use, per hour – non-synthetic field
$79.00	$81.00	Private School Outdoor Use, per hour – synthetic field
$58.50	$60.00	Private School Outdoor Use, per hour – non-synthetic field
$79.00	$81.00	Outdoor youth Sports Camps, per hour – all field surfaces
$30.75	$31.50	Outdoor Field Lighting Fee, per hour

• Sports Organizations' Use Permits

Sports organizations' events, such as jamborees and tournaments, shall be subject to regular Use Permit charges. *See permit fee details on pages 31-33*.

• Evening Recreation School Gym Rentals

The Department of Parks and Recreation utilizes the following Seattle Public School District High School gymnasiums for the Evening Recreation programs offered through the Parks Athletics Unit:

Ballard High School	Rainier Beach High School
Cleveland High School	Roosevelt High School
Franklin High School	Sealth High School
Ingraham High School	West Seattle High School

(Garfield and Nathan Hale High Schools are covered under the Parks and Recreation/Seattle Public Schools Joint Use Agreement and are not subject to this rental fee)

School Gymnasium Rentals

NOTE: Additional fees may be charged for weekend usage.

2019	2020	
$35.00	$35.00	Rate per hour (1 hour minimum) per gym floor

• Outdoor Tennis Courts

Where a participant entry fee for tournaments or a fee for lessons is charged, 10% of gross receipts are to be paid to the Department in addition to the charges noted below. All persons who instruct tennis for a fee on Department courts must schedule according to court availability with the Scheduling Office, obtain the appropriate permit and pay the required fees. They must also successfully complete the Department's Tennis Instructor's Certification program and show proof of certification before a permit will be issued.

Tennis Reservations (4 or less players)

2019	2020	**Scheduled based on availability**.
$8.00	$8.00	1 hour, court rental, Adult play
$13.00	$13.00	1 hour, court rental, Private School
$6.00	$6.00	1 hour, court rental, Youth play

NOTE: *See* "Amy Yee Tennis Center" *on page 6 for Indoor Tennis fee rates.*

• Outdoor Volleyball Courts

We ran a successful pilot program beginning in 2017. The pilot moved scheduling of the San volleyball courts as a group to individual court rentals. This provided additional users a chance to book a court if organizations are not using every court for their program. We received positive feedback and are consistent with scheduling tennis courts. Fee is being adopted in the 2019-2010 Fees and Charges Schedule. Per hour court fees (7 courts at Alki Beach, 4 courts at Golden Gardens Beach) for adults and youth.

Outdoor Volleyball Reservations

2019	2020	**Scheduled based on availability**.
$8.00	$8.00	1 hour, court rental, Adult play
$8.00	$8.00	1 hour, court rental, Private School

Facility Rentals

COMMUNITY MEETING ROOMS AND GYMNASIUMS

- ### Locations and Sizes

The Department charges rental fees (according to the classifications of usage) for the use of social/meeting rooms and/or kitchens and/or gymnasiums at: *(see Appendix A for a listing of facility telephone numbers)*

Community Centers

	Meeting Room(s)			**Kitchen**		**Gym**	
	Small	Medium	Large	Small	Large	Sm/Half	Large
Alki	x	x	x	x			
Ballard	x	x	x	x		x	x
Belltown	x		x	x			
Bitter Lake	x	x	x		x	x	x
Bitter Lake Annex				x		x	
Delridge		x	x		x	x	x
Garfield	x	x	x		x	x	x
Garfield Teen Life Center	x	x		x		x	
Green Lake		x		x			x
Hiawatha	x	x	x	x			x
High Point	x	x	x	x			x
International District/Chinatown	x	x	x		x	x	x
Jefferson		x	x		x	x	x
Laurelhurst	x	x	x		x		
Loyal Heights	x		x	x		x	x
Magnolia		x	x	x			x
Magnuson		x					x
Meadowbrook	x	x	x		x	x	x
Meadowbrook Annex				x		x	
Miller	x	x	x	x	x		x
Miller Annex		x		x		x	
Montlake	x	x	x		x		x
Northgate	x	x	x		x	x	x
Queen Anne	x	x	x	x	x		x
Rainier	x	x	x		x		(2)
Rainier Beach	x	x	x		x	x	x
Ravenna Eckstein		x		x			x
South Park	x	x	x	x		x	
Van Asselt	x	x	x		x	x	
Yesler	x	x	x		x	x	x

Environmental Learning Centers

	Meeting Room(s)			Kitchen		Gym	
	Small	Medium	Large	Small	Large	Small	Large
Camp Long	x	x		x			
Carkeek Park		x					
Discovery Park	x	x		x			

Small Craft and Rowing & Sailing Centers

(See Appendix for telephone numbers)	Meeting Room(s)			Kitchen		Gym	
	Small	Medium	Large	Small	Large	Small	Large
Green Lake	x						
Mt Baker	x		x	x			

- ## Specialized & Other Facilities

(See Appendix for telephone numbers)	Meeting Room(s)			Kitchen		Gym	
	Small	Medium	Large	Small	Large	Small	Large
Shelter houses, Bathhouses, and Lawn Bowling Clubs.	x	x	x				
Southwest Teen Life Center	x	x			x		x
Garfield Teen Life Center	x			x		x	
Meadowbrook Teen Life Center	x			x		x	

Meeting room and gymnasium space is available only during times Department and Advisory Council programs are not scheduled. Uses are determined by classification A or C as defined below:

Class A Use: Non-Commercial Use, for the general public, scheduled during operating hours. No admission fee, vendor fee and/or donation is requested or received.

Class A use is reserved for advertised, non-commercial, public events/meetings that are for the general public and are scheduled during hours of operation. (If scheduled outside normal facility operating hours, see Class C use.)

Class C Use: All other rentals and Class A rentals scheduled outside of regular operating hours

NOTE: *An event will be considered advertised if it has been announced in the local paper, through mass mailing, radio or social media announcements, posters throughout the community, posted in or distributed through the community center*

- ## Hourly Room and Gymnasium Rental Fees

NOTE: A non-refundable $30.00 in 2019 and $30.25 in 2020 booking fee per site is required for ALL rentals in addition to the hourly rates. An additional charge is required for staff and the use of certain types of equipment, subject to availability at the facility. *(See page 19 for definitions of "Class A" & "Class C")*

Rooms

Class A 2019	Class A 2020	Class C 2019	Class C 2020	
$21.00	21.25	$42.00	$42.25	Small Rooms (1-400 square feet), per hr
$27.00	$27.25	$54.00	$54.25	Medium Rooms (401-1,500 square feet), per hr
$36.00	$36.25	$72.00	$72.25	Large Rooms (1,500+ square feet), per hr
$15.00	$15.25	$30.00	$30.25	Small Kitchen[A] (minimum of 2 hours), per hr
$28.80	$29.05	$57.60	$57.85	Large Kitchen[A] (minimum of 2 hours), per hr
NA	N/A	$30.00	$30.25	Staff fee (charged for rental hours + one hour). For all rentals on weekends or outside City operating hours a staff fee will be charged (staff fee increases 1½ times per hour on holidays). Number of staff will be determined based upon nature of event and anticipated attendance.
10% of gross sales on Parks property	10% of gross sales on Parks property	10% of gross sales on Parks property	10% of gross sales on Parks property	If, in the course of the activity/event, charges are levied for admission, sales, concessions, or entry fees, the user will be subject to a minimum charge of 10% of the gross receipts.
N/A	N/A	$75.00	$75.00	Additional fee for events with ALCOHOL (insurance also required) [B]
$250.00	$250.00	$250.00	$250.00	Refundable rental and cleaning deposit (no alcohol)
N/A	N/A	$500.00	$500.00	Refundable damage deposit for events with ALCOHOL[B]
$25.00 - $250.00	$25.00 - $250.00	$25.00 - $250.00	$25.00 - $250.00	A non-refundable per hour maintenance fee may be charged and collected prior to the event as determined based upon event size and type.

[A] Kitchens are not available for commercial use unless used in conjunction with a scheduled community special event held on a park site.

[B] Insurance is required for all events with alcohol. Events with alcohol cannot be held during regular facility operating hours. Alcohol at approved events must remain in the facility.

Gymnasiums

Class A 2019	Class A 2020	Class C 2019	Class C 2020	**Staff costs are additional** (staff rates increase 1½ times per hour on holidays)
$18.00	$18.25	$36.00	$36.25	Small gym, Athletic use, per hr
$39.00	$39.25	$75.00	$75.25	Small gym, Non-Athletic use, per hr
$24.00	$24.25	$48.00	$48.25	Large gym, Athletic use, per hr
$66.00	$66.25	$132.00	$132.25	Large gym, Non-Athletic use, per hr

ENVIRONMENTAL LEARNING CENTERS

• Group-Guided Nature Walks

NOTE: Group-Guided Nature Walks may be conducted in cooperation with Environmental Learning Center Advisory Councils. Fees are established by the Advisory Council and may be obtained by calling the specific facility of interest *(see Appendix A for facility telephone numbers).*

• Camp Long

Group Day Use Booking Fee

NOTE: This reservation is for fire ring or rock/glacier reservations. Rock/glacier reservations require risk management review. Group Day Use is restricted to a maximum number of 250 participants. Schurman Rock, Glacier slab, and Fire Ring fees are non-refundable.

2019	2020	
$8.00	$8.00	Schurman Rock, Glacier slab, per hour (minimum 4 hrs), Group size 1-20 (insurance also required)
$10.00	$10.00	Fire Ring, per hour (minimum 4 hrs), Group size 1-50
$11.00	$11.00	Fire Ring, per hour (minimum 4 hrs), Group size 51-100
$12.00	$12.00	Fire Ring, per hour (minimum 4 hrs), Group size 101-150
$14.00	$14.00	Fire Ring, per hour (minimum 4 hrs), Group size 151-200
$18.00	$18.00	Fire Ring, per hour (minimum 4 hrs), Group size 201-250
$50.00	$50.00	Refundable damage/cleaning deposit

Cabin Rentals

NOTE: Overnight use of Cabins is restricted to a maximum number of 120 participants (i.e., 10 cabins @ 12 per cabin). Cabin fees are non-refundable.

2019	2020	
$50.00	$50.00	Per night, per cabin (maximum of 12 persons per cabin)
$50.00	$50.00	Refundable damage deposit per cabin
$25.00	$25.00	Per hour for “exclusive use” of Kitchen [A]

Meeting Rooms

NOTE: A non-refundable $30.00 in 2019 and $30.25 in 2020 booking fee per site is required for ALL rentals in addition to the hourly rates. An additional charge is required for staff and the use of certain types of equipment, subject to availability at the facility. *“Additional Fees for Meeting Rooms” (below) may apply.*

2019	2020	
$54.00	$54.25	Main Hall, per hour
$42.00	$42.25	Wonder Lab, per hour
$42.00	$42.25	Patio area, per hour *(also available at Discovery Park)*
$30.00	$30.25	Kitchen[A], per hour

[A] Kitchens are not available for commercial use unless used in conjunction with a scheduled community special event held on the park site.

Additional Fees for Meeting Rooms at Camp Long

2019	2020	
$30.00	$30.25	Booking fee
$75.00	$75.00	Alcohol fee (insurance also required)
$25.00 - $250.00	$25.00 - $250.00	A non-refundable per hour maintenance fee may be charged and collected prior to the event as determined based upon event size, number of participants and anticipated labor required for maintenance and cleaning for the activity.
$500.00	$500.00	Damage deposit with alcohol at event
$250.00	$250.00	Damage deposit without alcohol at event

Picnic Shelters

2019	2020	**Rates are applied the same as other shelter and picnic fees** *(see page 29 for details) – Picnic shelter fees are non-refundable. See page 30 for Day Camp rates.*
$80.00	$80.00	West Shelter – *per day rate (tables included)*
$90.00	$90.00	East Shelter – *per day rate (tables included)*

Challenge Course

2019	2020	***NOTE**: Challenge Course is for groups ONLY*
$150.00	$150.00	Portable Challenge Facilitator, up to 2 hours, with contractual agreement
$125.00	$125.00	Half-day facility rental (per 15 youth participants) [A,B]
$250.00	$250.00	Full-day facility rental (per 15 youth participants) [A,B]
$62.50	$62.50	Half-day reduced rate on challenge course facility rental fee for qualifying groups serving low-income youth. [A]
$125.00	$125.00	Full-day reduced rate on challenge course facility rental fee for qualifying groups serving low-income youth. [A]
$175.00	$175.00	Per Facilitator, half day, with contractual agreement
$35.00	$35.00	Corporate Groups (per person)
$80.00	$80.00	Facilitator Training Program (per day) [B]

[A]Scholarships may be awarded to non-profit groups that can meet guidelines (as funds allow).
[B]Participants who are current members of WSU-4H sponsored groups will receive a 60% discount on Challenge Course fees.

Adventure/Activity Camps

2019	2020	***NOTE:** For middle to high school age youth*
$350.00	$350.00	5-day camp, per person

Play & Zip

2019	2020	
$30.00	$30.00	Drop-in Program, per person (ages 14 and up)

- ## Discovery Park & Carkeek Park

***Visitor's Center & Room Rentals*:** See "Community Meeting Rooms and Gymnasiums" section for further explanation of classification determinations and room rental information.

SPECIAL AMENITY FACILITIES

• Boathouse, Bathhouse, Shelterhouse, and Pumphouse Rentals

A non-refundable $30.00 in 2019 and $30.25 in 2020 **booking fee is required for ALL rentals in addition to the hourly rates.** A staffing fee of **$**30.00 in 2019 and $30.25 in 2020 per hour is required. (staff fee increases 1½ times per hour on holidays.)

2019	2020	
[1]$230/ hour	[1]$230/ hour	**Mt Baker Boathouse STANDARD** Room Rental – Main Hall (includes kitchen and amenities) • 5 hr minimum rental - applies to rentals on Friday, Saturday or Sunday
[1]$150/ hour	[1]$150/ hour	**Mt Baker Boathouse DISCOUNT** Room Rental – Main Hall (includes kitchen and amenities) • 3 hr minimum rental – applies to rentals on Monday through Thursday at any time of the day • 3 hr minimum rental – applies to rentals on Friday, Saturday, or Sunday with rental event ending no later than 2:00pm
$200/hour	$200/hour	**Golden Gardens Bathhouse** Building Rental – includes Main Hall, kitchen, & meeting room • 4 hr minimum rental Monday through Thursday • 8 hr minimum rental Friday, Saturday, or Sunday
$70/hour	$70/hour	**Alki Beach Bathhouse** Building Rental – Main Hall • 4 hr minimum rental
$50/hour	$50/hour	**Alki Beach Bathhouse** Painting Room (cannot be rented separately; must be rented in addition to Main Hall)
$45/hour	$45/hour	**Alki Beach Bathhouse** Patio (cannot be rented separately; must be rented in addition to Main Hall)
$40/hour	$40/hour	**Pritchard Beach Bathhouse** Building Rental – Main Hall • 2 hr minimum rental
$10/hour	$10/hour	**Cal Anderson Shelterhouse** Building Rental – Main Hall • 2 hr minimum rental
$80/hour	$80/hour	**Dakota Place Shelterhouse** Building Rental – Friday, Saturday or Sunday ONLY - includes exclusive use of Main Hall, side room & kitchenette • 3 hr minimum rental
$50/hour	$50/hour	**Dakota Place Shelterhouse** outside Patio (cannot be rented separately; must be rented in addition to shelterhouse)
$20/hour	$20/hour	**Ward Springs Pumphouse** Building Rental – Main Hall • 2 hr minimum rental

[1]*To facilitate cost recovery for Mt Baker space rentals, the "Standard" fee includes an additional $135/hour surcharge and the "Discount" fee includes an additional $85/hour surcharge assessed by the Mt Baker Boating Advisory Council who funded the construction project and equipment purchases.*

- **Add'l Fees for Boathouse, Bathhouse, Shelterhouse, & Pumphouse**

2019	2020	
$30.00	$30.25	Booking fee
$75.00	$75.00	Alcohol fee (insurance also required)
$25.00 - $250.00	$25.00 - $250.00	A non-refundable per hour maintenance fee may be charged and collected prior to the event as determined based upon event size, number of participants and anticipated labor required for maintenance and cleaning for the activity.
$500.00	$500.00	Damage deposit with alcohol at event
$250.00	$250.00	Damage deposit without alcohol at event

- ## Warren G. Magnuson Park

Application Fees

2019	2020	
$30.00	$30.25	Booking Fee, non-refundable for indoor rentals
$75.00	$75.00	Application Fee, non-refundable for Use Permit Fee
$25.00	$25.00	Per location per day film shoots
$50.00	$50.00	First Amendment use permit fee
10% of gross + rental charges	10% of gross + rental charges	Admissions, booths, and sales revenue (includes all performance revenue)
$75.00	$75.00	Alcohol use fee (insurance also required)*
$8.00	$8.50	Tables, each
$2.00	$2.50	Chairs, each
$25-$250	$25-$250	A non-refundable per hour maintenance fee may be charged and collected prior to the event as determined based upon event size, number of participants and anticipated labor required for maintenance and cleaning for the activity
$250.00	$250.00	Refundable Damage deposit for events without alcohol
$500.00	$500.00	Refundable Damage deposit for events with alcohol

*Alcohol must remain in facility. Alcohol is not permitted during operating hours.

Staffing Fees

2019	2020	
$30.00	$30.25	Event attendant, per hour (rates increase 1½ times per hour on holidays)

Special Amenity Facility/Site Rentals

2019	2020	*Note: Staff fee not included. *Tables & chairs rented separately*
$80/hour	$83/hour	Bldg 30 Workshop
$90/hour	$93/hour	West Wing – Admiral's Office, office/kitchen, 4-hour minimum
$170/hour	$175/hour	Hangar 30, hourly weekday rate*
$200/hour	$210/hour	Hangar 30, hourly weekend rate*
$90/hour	$95/hour	Hangar 30, hourly weekday rate for regular evening rentals
$24/hour	$24.25/hour	Bldg 406 Brig, Belvedere room
$~~45~~54/hour	$54.25/hour	Bldg 406 Brig, Garden room & Hawthorne Hills room
$~~60~~72/hour	$72.25/hour	Bldg 406 Brig, Matthews Beach and View Ridge rooms
$150/hour	$150/hour	Garden Amphitheater, 2 hour minimum (Ceremonies)
$250/hour	$258/hour	**Parking area use fee – 25 or fewer spaces blocked per day *(Building 30 parking lots only)*
$45/hour	$49/hour	*Hourly use fee for Community, Natural, Special Use and Recreation Area parks *(Magnuson Park only)*

* Hourly use fee for Park Use Permits for all events except those constitutionally protected or those events covered under separate agreement. Contact Event Management office at 684-4081 for further information.

***** Parking area use fees apply to designated parking areas in some parks that the Parks Department deems necessary to reserve for events.***

Facility/Site Rentals

2019	2020	
50% of regular room rate	50% of regular room rate	Class A room rate per hour (+ booking fee) – *see Class A requirements on page 19*
$48.00	$48.25	Gym, athletic use, per hour
$132.00	$132.25	Gym, non-athletic use, per hour
$42.00	$42.25	Small room rate, per hour
$54.00	$54.25	Medium room rate, per hour
$72.00	$72.25	Large room rate, per hour
$30.00	$30.25	Kitchen rate, per hour

- ## Washington Park Arboretum (Graham Visitor's Center)

All fees are collected by the Arboretum Foundation. Please refer to the Arboretum's website for the current fee schedule. https://botanicgardens.uw.edu/washington-park-arboretum/visit/venue-rental/

MOORAGE, DOCKING, AND BOAT RAMP FEES

MOORAGE FEES

- **Leschi and Lakewood Marinas**

Moorage fees and all other marina facility or service fees will be established by a business vendor through the bidding process as authorized by separate ordinance. Moorage hours will be prominently posted at all times at each marina entrance. Contact the following for fees or any other information regarding Marinas:

Leschi Marina or Lakewood Marina: (206) 708-4619

DOCKING FEE *(includes various Parks Department docks)*

2019	2020	
$75/ day	$75/ day	Load/unload; short term moorage slip use + Application/Use Permit Fee
$75.00	$75.00	Application/Use Permit fee

Note: For Lake Union docking fee information, please contact the Center for Wooden Boats at (206) 382-2628.

BOAT RAMPS

2019	2020	
$12.00	$12.00	Daily Permit fee – consecutive daily permits may be purchased to allow for overnight parking (not to exceed 4 nights).
$150.00	$150.00	Annual Permit fee – overnight parking privileges not to exceed four consecutive nights.
$75.00	$75.00	Annual Permit fee (low income rate) – overnight parking privileges not to exceed four consecutive nights.

LAKE UNION PARK HISTORIC SHIPS WHARF

- **Center for Wooden Boats Fees**

Temporary use by vessels of the wharf and north seawall at Lake Union Park is managed by the Center for Wooden Boats under contract with Seattle Parks and Recreation. Fees are established by the Center for Wooden Boats consistent with and subject to the contract between Center for Wooden Boats and Seattle Parks and Recreation. For information, call 206-382-2628.

PARTICIPATION FEES

RECREATION PARTICIPATION FEES

As a service to the public, the Department of Parks and Recreation may contract with Advisory Councils, or the Associated Recreation Council to collect fee payments. The contract shall require the Advisory Council or Associated Recreation Council to remit the participation fee to the City.

- ### Community Center and Outdoor Recreation Class Fee

2019	2020	
4.0%	4.0%	Percent of fee for all Advisory Council sponsored classes, programs, and sessions at community centers and for outdoor recreation programs.

- ### Lifelong Recreation Program Participation Fees

NOTE: These fees only apply to programs offered through the Department's Senior Adult Section. Senior adult fees for participation in other programs are listed elsewhere in this Fees and Charges Schedule. Where there is no senior adult fee listed for the activity, the adult fee will apply.

2019	2020	
4.0%	4.0%	Percent of Senior Adult Advisory Council class fee paid by registrants for all advisory council sponsored classes, programs and field trips.

- ### Small Craft Center Class Participation Fees

2019	2020	
$41,500	$41,500	Rowing Advisory Council fee (paid in quarterly installments)
$14,000	$14,000	Seattle Canoe Club (paid in quarterly installments)
$45,000	$45,000	Mt Baker Boating Advisory Council (paid in quarterly installments)

RESERVATIONS

• Park Area Ceremony Fee

NOTE: **Areas are available in many parks for various special ceremony uses. See "USE PERMITS – General Provisions" for standard application Park Use Permits.**

2019	2020	
$200.00	$200.00	Hourly fee, with 3-hour minimum for garden weddings or ceremonies at Kubota Gardens and Parsons Gardens (*Additional staff fee will be charged; staff fee increases 1½ times per hour on holidays*)
$170.00	$170.00	Hourly fee, with 2-hour minimum for wedding or ceremonies at Alki Beach Park, Golden Gardens Park, Hamilton Viewpoint, Sunset Hill Viewpoint, Volunteer Park, and Washington Park Arboretum (*Additional staff fee will be charged when wedding or ceremony is large and/or complex; staff fee increases 1½ times per hour on holidays*)
$135.00	$135.00	Hourly fee, with 2-hour minimum to use parks not listed above for weddings or other ceremonies (*Additional staff fee will be charged when wedding or ceremony is large and/or complex; staff fee increases 1½ times per hour on holidays*)
$30.00	$30.25	Ceremony attendant/staff, per hour (*rates increase 1½ times per hour on holidays*)

• Picnic Reservation Fee

NOTE: Tables at shelters are not included in shelter price and are charged separately. **Shelter rental must include shelter price plus fee for each table.**

2019	2020	
$60.00	$60.00	Each Regular Shelter per HALF-day (excluding Golden Gardens, Carkeek, Alki, Lincoln Park and Magnuson Park); additional fees will apply for tables under shelter. Half-day rates are 8:00 a.m.-2:00 p.m. OR 3:00 p.m.-10:00 p.m.
$75.00	$75.00	Each Shelter at Golden Gardens, Carkeek, Alki, Lincoln Park and Magnuson Park per HALF-day; additional fees will apply for tables under shelter. Half-day rates are 8:00 a.m.-2:00 p.m. OR 3:00 p.m.-10:00 p.m.
$110.00	$110.00	Each Regular Shelter per DAY (excluding Golden Gardens, Carkeek, Alki, Lincoln Park and Magnuson Park); additional fees will apply for tables under shelter. Full day rates are 8:00 a.m.-10:00 p.m.
$120.00	$120.00	Each Shelter at Golden Gardens, Carkeek, Alki, Lincoln Park and Magnuson Park per DAY; additional fees will apply for tables under shelter. Full day rates are 8:00 a.m.-10:00 p.m.
$25.00	$25.00	Each Table, per day
$15.00	$15.00	Each Table, per half day
$25.00	$25.00	Reschedule fee (14-day notice required to reschedule)

- **Day Camps Booking Fee**

2019	2020	
50% discount of Shelter and/or Table fees	50% discount of Shelter and/or Table fees	Discount of "Picnic Reservation Fees" and Camp Long Shelters as found in Fees and Charges, plus $75 use permit application fee.

PERMITS

USE PERMITS

Use Permits authorize non-department groups to utilize Department of Parks and Recreation property for special events (i.e., runs, boating, concerts, day camps, community festivals, rallies, commercials, etc.). Additional charges may apply to cover direct cost of special services/requests.

- ### General Provisions

NOTE: Insurance shall be required when the planned event or any structure, activity or feature thereof presents a significant risk of liability or loss for the City, its officers, or for the applicant, due to personal injury or property damage. The insurance requirement shall not apply to events where the sole activity consists of expression protected by the First Amendment and does not involve the use of any structures, vehicles, equipment, apparatus or machinery that creates a significant risk of personal injury or property damage. In addition, an application fee will be collected upon formal written application. This fee is non-refundable, except when the Department denies a request.

2019	2020	
$50.00	$50.00	Application fee – First Amendment Events, including political activities.
$75.00	$75.00	Standard Application fee – Use Permits (i.e., runs, boating, concerts, day camps, community festivals, rallies, seasonal concession permits, etc.)
$30.00	$30.00	Booth fee – As part of a special event, a charge of $30.00 per booth or 10% of gross sales, whichever is greater.
10% of gross sales on Parks property	10% of gross sales on Parks property	***For events OPEN to the general public without restriction:*** If, in the course of the activity/event, charges are levied for admission, entry fees, sales of goods or services, food or beverages, the user will be subject to a percentage of sales fee. For an activity/event open to the general public without restriction and without ticket or fee required for admission, this percentage of sales will equal 10% of the gross receipts for those items not free. 10% fees are due within 10 days of the expiration of the permit.
The greater of 10% of gross sales on Parks property or $5,000	The greater of 10% of gross sales on Parks property or $5,000	***For events that RESTRICT general public access:*** For events that restrict or limit access to the general public through the use of controlled entry points the percentage of sales fee shall be set at $5,000.00 per day minimum or 10% of the gross receipts for those items not free, whichever is greater. In these cases, the percentage of sales applies to all admissions, registration fees or tickets, including those not purchased on Parks property collected before during or after the event. This minimum percentage of sales fee will be added to the park use reservation and must be paid in advance with all fees due prior to permitting. When sales generate additional fees, those fees are due within 10 days of the expiration of the permit.

The greater of 10% of gross sales on Parks property or $10,000	The greater of 10% of gross sales on Parks property or $10,000	***For events that EXCLUDE general public access:*** For events that exclude the general public because the event is private in nature and restricted to a specific group or invited attendees, the percentage of sales fee shall be set at $10,000.00 per day minimum or 10%, whichever is greater. In these cases, the percentage of sales fee applies to all admissions, registration fees or tickets, including those not purchased on Parks property collected before during or after the event. These fees apply to all days of event set up, event execution and event break down while the event area is restricted to the general public. This minimum will be added to the park use reservation and must be paid in advance with all fees due prior to permitting. When sales generate additional fees, those fees are due within 10 days of the expiration of the permit.
$25.00	$25.00	Load/Unload fee, per vehicle – for short-term access into non-parking areas or those areas accessed through a locked gate or bollard.
$95.00	$95.00	Utility hook-up fee – for any utility hook-up performed by Department personnel.
$75.00	$75.00	Alcohol use permit fee
$75.00	$75.00	Supplemental Late Application Fee – for requests submitted less than 6 working days before event. (Fee does not apply to First Amendment events)
$100.00	$100.00	Per surface (advertising banner, canopy/tent wall, sign, vehicle surface, inflatables, other) per day – for posting signage (including signage that contains both commercial and non-commercial elements) in a park in conjunction with a park use permit.
$15.00	$15.00	*Hourly use fee for Triangles, Circles, Squares, Pocket parks, Boulevards, and the Burke Gilman Trail
$25.00	$25.00	*Hourly use fee for Downtown & Neighborhood parks
$35.00	$35.00	*Hourly use fee for Community, Natural, Special Use and Recreation Area parks
$175.00	$175.00	**Parking area use fee – 25 or fewer spaces blocked per day
$225.00	$225.00	**Parking area use fee – 26-50 spaces blocked per day
$575.00	$575.00	**Parking area use fee – 51 or more spaces blocked per day

* Hourly use fee for Park Use Permits for all events except those constitutionally protected or those events covered under separate agreement. Contact Event Management office at 684-4081 for further information.

** Parking area use fees apply to designated parking areas in some parks that the Parks Department deems necessary to reserve for events.

- ## Permits and Agreements for Activity Permits

In order to provide positive activation to parks, needed amenities for park users and services that enhance the park experience or provide applicable opportunities that the Department does not provide, agreements and permits are periodically issued to interested parties and organizations and small businesses. Permits are mandatory for doing business in a park. NOTE: Rating criteria emphasis is put on WMBE businesses and those businesses are encouraged to register in the City's WMBE database. Activities must align with the Department mission and goals. Activity (Fitness and Nature Education) opportunities are advertised on the Department website year-round.

2019	2020	*All fees are payable in advance at the time the permit is purchased.*
$75.00	$75.00	Permit Administrative fee – Activities (Fitness & Education classes) operating less than ten (10) hours per week with fewer than 35 participants at any time.
$75.00	$75.00	Monthly (per park) Permit fee – Activities (Fitness or Education) operating, but not vending in the Parks with fewer than 35 participants and less than ten (10) hours per week operating in a park.

- ## Use of Park Facilities for Filming/Photography

NOTE: Regular permit fees apply to below charges, including late permit fee.
Commercial filming and photography for advertising within the City of Seattle is covered under the Seattle Filming Ordinance. All of the information that you need about filming in Seattle can be found in the Seattle Film Manual, located online at http://www.seattle.gov/filmandmusic/film/film-permits

2019	2020	
$30.00	$30.00	Per 4-hour block of time, per park, for commercial filming/photography (wedding photos, graduation photos, etc.). NOTE: Fees for Garden Sites may be higher, depending upon time of year and/or days requested.

- ## First Amendment Vending

Persons may apply for a permit to vend merchandise that is inherently expressive or in which a political, religious, philosophical or ideological message is inextricably intertwined. Such "First Amendment Vending" is governed by regulations adopted by the Department of Parks and Recreation. When conducted on a park drive or boulevard, First Amendment Vending is subject to a base permit fee of seventy-five dollars ($75.00) for a monthly site permit. When conducted within a park, First Amendment Vending is subject to a monthly base permit fee of seventy-five dollars ($75.00). Questions concerning the First Amendment Vending Regulations may be directed to the Parks Concessions Coordinator at 233-0063.

- ## Construction Plan Review

The Department of Parks and Recreation (DPR) charges a fee of $128 per hour for our cost of construction plan reviews, including review of development plans from both private and public entities that affect park property. This DPR fee is in addition to the fee currently charged by the Department of Planning and Development (DPD), excluding Public Works projects which are requested for review outside the DPD review process. The DPD fee includes elements to reimburse DPD, Seattle Public Utilities (SPU), the Department of Health, and Seattle Department of Transportation (SDOT), for the plan review work done by their staff. For further information, please contact the Parks Planning & Development section at 684-4860.

PERMITS FOR NON-PARK USES of PARK PROPERTY (Revocable Use Permits or RUPs)

• General Provisions & Fees

Revocable Permits to Use or Occupy Park Property, commonly called Revocable Use Permits, are issued by the Superintendent of Parks and Recreation, under authority of Seattle Municipal Code (SMC) 18.12.042, 18.12.045, and 18.12.275, for various short-term or on-going (i.e., Limited Term or Continuing Use, respectively) **non-park uses** of public land under the control of the Department of Parks and Recreation. **Permits are revocable upon thirty (30) days' notice** or immediately upon failure of the Permittee to comply with the terms and conditions of the Permit. **Unauthorized use of park property**, including failure to apply for and obtain a Revocable Use Permit, **is unlawful and subject to enforcement** actions or other remedies as specified in SMC 18.30 or other applicable law.

In accordance with the Policy on Non-Park Uses of Park Lands, as endorsed by City Council Resolution 29475, it is the policy of the Department of Parks and Recreation to **limit authorized non-park uses of park land to the fullest extent practicable. Fees and conditions** set for Revocable Use Permits **are intended to discourage private, non-park uses of park lands;** encourage the elimination of encroachments; and promote private and public cooperation in maintenance of park lands in a manner consistent with a public park-like character.

Consideration of any permit application requires payment of an Application Fee, unless City action to a public right-of-way resulted in inaccessibility from other than park property. The **Application Fee is non-refundable.** Issuance of a permit requires payment of a Permit Fee which is:

- a **fixed daily fee** (i.e., **Limited Term permit fee**); and/or
- calculated in accordance with a **formula (Continuing Use permit fee)**; or
- a **minimum** permit fee.

Application Fees and Permit Fees are set periodically by ordinance. Under exceptional circumstances, the Superintendent of Parks and Recreation may waive or reduce the Revocable Use Permit Fee, in accordance with criteria established by SMC 18.28.030 or SMC 18.28.040. Creek restoration projects proposed by other City departments are specifically exempted from permit fees of any kind as the City recognizes these projects as valuable enhancements to its parks and recreation assets. In determining whether the Permit Fee should be **waived or reduced**, the Superintendent shall be guided by:

- The benefit to the public and the direct benefit to the park system;
- The frequency and/or amount of usage requested;
- The effect on and fairness to other park users;
- Consistency with policies underlying the fee schedule and SMC Chapter 18; and
- The consequences of denying the request.

The Superintendent may authorize the **acceptance of permanent physical improvements**, such as constructed improvements or landscaping, as compensation in lieu of the Permit Fee in those circumstances where the proposed in lieu compensation can be shown to be equal to, or greater, in value than the calculated or set amount of the Permit Fee, provided that the Superintendent shall not

accept such in lieu compensation where the improvement is inconsistent with the City's health, safety or aesthetic standards, the mission or policy of the Parks Department, or conveys any message that is not adopted by the City.

Waiver or reduction of the Permit Fee **does not necessarily waive or reduce other fees, charges, requirements, or obligations** in connection with issuance of a Revocable Use Permit including Application Fee, Inspection Fee, processing charges, insurance or indemnity requirements, or restoration requirements.

Limited Term Permit Fee

Limited Term permits may be issued for necessary uses of park property for brief periods of time, generally expected to be **limited to ninety (90) days or less**; however, Limited Term permits may be issued for uses expected to continue beyond ninety (90) days. **Examples of activities** for which Limited Term permits may be issued include removal of encroachments, installation of landscaping consistent with Department guidelines, utility installations, and temporary access.

The Limited Term permit fee will be **charged at a daily rate from the date the permit is issued or the date the use or occupancy of park property began, whichever is earlier**, until the activity is completed and all conditions of the permit, including restoration of any damage to park land, have been satisfied. If seasonal factors, such as planting conditions or construction prohibitions, warrant a delay between the time the use or occupancy of park property is completed and the time the restoration is completed, no Permit Fee shall be charged for the interim period, unless the park land is unavailable for the use or enjoyment of the public.

If a Revocable Use Permit is issued for a use of park land that is expected to continue for a limited period of time, such as a Limited Term permit, but for a **period exceeding ninety (90) days**, the fee shall be the daily rate set for Limited Term permits for the first ninety (90) days; the fee for the period exceeding ninety (90) days shall be calculated in accordance with the Continuing Use permit fee.

Under no circumstances shall a Limited Term permit fee be converted to a lesser fee due to extension of the anticipated completion date of the permitted activity. If upon inspection it is determined that the permit conditions have not been satisfied, charges for additional daily fees at the same rate shall accrue until conditions have been satisfied.

Continuing Use Permit Fee

Continuing Use permit fees shall be charged for **uses expected to continue for an extended period of time, generally beyond ninety (90) days (e.g., encroachments or other non-park uses that will not be corrected or eliminated within a ninety (90) day period)**. Continuing Use permit fees shall be calculated using a **formula** based on land **Value, Area** of use, a **Barrier** factor, and a **Rate** of return (**V** x **A** x **B** x **R**).

The **Value** of the park land used shall be determined by calculating the average of the **assessed value** per square foot of the benefited property and the assessed values per square foot of **comparable** (i.e., similarly zoned, having similar amenities such as waterfront or view), nearby (within a distance not to exceed 1,000 feet) **non-park properties.**

The **Area** shall be the total of the square footage of park land actually used or occupied for non-park purposes and/or the square footage of park land that is subject to a barrier to public use and/or enjoyment.

The **Barrier Factor** is a multiplier of 1 or less than 1, representing the extent of barrier to public use and enjoyment, as set by the following scale. If two or more Barrier Factors may apply, the greater factor shall apply.

Factor: **1.00** Full use and/or occupancy of area, preventing public use or occupancy of the area (e.g., a private structure); or creation of a physical barrier denying public use or access to the area (e.g., a fence or hedge);

.70 Creation of a perceptual barrier by improvements or actions that capture the public space for private use (e.g., paving, shrubbery, other plantings);

.35 Private landscaping or other improvements on park land that violate, exceed, or are inconsistent with established design guidelines or reasonable standards intended to preserve the public park-like character of park lands (e.g., private access drive or walkway in excess of standard; private lighting or safety railings that exceed a security function).

The **Rate** of return (i.e., land capitalization rate) is set at 10%.

Continuing Use permit fees for permit **periods of less than twelve (12) months are payable in full prior to permit issuance**. Continuing use permit fees for permit periods anticipated to continue for twelve (12) months or more may be pro-rated and annualized and payable in advance for such annualized date as the Department shall establish. If the permit period is shorter than anticipated, the permit fees paid in advance shall be prorated for the time used and over-payment shall be refunded, except in the case of revocation due to Permittee's failure to comply with the terms and conditions of the permit, in which case no refund shall be given. **Permits for utility installations, such as electrical, natural gas, or telephone service, shall be charged as Limited Term permits**, based on the permit period necessary for installation.

There is no Permit Fee charged for Limited Term permits of ninety (90) days or less issued expressly to allow the removal or elimination of an encroachment onto park land.

There is no Permit Fee charged for certain non-park uses of park land which may be allowable by property right, such as driveway access from the roadway portion of a park boulevard if access is not available from any other right-of-way, or pedestrian walkway from a public sidewalk to the abutting private property, if such uses comply with established design guidelines or reasonable standards intended to preserve the public park-like character of park lands.

Revocable Use Permit FEE SCHEDULE

2019	2020	
$200	$200	Application Fee (non-refundable; includes one (1) on-site inspection and two (2) hours of staff time for reviewing and processing application)
$200	$200	Inspection and/or Monitoring, per hour (Application fee includes one on-site inspection. Additional on-site charges at $200.00 per hour may be assessed, for on-site inspections and/or monitoring, if specified in the Permit or if necessary in the Department's judgment, due to Applicant's or Permittee's action(s), or failure to comply with the terms and conditions of the permit.)
$250	$250	Limited Term Permit, per day, **OR** $325.00 minimum, whichever is greater
Formula	Formula	Continuing Use Permit, determined by formula (V x A x B x R) **OR** $650.00 minimum, whichever is greater
$130	$130	Processing Charges, per hour (costs of staff time in excess of two (2) hours to review and process permit applications; payable prior to permit issuance.)

VIEW TREE PRUNING PERMIT

Private Citizens may apply for a permit if they wish to hire a qualified, bonded tree service firm to perform view tree pruning which is not normally done as part of the Department tree maintenance program along its designated viewpoints and scenic drives. The request for this permit must be submitted in writing to the Manager of our Citywide Horticulture Unit. Three site inspections by a Department Landscape Supervisor will be performed: the first inspection to review the request and make a determination of allowed pruning, the second (if the request is approved) during the proposed work to ensure compliance with the permit, and a final inspection for satisfaction of all permit specifications.

2019	2020	
$50.00	$50.00	Application fee, non-refundable. Must be submitted with the written request for a View Tree Pruning Permit.
$100.00	$100.00	Permit fee, due upon issuance of the View Tree Pruning Permit
$100.00	$100.00	Bond from tree service firm must be submitted prior to work. The tree service firm is also required to submit proof of insurance in a minimum amount of $1,000,000 bodily injury liability and $5,000 property damage.
$80.00	$80.00	Forester staff time (per hour) required for public communications, site visits, and designated paperwork.

PROMOTIONAL & MARKETING FEE WAIVERS & REDUCTIONS

The Superintendent of the Department of Parks and Recreation is authorized, as provided in SMC 18.28.020, to waive or reduce entry or use fees from those contained in an approved fee schedule in conjunction with the promotion and marketing of Park and Recreation programs.

EXAMPLES OF FEE WAIVERS & REDUCTIONS

Authorized activities include, but are not limited to, the following arrangements:

1. Sponsored days: A sponsored day or activity for which a sponsor pays the Department a fixed fee, a matching amount, or supplies advertising, service, or other benefit. In exchange, the Department provides free public entry use of the facility, or free or reduced entry for a certain segment of the public (e.g., children under 12, senior citizens, anyone donating clothing or food for a drive for those in need); for a special group of the public (e.g., participants in a community parade); or to the first entrants up to a specified number.

2. Bonus and prizes: The Department may distribute to users or entrants an item supplied by the sponsor (e.g., a button, a balloon, literature, an item of apparel, or a donated prize for an achievement).

3. Combination tickets: The Superintendent may issue a combination ticket for use of multiple City facilities or participation in multiple City events. A combination ticket may also take the form of a reciprocal discount or credit. For example, presentation of a ticket stub or coupon from an aquarium in another city may entitle the holder to a credit on admission to the Seattle Aquarium when a receipt for paid entry to Seattle's Aquarium entitles the holder to like privileges in the facility of the other city. In those cases, where a combination ticket is authorized, combining multiple events and facilities:

- The combined ticket price may be less than the amount that would be paid for each entry or event singly;

- The combined ticket shall expire within a time period after the ticket's sale or first usage, with said period to be determined by the Superintendent of the Department of Parks and Recreation or his or her designee; and

- The City and any other participant organizations shall apportion the revenue from the combined sale by a ratio or formula.

4. Discount Coupons: A coupon allowing two people to enter for the price of one person, or the coupon holder to enter at a reduced rate. Coupons may be offered through a sponsor who makes a payment to the City or who provides special advertising in return. For example, the coupon may accompany an advertisement in a widely distributed publication for tourists, which contains similar coupons for other attractions. The Department may also use coupons as a way of reaching out to a group or segment of the citizenry, who would not attend or use the facility at the established fee.

5. Prepaid Passes: During special hours or otherwise, admission may be sold to a tour company, the organizer of a convention, or an association at an aggregate fee for all members and the participants may be granted entry, either as a group or individually, at the hours or on the days authorized by presenting a ticket or other indication of pre-payment.

6. Departmental Free or Half-Price Days: "Senior citizens' days" may be offered during which time people over a minimum age are admitted free; a free day may be provided for the public to see and enjoy an exhibit financed through a bond issue or by a public fund-raising drive; on a "Kids' Day" or "Neighborhood Day," admission may be free for children and low income adults; a free golf lesson day for kids may be provided; or free swimming day at our pools may be provided.

7. Promotional Purposes: The Department may offer extended evening hours or special discounts during specific periods in the year to encourage high attendance at our park facilities. Some examples include, but are not limited to, the following:

    (a) Extended Aquarium hours and special discounts during the summer.

    (b) Extended special discount for swimming fees during the summer.

APPENDIX

APPENDIX A - Facility Phone Numbers

(Area Code 206)

AQUARIUM
- Administrative Office 386-4300
- Member/Group Sales/Registrar 386-4353

AQUATICS FACILITIES

ROWING & SAILING CENTERS
- Green Lake Small Craft Cntr ... 684-4074
- Mt. Baker Rowing & Sailing ... 386-1913

SWIMMING POOLS
- Ballard Pool 684-4094
- Colman Pool (summer only).... 684-7494
- Evans Pool 684-4961
- Madison Pool 684-4979
- Meadowbrook Pool..... 684-4989
- Medgar Evers Pool..... 684-4766
- Mounger Pool (summer only).. 684-4708
- Queen Anne Pool 386-4282
- Rainier Beach Pool 386-1925
- Southwest Pool..... 684-7440

ARBORETUM/GARDENS
- WA Arboretum Visitor Center..... 543-8800
- Japanese Gardens..... 684-4725

GOLF DRIVING RANGES

DRIVING RANGES
- Interbay 285-2200
- Jefferson..... 763-8989

GOLF COURSES
- Green Lake (Pitch & Putt) 632-2280
- Interbay 285-2200
- Jackson Park..... 363-4747
- Jefferson Park..... 762-4513
- West Seattle 935-5187
- West Seattle Clubhouse Restaurant (Banquets)..... 932-7577

MOORAGES AND BOAT RENTALS
- Green Lake Boat Rentals 527-0171
- Lakewood Moorage 722-3887
- Leschi Moorage 325-3730

RENTAL FACILITIES

COMMUNITY CENTERS
- Alki 684-7430
- Ballard..... 684-4093
- Bitter Lake 684-7524
- Delridge..... 684-7423
- Garfield 684-4788
- Green Lake..... 684-0780
- IDC CC 233-0042
- Hiawatha 684-7441
- High Point 684-7422
- Jefferson..... 684-7481
- Laurelhurst 684-7529
- Loyal Heights..... 684-4052
- Magnolia 386-4235
- Meadowbrook 684-7522
- Miller..... 684-4753
- Montlake 684-4736
- Northgate..... 386-4283
- Queen Anne 386-4240
- Rainier..... 386-1919
- Rainier Beach..... 386-1925
- Ravenna-Eckstein 684-7534
- South Park..... 684-7451
- Southwest..... 684-7438
- Van Asselt..... 386-1921
- Yesler 386-1245

ENVIRONMENTAL LEARNING CENTERS
- Camp Long 684-7434
- Carkeek Park..... 684-0877
- Discovery Park..... 386-4236
- Seward Park 684-4396

OTHER FACILITIES
- Langston Hughes Performing Arts Center..... 684-4757

SAND POINT/MAGNUSON PARK
- Community Center..... 684-7026

SEATTLE (Amy Yee) TENNIS CENTER
- Indoor & Outdoor courts..... 684-4764

APPENDIX B - Permit, Reservation, and Information Phone Numbers

(Area Code 206)

Athletic Field/Court Scheduling

Field Scheduling – Individual..... 684-4077
Field Scheduling – League..... 684-4082
Tennis
Indoor courts 684-4764
Outdoor courts 684-4077
Outdoor courts (Tennis Center) 684-4764

General & Group Reservations

Day Camp Reservations..... 684-4081
Picnic Area Reservations 684-4081
Weddings
Camp Long (outdoor) 684-7434
Facility (indoor) .... (call specific facility)
Park areas 684-4081

Specialized Permits & Contracts

Boat Launch Permits..... 684-7249
Commercial Use Permits 684-4080
Concession Contracts..... 684-8002
Construction Plan Review..... 684-4860

Events & Filming (held on Park property)
Commercial events..... 684-4080
Film Permits..... 684-4081
@ Magnuson 233-7892
Special Events..... 684-4080
Revocable Use Permits 684-4860
Special Events Permits..... 684-4080
Special Events at Magnuson Park.. 233-7892
Tree Trimming..... 684-4713

Information

General Information..... 684-4075
Business Service Center..... 684-5177
Summer Wading Pool Hotline..... 684-7796
Ballfield Rainout Hotline..... 233-0055

APPENDIX C - Athletics Field Inventory

(*Field Owner: COS = City of Seattle; SPS = Seattle Public Schools)

Field	*Field Owner	Surface	Baseball/ Softball	Soccer	Football	Other	Lighted	Season of Use
African American Academy	SPS	Grass		X				Fall
Alki 1	COS	Grass	X					Sp/Sum
Alki Soccer	COS	Grass		X				Fall
Ballard 1 & 2	COS	Grass	X				X	Sp/Sum
Ballard Soccer	COS	Grass		X			X	Fall
Ballard HS Football	SPS	Synthetic		X	X	X		Year Round
Bar-S 1 & 2	COS	Grass	X					Sp/Sum
Bayview 1	COS	Grass	X					Sp/Sum
Bayview Soccer	COS	Grass		X				Fall
Beacon Hill	COS	Grass	X					Sp/Sum
Beacon Hill Soccer	COS	Grass		X				Fall
BF Day	COS	Grass	X					Sp/Sum
BF Day Soccer	COS	Grass		X				Fall
Bitter Lake 1 & 2	COS	Grass	X				X	Sp/Sum
Bitter Lake Soccer	COS	Grass		X			X	Fall
Bobby Morris 1 & 2	COS	Synthetic	X				X	Sp/Sum
Bobby Morris Soccer	COS	Synthetic		X		X	X	Fall/Win
Boren Baseball	SPS	Grass	X					Sp/Sum
Boren Soccer	SPS	Grass		X				Fall
Brighton 1	COS	Grass	X				X	Sp/Sum
Brighton 2 & 3	COS	Grass	X					Sp/Sum
Brighton Soccer	COS	Grass		X			X	Fall
Cleveland Soccer	COS	Grass		X				Sp-Fall
Cleveland Track	COS	Cinder				X		Sp/Sum
Colman	COS	Grass	X					Sp/Sum
Colman Soccer	COS	Grass		X				Fall
Cowen	COS	Grass				X		Sp/Sum
Dahl 1 & 3 & 4	COS	Grass	X					Sp/Sum
Dahl 2	COS	Grass	X				X	Sp/Sum
Dahl North	COS	Grass		X			X	Sum-Fall
Dahl South Soccer	COS	Grass		X				Sum-Fall

Field	*Field Owner	Surface	Baseball/ Softball	Soccer	Football	Other	Lighted	Season of Use
Dahl West Soccer	COS	Grass		X			X	Fall
Decatur 1 & 2	SPS	Grass	X					Sp/Sum
Decatur North & South Soccer	SPS	Grass		X				Fall
Delridge Soccer	COS	Synthetic	X			X	X	Year Round
Delridge 1 & 2	COS	Synthetic		X			X	Sp/Sum
Eckstein	SPS	Synthetic		X		X		Year Round
Ella Bailey	COS	Grass		X				Fall
Fairmount	COS	Grass	X					Sp/Sum
Fairmount Soccer	COS	Grass		X				Fall
Franklin Football	SPS	Synthetic		X	X	X		Year Round
Franklin Track	SPS	Synthetic				X		Year Round
Garfield 1	COS	Synthetic	X				X	Sp/Sum
Garfield 2 & 3	COS	Grass	X					Sp/Sum
Garfield Soccer	COS	Grass		X	X		X	Fall
Garfield HS Football	SPS	Synthetic		X	X	X		Year Round
Garfield HS Track	SPS	Synthetic				X		Year Round
Gatzert Baseball	SPS	Grass	X					Sp/Sum
Gatzert Soccer	SPS	Grass		X				Fall
Genesee Lower & Upper	COS	Synthetic		X		X	X	Year Round
Georgetown Soccer	COS	Synthetic		X		X	X	Year Round
Gilman 1 & 2	COS	Grass	X					Sp/Sum
Gilman Soccer	COS	Grass		X				Fall
Green Lake 1 & 2	COS	Grass	X					Sp/Sum
Green Lake Soccer	COS	Grass		X		X		Fall
Hiawatha 1	COS	Synthetic	X				X	Sp/Sum
Hiawatha Soccer	COS	Synthetic		X		X	X	Year Round
Highland Park 1 & 2	COS	Grass	X					Sp/Sum
Highland Park Soccer	COS	Grass		X				Fall
Hughes 1 & 2	COS	Grass	X					Sp/Sum
Hughes Soccer	COS	Grass		X				Fall

Field	*Field Owner	Surface	Baseball/ Softball	Soccer	Football	Other	Lighted	Season of Use
Hutchinson 1 & 2	COS	Grass	X					Sp/Sum
Hutchinson Soccer	COS	Grass		X		X		Fall
I-90 Lid	COS	Grass		X				Sp/Fall
Ingraham Soccer 1 & 2	SPS	Synthetic		X		X	X	Year Round
Ingraham Baseball/Softball	SPS	Synthetic	X				X	Sp/Sum
Ingraham Stadium	SPS	Synthetic		X	X	X	X	Year Round
Ingraham Track	SPS	Synthetic				X	X	Year Round
Interbay 1	COS	Grass	X					Sp/Sum
Interbay 2	COS	Grass	X				X	Sp/Sum
Interbay Stadium		Synthetic		X			X	Year Round
Interbay T-Ball	COS	Grass	X					Sp/Sum
Interbay Soccer	COS	Grass		X	X		X	Fall
Jefferson	COS	Synthetic		X		X	X	Year Round
John Rogers NE, NW, SE, SW	SPS	Grass	X			X		Sp/Sum
John Rogers Soccer	COS	Grass		X				Fall
Judkins 1 & 2	COS	Grass	X					Sp/Sum
Judkins Middle & Mod Soccer	COS	Grass		X		X		Fall
Judkins Football	COS	Grass			X	X		Fall
Lakeridge	COS	Grass	X					Sp/Sum
Lakewood 1	COS	Grass	X					Sp/Sum
Lakewood Soccer	COS	Grass		X				Fall
Laurelhurst 1 & 2	COS	Grass	X					Sp/Sum
Laurelhurst Soccer	COS	Grass		X				Fall
Lawton Park	COS	Grass	X					Sp/Sum
Lincoln Park 1 & 2 & 3	COS	Grass	X					Sp/Sum
Lincoln Park Cross Country	COS	Grass				X		Fall
Lincoln Park Soccer	COS	Grass		X	X			Fall

Field	*Field Owner	Surface	Baseball/ Softball	Soccer	Football	Other	Lighted	Season of Use
Lower Woodland 1	COS	Synthetic	X				X	Sp/Sum
Lower Woodland 3, 4, 5, & 6	COS	Grass	X				X	Sp/Sum
Lower Woodland 2 & 7	COS	Synthetic		X		X	X	Year Round
Lower Woodland Track	COS	Cinder				X	X	Sp/Sum
Loyal Heights 1 & 2	COS	Synthetic	X				X	Sp/Sum
Loyal Heights Football	COS	Synthetic		X	X	X	X	Fall/Win
Madison	SPS	Grass	X	X				Sp/Sum/Fall
Madrona	COS	Grass	X	X				Sp/Sum
Magnolia 1 & 2	COS	Grass	X				X	Sp/Sum
Magnolia 3, 4, 5, & 6	COS	Grass	X					Sp/Sum
Magnolia 6 North & South	COS	Grass		X				Sp/Fall
Magnolia Soccer NE & NW	COS	Grass		X		X		Sp-Fall
Magnolia Soccer South	COS	Grass		X			X	Fall
Magnuson 1, 2, 3, & 4	COS	Grass		X		X		Sp-Fall
Magnuson 5, 6, 7	COS	Synthetic		X		X	X	Year Round
Magnuson 8	COS	Synthetic	X					Sp/Sum
Magnuson 9	COS	Synthetic	X				X	Sp/Sum
Maple Leaf 1	COS	Grass	X					Sp/Sum
Maple Leaf Soccer	COS	Grass		X				Fall
Maple Wood 1 & 2	COS	Grass	X					Sp/Sum
Maple Wood Soccer		Grass		X				Fall
Marshall Elem	SPS	Grass		X				Fall
McGilvra	SPS	Synthetic		X				Year Round
Meadowbrook 1, 2, & 3	COS	Grass	X					Sp/Sum
Miller 1 & 2	COS	Synthetic	X				X	Sp/Sum

Field	*Field Owner	Surface	Baseball/ Softball	Soccer	Football	Other	Lighted	Season of Use
Miller Soccer	COS	Synthetic		X		X	X	Year Round
Montlake 1	COS	Grass	X					Sp/Sum
Montlake Football & Soccer	COS	Synthetic		X	X			Year Round
Montlake Track	COS	Cinder				X		Sp/Sum
Nathan Hale Stadium	SPS	Synthetic		X	X	X	X	Year Round
Nathan Hale Track	SPS	Synthetic				X	X	Sp/Sum
North Acres 1 & 2	COS	Grass	X					Sp/Sum
North Acres Soccer	COS	Grass		X				Fall
North Beach 1	SPS	Grass	X					Sp/Sum
North Beach Soccer	SPS	Grass		X				Fall
North Gate 1, 2, 3, & 4	SPS	Grass	X					Sp/Sum
North Gate Soccer	SPS	Grass		X				Fall
Olympic Hills North	SPS	Grass	X					Sp/Sum
Olympic Hills Soccer	SPS	Grass		X				Sp/Sum
Pinehurst	COS	Grass	X	X				Sp-Fall
Queen Anne 1 & 2	COS	Grass	X				X	Sp/Sum
Queen Anne 3	COS	Grass	X					Sp/Sum
Queen Anne Soccer	COS	Grass		X			X	Fall
Queen Anne Bowl	COS	Synthetic		X	X	X		Year Round
Queen Anne Bowl Track	COS	Cinder				X		Sp/Sum
Queen Anne East	COS	Grass	X	X				Sp-Fall
Rainier 1, 2, & 3	COS	Grass	X				X	Sp/Sum
Rainier Football	COS	Grass			X		X	Fall
Rainier Beach 1 & 2	COS	Grass	X					Sp/Sum
Rainier Beach Soccer	COS	Grass		X				Sp-Fall

Field	*Field Owner	Surface	Baseball/ Softball	Soccer	Football	Other	Lighted	Season of Use
Rainier Beach HS Baseball / Softball	SPS	Synthetic	X				X	Sp/Sum
Rainier Beach HS Stadium	SPS	Synthetic		X	X	X	X	Year Round
Rainier Beach HS Track	SPS	Synthetic				X	X	Sp/Sum
Rainier Beach HS Utility Field	SPS	Grass		X	X			Sp/Sum
Ravenna 1	COS	Grass	X					Sp/Sum
Ravenna Soccer	COS	Grass		X				Fall
Riverview 1, 2, 3, & 4	COS	Grass	X					Sp/Sum
Riverview North & South	COS	Grass		X		X		Fall
Rogers	COS	Grass	X					Sp-Fall
Roosevelt	SPS	Synthetic		X	X	X		Year Round
Roosevelt Track	SPS	Synthetic				X		Sp/Sum
Ross, Lower	COS	Grass	X					Sp/Sum
Roxhill 1 & 2	COS	Grass	X					Sp/Sum
Roxhill Mod Soccer	COS	Grass		X				Fall
Roxhill Soccer	COS	Grass		X				Sp/Fall
Salmon Bay	SPS	Synthetic		X				Year Round
Sealth Baseball & Softball	SPS	Synthetic	X				X	Sp/Sum
Sealth Stadium	SPS	Synthetic		X	X	X	X	Year Round
Sealth Track	SPS	Synthetic				X	X	Sp/Sum
Sealth Utility	SPS	Grass		X	X			Sp-Fall
Smith Cove	COS	Grass		X				Fall
Soundview 1, 2, 3, & 4	COS	Grass	X					Sp/Sum
Soundview Lower	COS	Grass		X	X	X		Sp-Fall
Soundview Upper	COS	Grass		X				Fall
South Park 1 & 2	COS	Grass	X					Sp/Sum
South Park Soccer	COS	Grass		X				Sp-Fall
Summit 1	SPS	Synthetic		X				Year Round
Summit 2	SPS	Synthetic		X		X	X	Year Round

Field	*Field Owner	Surface	Baseball/ Softball	Soccer	Football	Other	Lighted	Season of Use
Summit Lower Baseball	SPS	Synthetic	X					Sp/Sum
Summit Upper Baseball	SPS	Grass	X					Sp/Sum
Summit Upper Football & Soccer	SPS	Grass		X	X			Sum/Fall
University 1	COS	Grass	X					Sp/Sum
University Soccer	COS	Grass		X				Fall
Van Asselt Elem	SPS	Synthetic		X				Year Round
Van Asselt 1 & 2	COS	Grass	X					Sp/Sum
Van Asselt Soccer	COS	Grass		X		X		Fall
View Ridge 1 & 2	COS	Grass	X					Sp/Sum
View Ridge Soccer	COS	Grass		X				Sum-Fall
View Ridge Elem Baseball	SPS	Grass	X					Sp/Sum
Wallingford	COS	Grass	X	X		X		Sp-Fall
Walt Hundley 1 & 2	COS	Grass	X			X		Sp/Sum
Walt Hundley Soccer	COS	Synthetic		X			X	Year Round
Wash Park Soccer	COS	Synthetic		X			X	Year Round
Washington Park 1 & 2	COS	Synthetic	X				X	Sp/Sum
West Seattle Stadium	COS	Grass			X		X	Fall
West Seattle Stadium Track	COS	Synthetic				X	X	Sp/Sum
West Woodland Soccer	SPS	Grass		X				Fall
Whitman Baseball	SPS	Synthetic	X					Sp/Sum
Whitman Soccer	SPS	Synthetic		X		X		Year Round
Whitman Track	SPS	Synthetic				X		Sp/Sum
Wilson Pacific Baseball	SPS	Grass	X					Sp/Sum
Wilson Pacific Soccer	SPS	Grass		X				Fall

Field	*Field Owner	Surface	Baseball/ Softball	Soccer	Football	Other	Lighted	Season of Use
Wilson Pacific Softball	SPS	Grass	X					Sp/Sum
Woodland Cross Country	COS	Grass				X		Fall

APPENDIX D – Parks Department Refund Policy

Department Policy & Procedure

Subject: **Refund Policy** ***(for community centers, swimming pools, small craft centers and other recreational providers)***		Number 060-P 7.16
		Effective 1/9/2013
		Supersedes 3/15/2001
Approved: *A current, approved, signed copy of this policy can be found on the Seattle Parks web site, located at:* http://www.seattle.gov/parks/reservations/feesandcharges/refunds.htm	**Department: Parks and Recreation & The Associated Recreation Council**	Page 1 of 3

SUMMARY

For community centers, swimming pools, small craft centers, outdoor spaces, sports fields and other recreation providers, it is the policy of Seattle Parks and Recreation and the Associated Recreation Council that:

- *A full refund will be issued for any program, activity, or reservation that is cancelled for any reason by the Department or the Associated Recreation Council.*
- *Any person who registers for a PROGRAM and who requests a refund before the second class session may receive a prorated refund minus a service charge.*
- *Any person who registers for an ACTIVITY and who requests a refund 14 days or more before its start, may receive a refund minus a service charge.*
- *Any person who schedules a STANDARD RENTAL of a recreation facility and who cancels at least 15 days in advance is entitled to a partial refund.*
- *Any person who schedules a rental of a SPECIAL AMENITY FACILITY and who cancels at least 90 days in advance is entitled to a partial refund.*
- *Any person who reserves a SPORTS FIELD must provide 14 days advance notice of cancellation to be entitled to a full refund.*
- *ADULT SPORTS LEAGUES may receive a partial refund if the cancellation notice is received prior to the league starting and if a replacement team is found.*

Portions of this summary will be included in printed materials where applicable with reference to encourage customers to read the entire policy for specific information. This policy is Appendix D to the adopted Fees and Charges Ordinance for Seattle Parks and Recreation.

1.0 DEFINITIONS:

"Activity" is the term applied to a day camp, school-age or preschool care, trip, overnight camp or special event operated by Seattle Parks and Recreation or Associated Recreation Council or other authorized providers.

"Booking Fee" is an established fee found in the adopted Fees and Charges Ordinance for Seattle Parks and Recreation as a requirement when requesting a facility rental.

"ARC" is the Associated Recreation Council operating programs at Seattle Parks and Recreation facilities under a Master Use Agreement with the City of Seattle.

"Cancellation" is a case in which the Department does not operate a program as originally planned and/or scheduled and results in a refund to the customer without a service charge applied.

"Damage Deposit" is an established fee found in the adopted Fees and Charges Ordinance for Seattle Parks and Recreation usually required as a deposit for facility rentals.

"Fees and Charges" are City fees adopted by City Council as a City of Seattle Ordinance establishing fees and charges for Seattle Parks and Recreation.

"Program" is the term for a series of classes which may include swimming instruction, youth sports, ARC recreation classes or other similar recreation class series.

"Refund" is the direct payment of money or a credit to a customer account. If payment was made by cash or check, a refund will be processed through the Accounting office and may take approximately three weeks. If payment is made through credit card, the refund will be processed within 48 hours of the request.

"Transfer" is the process of withdrawing from one program and enrolling in a different program.

2.0 PROGRAM

2.1 CANCELLATION: It is the policy of Seattle Parks and Recreation and Associated Recreation Council to make a full refund to participants who register for a class, camp, special event or program that is canceled by the Department or Advisory Council for any reason.

2.2 CANCELLATION OF ONE SESSION: In the event of an unplanned cancellation of a single session of a program, that class will be rescheduled whenever possible. If it cannot be rescheduled, the participant will receive a refund.

2.3 DROPPING A PROGRAM BEFORE SECOND SESSION: A participant may be issued a refund if he/she withdraws from a program, and notifies the program coordinator, prior to the second class session. The facility will retain the pro-rated class fee plus a service charge of $5.00 or 10% of the fee, whichever is greater.

2.4 DROPPING A PROGRAM AFTER SECOND SESSION: If a participant withdraws from a program after the second session of a series, no refund will be given.

3.0 ACTIVITY

3.1 BEFORE, AFTERSCHOOL, AND PRESCHOOL CHILD CARE PROGRAMS: A participant may be issued a refund, less the deposit amount for the activity, if he/she withdraws from a before and/or after school, or preschool child care program if he/she notifies the program coordinator at least fourteen (14) days prior to the beginning date of the program. No refunds will be made for requests received less than fourteen (14) days prior to the beginning of the program. For School Aged Care and preschool program days canceled by the Department due to weather related circumstances, NO credit/refund will be issued for the first two canceled days over the course of the school year. A credit will be issued for the 3rd or additional canceled days.

3.2 DAY CAMPS, OVERNIGHT CAMPS, TRIPS AND EVENTS REFUND: A participant may be issued a refund, less the deposit amount, if he/she withdraws from a youth or teen

camp, an overnight camp, trip or event, and notifies the program coordinator at least fourteen (14) days prior to the beginning date of the camp. No refunds will be made for requests received within fourteen (14) days prior to the beginning of the camp. No refunds will be made for food, supplies, or materials fees.

4.0 STANDARD RENTAL

4.1 FACILITY RENTALS: Standard Recreation Facility Rental to include Community Centers, Pools, Environmental Learning Centers.

4.2 A renter may be issued a refund for a cancelled rental, minus the application booking fee and a cancellation service charge using the following timetable:

31+ days notice of cancellation	Booking Fee, plus $50 fee is retained by Dept
15-30 days notice of cancellation	Booking Fee, plus 50% of the rental fee is retained by Dept. Damage deposit is refunded.
14 days or less notice of cancellation	No refund given

5.0 SPECIAL AMENITY FACILITIES

5.1 FACILITY RENTALS: Special Amenity Facilities include Alki Bathhouse, Golden Gardens Bathhouse, Mount Baker Rowing and Sailing Center, Dakota Place Park Building, Pritchard Bathhouse, Ward Springs Pumphouse, Cal Anderson Shelterhouse and other identified facilities.

5.2 A renter may be issued a refund for a cancelled rental, minus the application booking fee and a cancellation service charge using the following timetable:

181+ days notice of cancellation	Booking Fee, plus $50 fee is retained by Dept
180-91 days notice of cancellation	Booking Fee, plus Damage Deposit is retained by Dept
90 days or less notice of cancellation	No refund given

6.0 SPORTS FIELDS

6.1 Field cancellations must be made at least 14 days in advance of usage to get a full refund or credit.

6.2 If the Department closes a field for any reason, or if lights do not operate as expected, or if there is a conflict in the scheduled use of a field, a full refund or credit for the missed use will be provided.

7.0 ADULT SPORTS LEAGUES

If a team drops from league play after the deposit is paid and before the final payment is due, a refund will be issued only if a team is found to take the place of the team that wishes to drop from league play. Parks will retain a service charge of the greater of the deposit or 10% of the league fee. No refunds will be issued after the final payment is made and/or final schedules are drawn.

8.0 MERCHANDISE AND FOOD

We are unable to issue refunds for clothing, personal items, supplies or food items, unless there is a product defect. Exchanges may be made for defective products.

9.0 EXCEPTIONS

No refund is available for some designated programs, activities or services, which may include deposits for registration, regattas, rentals, outdoor events, ceremonies or picnics. Information on any specific exception is available from Parks and Recreation staff prior to payment or purchase.