

Parks & Recreation

City of Missoula • 600 Cregg Lane • 721-PARK

Missoula Parks and Recreation Department MASTER FEE SCHEDULE FOR FACILITY USE,

RESERVATIONS, CONTRACTS, PERMITS, PROGRAMS & POLICY 2020-19

This document is to be reviewed annually by the City of Missoula - Parks & Recreation Board.

Section 1 FACILITY RENTAL POLICIES

Priorities for use of Park facilities:

1. Parks and Recreation Programs
2. Organized Clubs or Organizations as per agreements (long term returning users) in good standing
3. Schools and Nonprofit groups
4. General Public

Reservations for Parks and Recreation Sports Facilities:

Reservations for Prepared “prepped” Facilities (requires preparation which differs from the Missoula Park and Recreation Department’s (MPR) standard care for a particular facility).

Preparation request **must be requested by the 15th of the month preceding the month event begins..**

- **Example:** August events must be scheduled by July 15th to ensure staffing and equipment.

Reservations for Non-Prepared “non-prepped” Facilities, (no additional preparation by MPR) : The MPR provides a standard care for public use facilities outlined in Softball Section 1.11 and Soccer 1.13. Facility reservations are made on a first come, first serve basis. Both deposit and full fees are due at this time.

General Reservation Requirements

- **Deposit and Non-refundable Reservation Fees** are due at time of reservation.
- Each group in the priority list is served on a first come, first served basis.
- "Good Standing" Status required to make facility reservations (see Addendums for definitions).
- A reservation entitles the user to exclusive use of an assigned area during reserved hours. All exemptions, rules and options must be abided by.
- Any costs, due to damages caused by renter or any person(s) within their party, is the responsibility of the renter. This includes but is not limited to vandalism, damage or destruction caused by abusive or misuse of facility, garbage left at the site, or equipment which was moved that is not replaced to its original location. (ie. picnic table, bases on ball fields, bleachers etc.)
- Reservations are Final with: completion of reservation form, Recreation Superintendent or designee has accepted the form and entered into the reservation system, and when the reservation **deposit and fee** are received.
- Some facilities are reserved for general public use and are **NOT** available for rentals.
- Any request for fee reduction must be submitted to the Recreation Superintendent 60 days prior to the event, any fee reduction must be pre-approved by the Missoula Parks and Recreation Board.
- 25% of each hourly user fee for sport facilities and the ropes course, 25% of shelter reservation fee, 25 - 30% of softball fees, and up to 80% with tennis and pickleball courts, 80% of baseball/fastpitch softball will be deposited into the Park Enterprise fund. This fund is used for the development and improvement of facilities, and/or purchase of capital equipment.
- Programs held on or in tax supported City/County facilities must be open and available to the general public.
- The use of tax supported parks or facilities for personal or business profit is prohibited without obtaining a Special Use Permit Agreement or a Concession Permit.
- All reservation and usage requirements stated in this document apply unless otherwise agreed upon.

Field Requirements and Information for Reservations

MPR makes every effort to have fields ready for play by the beginning of each season; however, no guarantees are made, as this is weather dependent. MPR reserves the right to change the starting date for field availability. During March, turf is often wet and not actively growing, and therefore is susceptible to damage from use. Fields will not open for reservation until April 1st, weather and turf conditions dependent.

Event Organizers, Tournament Hosts, Coaches and/or staff will be required to attend or view online the MPR Best Practices for Field Use each year. This class or webinar will include sections on the fundamentals of turf maintenance, making the correct call to end practice or game due to possibility of turf damage, etiquette, and developing a good programming checklist. This class is required for those wishing to reserve and/or use MPR fields. You can view online and take a simple quiz to satisfy requirement, or you can come to live presentation.

Missoula Parks and Recreation reserves the right to postpone or cancel play or close fields with minimal notice due to rain, frost or other conditions that cause excessive wear to turf areas. Play shall be suspended if lightning is in the area. User groups are responsible for enforcement of lightning guidelines. Should play during inclement weather result in damage to fields, repair cost will be deducted from security deposits. Should damage exceed deposit, the named reserved will be invoiced for the difference and be required to replenish deposit for seasonal play rentals.

In General, **fields will be considered unplayable when** water is standing on the field, soil is wet and spongy, steady rain is falling, frost covers the field, or other weather conditions that create an environment where play would result in damage to the fields.

- Misuse (other than intended) resulting in damage, or a pattern of misuse, will result in the organization's loss of field use, and will affect its ability to reserve fields in the future.
- Damage to facilities will negatively impact an organization's "Good Standing" status, and may result in loss of ability to reserve City fields for play.
- Moving or alteration of bases, plates, soccer goals or other equipment is **prohibited** except by MPR approval. Approved alterations will be defined in an addendum to the General Sports Facility Reservation Form.
- Regulation soccer goals (exception No-Tip Goals) are pinned to the ground for safety, **and are required to be pinned at all times during play.** The cutting of locks and/or chains on soccer goals is considered damage to MPR property and groups will be held financially responsible.
- Goals at Fort Missoula Park are No-Tip Goals that have ballasts ~~along with sandbags as a backup~~ for anchoring goals. ~~Removing sandbags or m~~Moving goals is prohibited except per MRP approval.

Failure to abide by the requirements outlined in the General Reservation Requirements or the Field Information and Requirements for Reservations may result in loss of "Good Standing" status, and the ability to reserve City fields.

Facility Care: removal of ground litter, and the return of the field and surrounding area to pre-use condition, is the responsibility of those reserving the fields.

- Trash is to be placed in appropriate receptacles, and any excess removed from the park by the reserving group. Depending on use, groups may be required to provide additional dumpsters to accommodate excess trash, or pay premium for extra dump on park dumpster.
- Permit holder will be required to provide a plan to encourage recycling of aluminum, plastic and cardboard

generated during their event.

The permit holder assumes personal liability for the cost of excessive cleanup, loss, breakage or removal of City property resulting from the permitted activity.

- Failure to comply will result in the loss of the security deposit and the reservation holder being invoiced for any additional cost.

Banners and Signs at Sports Facilities

- Any signage intended to be affixed to fencing, structures or staked in the ground must be pre-approved by the Recreation Superintendent or designee. Signs may not block the view of the public, cause a distraction or obscure any facility sponsor signage. All signs must be taken down upon conclusion of the rental.
- Banners specific to FMRP - "Pavilion Plus" Program for Multi Use Field Tournaments/Events
- Pavilion Plus Program is an option for large-scale, non-Parks & Recreation hosted events. Large events at the multi use sports complex or synthetic turf will need space for staging, awards, concessions, gathering, etc., the pavilion is the ideal space. Because the Belle Vista Pavilion and area becomes unusable by others, it becomes an large event requirement to rent. The Pavilion is an asset to the large event, the "Pavilion Plus" program makes it easier to market the Pavilion as an asset for large events.
- Ability to opt into or reject this program
 - Option 1
 - Opt into the program = pavilion rental included with minimum of 7 all day field rental
 - Missoula Parks and Recreation exclusively controls the displaying of sponsor banners in the pavilion.
 - Renter may display sponsor banners along Bella Vista field fence line but not inside the pavilion.
 - Missoula Parks and Recreation reserves the right to contract with all vendors servicing the event.
 - Option 2
 - Renter pays full cost per day of pavilion rental.
 - Renter has ability to display banners at the pavilion and along Bella Vista field fence line.
 - Renter has the ability to control which vendor's they chose to are invited to the event.

*Pavilion Plus" program will be available per event selection criteria.

Accident Reporting

- In the event of an accident or injury, the reservation holder, tournament or league director is required to fill out an Accident Report Form and submit it to the City of Missoula Parks and Recreation Department as soon as possible.

REFUND Policy - Sports Facilities

- **Qualifications to receive a refund of both rental fee and deposit fee for Non-Tournament Rental:**
 - 1) Required Notification for Facility Cancellation must be received at least 21 full working days prior to the reserved date for non-tournament reservations. (working days are defined as Mon-Fri 8am-5pm, holidays are excluded as part of the working day time frame).
 - Cancel by calling (406) 552-6256, Mon-Fri 8:30am-4:30pm, or by e-mail to kinseys@ci.missoula.mt.us
 - Cancellation call or e-mail must be confirmed by the Recreation Superintendent.
 - If cancellation is for a Prepped Facility, requiring the purchase of additional supplies / equipment, this cost will be assessed to the organization or individual requesting the refund unless the supplies can be used elsewhere, or the order can be cancelled from the vendor without a charge from the vendor.

Tournament Cancellation

- 1) Required Notification for Facility Cancellation for Tournaments must be received a minimum of 90 days in advance of the tournament date. **If cancellation notification is received prior to the 90 days a refund of the Reservation fee will be provided less a 10% administrative fee. Notification received prior to 60 days refund provided will be 25% of reservation fee. Less than 60 days advance notice of cancellation the reservation fee in total is non-refundable.**
- 2) **Qualifications to receive a refund of the deposit fee following an event:**
 - 1) No damage has occurred to facility site or MPR equipment. All player and spectator garbage was removed from the site, or placed in appropriate landfill or recycling provided containers.
 - 2) All fees are paid in full as stated in reservation contract.
 - 3) All contract requirements are met.
 - 4) If damages occur, the deposit fee will not be released until the damages are corrected by the renter, with approval and final inspection of the Parks Maintenance Manager. If damages have not been corrected or contracted to be corrected within 14 days of the event, the renter will forfeit their deposit. In addition, the renter will be responsible for any cost for damage repair in excess of the deposit amount.
 - 5) All deposit checks not picked up by November 1st will be destroyed.

REFUND Policy - ~~Facilities and Programs~~

~~An individual/organization can withdraw from a course, activity, or reservation with full credit onto their account. Exception to this policy is for individual or organizations hosting tournaments where there is a non-refundable reservation fee. If the individual/organization requests a full refund within the time stipulation stated in above policy, then there is a \$10 administrative charge to receive refund. If Parks and Recreation cancel the activity or if the individual needs to cancel due to an emergency or medical situation a refund may be issued. If a credit is balanced on an account, the credit will expire one year from the date the credit was applied to the account. All expired credits will be used to support recreation programs (ie. scholarship fund, equipment/vehicle repair or replacement, facility improvements).~~

Refunds for Camp Programs

Withdrawal and Refunds for CAMP Programs: It is our goal to give our community amazing camps at affordable rates. Repetitive summers with customers withdrawing with little to no notice before the camp start date has led to an increase in overhead camp costs. In the interest of filling camp spots as quickly as possible to provide the maximum benefit to the most amount of campers, we have instituted a waiting pool and camp withdrawal policy.

1. Withdrawal from camp before two weeks from start date of camp - \$105.00 administrative charge
2. Withdrawal from camp at any time – 50% refund of program fees will be applied as credit to customer’s account within two weeks – 50 percent refund will be issued.
3. Transferring camps within Missoula Parks and Recreation (~~KIA and/or MORE~~) will be assessed a \$20 admin fee.
4. Injury/illness/family emergency – At any time credit to account or refund will be issued. Camp fees will be prorated depending on circumstances of withdrawal.
5. Waiting Pool – When a camp is full, participants will be put in a “waiting pool.” There is no priority in placement in the pool. When a spot in a camp opens, participants in the waiting pool will be contacted by email and/or phone. The first customer to respond and pay will be given priority.

Long Term Use Agreements / Contracts

Any long term use agreement / contract must be reviewed annually by the party utilizing the facility. This must be

done prior to the start of the activity season. Failure to follow all statements within the agreement / contract may negate the agreement and result in the agency being billed for the hourly use of facilities as outlined in this document.

Current Contractual agreements for facility use are with:

- Mt Sentinel and Garden City Softball Little League Association for use of the Playfair Little League and Softball Fields.

Agreement and its terms are due to expire on December 31, 2019.

Section 1 FACILITIES RENTAL FEES

Section 1.1 Softball Diamonds

Softball Facilities	Deposit Per Field	Fee-prepared field	Fee-no prep
McCormick, 2 lighted diamonds	\$100.00	\$18. 7500 /hr plus \$5 92 one time prep fee Add \$10.00/hr/field for lights	\$18. 0075 per hour Add \$10.00/hr/field for lights
North-side, 1 diamond	\$100.00	\$15.00/hr plus Not available	\$15.00 per hour

Note: 40% of each rental hour shall go to the Parks Enterprise Fund for Softball Improvements

FMRP Fields 1 – 5	\$100.00	\$18. 75 per hour plus \$5 20 one time prep fee Add \$10/hr/field for lights	\$18. 0075 per hour Add \$10.00/hr/field for lights
FMRP Fields 6 and 7	\$100.00	\$18. 7500 per hour plus \$5 20 one time prep fee	\$18. 7500 per hour

Note: 10% of each rental hour shall go to the Parks Enterprise Fund for Softball Improvements

Softball Facilities Rental Rates - Leagues

League play will begin no earlier than 6:00pm and end no later than 11:00pm.

Softball Facilities	Deposit Per Field	Fee-Prepared Field
McCormick, 2 lighted diamonds		\$ 140 5.0075 /night/field Includes Lights
Northside not available for league		

Cost includes prepped field prior to start time and lights.

NOTE: 40-% of field rental fees will be placed in the Park Enterprise Fund for Softball facility improvements.

Softball Facilities	Deposit Per Field	Fee-Prepared Field
FMRP Field w/Lights Fields 1 - 5		\$ 140 5.0075 /night/field
FMRP Field no Lights Fields 6 & 7		\$ 89. 506.00 /night/field

NOTE: 10% of facility rental fees will be placed in the Park Enterprise Fund for Softball facility

improvements.

Organization Deposit Fee - Organizations holding League and Tournament Play on Softball Fields. A Refundable Seasonal Deposit Fee of \$1,000 will be required. Season span April – June and July – October. For Organizations who span both seasons the Deposit Check will need to be renewed between seasons.

Standard Care of Softball Fields

All Ball Fields operated by MPR will have the following standard care for general public use:

- All fields will be mowed a minimum of once per week during the growing season.
- All grass areas of the fields will be watered a minimum of 2 times per week in summer.
- Bases will be placed on all fields (Northside, Fort Missoula, McCormick, Playfair) from third week of April – October.

Standard for “Prepped Softball / Baseball Field”

On the day of the scheduled event, (unless weather does not permit) the Parks Department will:

- Water infields to reduce dust (this may dry prior to evening game time)
- Perform techniques to reduce puddles from any previous rain storm
- Nail drag and/or heavy drag the infield
- Tamped batter box and pitcher mound
- Talc infield foul lines on the day of the reservation
- Talc batter box same day of reservation
- Outfield lines are painted once per week on all fields or as needed

Special request for prepped fields may be accepted or denied by MPR if there is not adequate time, staff, or funds to produce the desired outcome requested by the renter.

Special Requests for Fast Pitch Softball or Baseball: There will be additional fees charged to cover MPR costs any time a softball field is transformed into a fastpitch softball field, or a baseball field or vice-versa. (moving bases, pitching mounds, batting boxes, installing temporary fencing, etc.) See information below for additional costs associated with transforming ball fields.

Special Requests

Costs associated with additional facility preparation will be itemized and invoiced, and may include but are not limited to:

- Employee wages, related wage costs, cost of any supplies, and equipment including shipping and handling associated with a specific rental request.
- No show of a prepped field

Note: Damage caused by the public to a field prepared on the reservation day, is not the responsibility of MPR.

Softball Tournament Fees and Scheduling Requirements

Balance of Field Reservation Fees due to the Parks and Recreation Department 10 full working days prior to the Tournament unless other arrangements have been made with the Recreation Superintendent.

Softball Tournament Rental Rates:

Persons reserving softball fields for tournaments shall follow all of the general reservation guidelines for field

reservations. Fee rates and deadlines are modified for tournaments.

McCORMICK SOFTBALL FIELDS NON-REFUNDABLE RESERVATION FEE: \$ ~~56.254.00~~ per field / day (fee equivalent to three hours of rental time)

Tournament field reservations for McCormick/Fort Missoula fields will be assessed a non-refundable per field Reservation Fee equivalent to 3 hours of rental time per field per day. If a reserved field is turned in, the reservation fee is forfeited per Section 1 - Tournament Cancellation Policy . Exceptions to be made on a case by case basis for environmental circumstances beyond the tournament organizers control. If field is used, reservation fee will count toward the total fee owed on that field. Regardless, fields not being used for the tournament must be turned in a minimum of 5 working days prior to the tournament or the full rental fee for usage as per the reservation form rental agreement will apply.

DEPOSIT FEE: \$100.00 per field

ALL DAY RATES: 8:00am – 6:00pm (10 hours field time)

PARK	Per Field Per Day	Entire Complex Per Day
McCormick	\$ 187.50 80.00 * plus field prep	\$ 375.00 60.00 * plus field prep
	Per Field/Day with 1 Prep	Entire Complex/Day with 1 Prep
<u>McCormick</u>	<u>\$239.50*</u>	<u>\$479.00*</u>

*Field Preparation fee will be determined per expectations of the Tournament Director at a rate of \$~~592~~/hour from 7:00am – 2:30pm, and \$~~8875~~/hour after ~~32:030~~pm.

NOTE: 40% of field rental fees will be placed in the Park Enterprise Fund for Softball facility improvements.

PARTIAL DAY RATES: (8:00 am – 1:00 pm)

Must be off fields no later than 2:00 pm

PARK	Per Field Per Day <u>no prep</u>	Entire Complex Per Day <u>no prep</u>
McCormick	\$ 993.750.00 * plus field prep	\$ 1887.500.00 * plus field prep
	Per Field/Day with 1 Prep	Entire Complex/Day with 1 Prep
<u>McCormick</u>	<u>\$ 145.75</u>	<u>\$291.50</u>

*Field Preparation fee will be determined per expectations of the Tournament Director at a rate of \$~~592~~/hour from 7:00am – 2:30pm.

NOTE: 40% of field rental fees will be placed in the Park Enterprise Fund for Softball facility improvements.

FORT MISSOULA ALL DAY RATES: 8:00am – 6:00pm (10 hours field time)

PARK	Per Field Per Day	Per Day With Preps
FMRP Fields 1 - 5	\$ 1560.00 /field with no prep	\$ 260.00 50.00 /field/day with 2 preps
FMRP Fields 6 and 7	\$ 1506.00 /field with no prep	\$ 260.00 50.00 /field/day with 2 preps
GAMES PLAYED AFTER 6:00PM WILL BE ASSESSED AN HOURLY RATE FOR STAFF (APPROX \$ 16.00 75 /HOUR) IN ADDITION TO A \$10/FIELD/HOUR LIGHT FEE		

PARTIAL DAY RATES: (8:00 am – 1:00 pm)

Must be off fields no later than 1:00 pm

PARK	Per Field Per Day	Per Day with Prep
FMRP Fields 1 – 5	\$ 78.00 5.00 /field with no preps	\$ 130 25.00 /field with 1 prep
FMRP Fields 6 & 7	\$ 78.00 5.00 /field with no preps	\$ 130 25.00 /field with 1 prep

Note: 10% of each rental hour shall go to the Parks Enterprise Fund for Softball facility improvements.

Section 1.2 Baseball Fields and Little League Diamonds at Playfair Park

Facilities	Deposit	Fee-prepared field	Fee-no prep
Diamonds 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12, 13, 14	\$25 per diamond	Based on MPR cost to provide	\$13. 00 <u>50</u> per hour adult \$7. 75 <u>50</u> per hour youth

Note: 25% of facility rental fees will be place in the Park Enterprise Fund for facility improvements.

Other Fees refer to Contractual Agreement with Mt Sentinel Little League – Little League Use Agreement – Playfair Park/Dale Clawson Complex will expire December 2019. Plans to work cooperatively with stake holders to create a master plan for the little league facilities with the goal of substantially developing a shared vision and plan for future improvements, use recognition, compensation, and management.

Section 1.3 Multi Use Fields

Full Size Fields

Facilities Available	Deposit One Time Use	Fee-prepared field	Rental Fee
Playfair E, W	\$100 ea.	MPR costs	\$16. 00 <u>75</u> per hour
Playfair South 1 & 2	\$100 ea.	MPR costs	\$12. 25 <u>75</u> per hour
FT Field 220'x 330'	\$100 ea.	MPR costs	\$21 <u>0.00</u> per hour
FT Field 150'x 240'	\$100 ea.	MPR costs	\$15. 00 <u>75</u> per hour
FT Field 60'x 90'	\$100 ea.	MPR costs	\$13 <u>2.50.00</u> per hour
Sports Camps/ Workshops	\$100 ea field	MPR costs	Hourly Rate x 3 per field

Special Requests for League Fields: Any special request needs to be submitted a minimum of **30** regular work days prior to scheduled **games**. Any request made within 15 regular working days, may require work be completed with staff on overtime wage. MPR reserves the right to refuse requests due to staff time constraints, budgets, other programming considerations, etc.

Deposit Fee - Organizations holding League and Tournament Play on Multi Use Fields

A Refundable Seasonal Deposit Fee of \$1,000 will be required. Season span April – June and July – October. For Organizations who span both seasons the Deposit Check will need to be renewed between seasons.

Belle Vista Turf Field - FMRP

Facilities Available	Deposit	Fee-prepared field	Fee
Bella Vista /no lights	\$200		\$ 41.50 per hour*
Bella Vista / with lights	\$200		\$ 501.50 per hour*
Bella Vista — ½ day	\$200		\$200 for ½ day*
Bella Vista — per day	\$200		\$400 per day*
Belle Vista — ½ day and all day added for lights			\$10.00 per hour*

* Staffing cost of \$16.75 per hour will be added to all rentals for 202019.

Note: 80% of each rental hour shall go to the Parks Enterprise Fund for facility improvement.

The Pitch - FMRP

Facilities Available	Deposit	Fee-prepared field	Fee
Pitch Field	\$100	MPR costs	\$265.00 per hour
Pitch Field – per day	\$100	MPR costs	\$2534.00 per day

Note: 10% per each hour of rental fees will go to the Park Enterprise Fund for facility improvements.

The Standard Care for multi-use fields operated by MPR @ Playfair and Fort Missoula will be;

Multi Use Fields (approximately 60 yd x 100 yd)

- All fields will be mowed at least twice per week at a height no lower than 2.5” per City’s Turf Maintenance Plan during the active growing season.
- All Fields will be painted during active playing season, a minimum of once every two weeks between March - October as weather permits.

Definition of “Prepped Field”

A prepped field consists of any additional painting, sizing, relocation, mowing, etc. for anything more than the above MPR standard care for fields. The fee will be assessed from the direct costs associated with the preparation of the requested specifications from the renter unless otherwise defined as a Fee Prepared Field. Costs include but are not limited to: additional equipment, supplies, shipping and handling and staff wages to complete the project.

Special Requests must be made 30 regular work days prior to scheduled **games**. Any request made within 15 regular working days, may require work be completed with staff on overtime wage. MPR reserves the right to refuse requests due to staff time constraints, budgets, other programming considerations, etc.

Multi Use Field - Tournament Fees and Scheduling Requirements

DEPOSIT FEE: \$30.00 per field (for both large and small fields)

Field Reservation Fees are due to the Parks and Recreation Department 5 full working days prior to the event unless other arrangements have been made with the Recreation Superintendent or designee. Fields not being used for the tournament need to be made available to other renters, or the public.

- 3) Tournament field reservations will be assessed a Reservation Fee of \$603.00 per field per day at Fort Missoula. If a reserved field is turned in prior to the tournament, the reservation fee is forfeited per the following policy: If cancellation notification is received prior to 90 days, a refund of the reservation fee will be provided less a 10% administrative fee. Notification received prior to 60 days refund provided will be 25% of reservation fee. Less than 60 days advance notice of cancelation the reservation fee in total is non-refundable. Special consideration will be made on a case by case basis depending if the MPR can rent the field reserved by the tournament after the cancelation.

SPECIAL REQUESTS – Field Lining: Any special requests need to be submitted a minimum of 30 regular work days prior to the scheduled event. Any request made within 15 regular working days, may require work be completed with staff on overtime wage. MPR reserves the right to refuse requests due to staff time constraints, budgets, other programming considerations, etc.

If fields are not already laid out and painted with goals in correct position, an initial set up fee reflecting Missoula Parks and Recreation Department direct costs will be charged. **If field lines already exist, the following rates will apply.**

ALL DAY FIELD RATES:

Full Fields: 8am – 6pm (10 hours field time)

Facilities Available	Deposit	Fee-prepared field	Fee
Play-fair E, W	\$30 ea.	MPR costs	\$ 160.00 <u>7.50</u> /day/field
Playfair South 1 & 2	\$30 ea.	MPR costs	\$ 22.50 <u>17.50</u> /day/field
Note: 40% per each hour of rental fees will go to the Park Enterprise Fund for field improvements.			
FMRP Field 220'x 330'	\$30 ea.	MPR costs	\$ 20 <u>10.00</u> /day/field
FMRP Field 150'x 240'	\$30 ea.	MPR costs	\$ 150.00 <u>7.50</u> /day/field
FMRP Field 60'x 90'	\$30 ea.	MPR costs	\$ 25 <u>30.00</u> /day/field

Note: 10% per each hour of rental fees will go to the Park Enterprise Fund for field improvements.

Section 1.4 Multi-Use Fields in Neighborhood Parks

DEPOSIT FEE: \$25.00 per field area

To support the varied number of field sports, certain neighborhood park areas may be reserved for organized practices. These field areas are being made available for practice only and not meant to have official league games or sports events scheduled at each location. Reservation Fees are due to the Parks and Recreation Department 5 full working days prior to use unless other arrangements have been made with the Recreation Manager. These practice fields will not be lined.

Fields: 8am – 10pm

PARK	Half Field / Full Field Rate Per Hour	Equipment on site
Maloney Ranch	\$ 10.50 <u>0</u>	Set of soccer goals
44 Ranch	\$ 10.50 <u>0</u>	Set of soccer goals
Elms Park	\$ 10.50 <u>0</u>	Set of soccer goals
White Pine Park	\$ 10.50 <u>0</u>	Set of soccer goals
McCormick Park	\$ 10.50 <u>0</u>	One soccer goal
Duncan Field	\$ 10.50 <u>0</u>	Set of soccer goals
Wapikia Park	\$ 10.50 <u>0</u>	one soccer goal in open area
Pleasant View Park	\$ 10.50 <u>0</u>	No soccer goals on site
Silver Park	\$ 10.50 <u>0</u>	No soccer goals on site

Note: 25% per each hour of rental fees will go to the Park Enterprise Fund for additional required maintenance and improvements.

Section 1.5 Tennis and Pickleball Courts

Reservations for **general public**, single court use, are not accepted for tennis courts, no deposit required. Use is on a first-come basis. Limit one hour of play if others are waiting.

School Use Tournaments and other Tournament Events - \$4.00 per court per hour or \$128/day/4 court block - Fort Missoula and Playfair*.

NON-REFUNDABLE RESERVATION FEE: \$ 48.00 per court block / day (fee equivalent to three hours of rental time per court)

Tennis/Pickleball Tournament court reservations will be assessed a **Non-Refundable per court reservation fee** of \$12.00 per court per day. If a reserved court is turned in, the reservation fee of \$12.00/court/day is forfeited. Exceptions to be made on a case by case basis for environmental circumstances beyond the tournament organizers control. If court is used, reservation fee will count toward the total fee owed on that court. Regardless, courts not being used for the tournament must be turned in 5 working days prior to the tournament or the full rental fee for usage as per the reservation form rental agreement will apply.

- If reservation request come in during the five days prior to the tournament, the tournament host will be contacted and given the opportunity to rent the court(s) at full day rates prior to them being rented to another group or individual.
- Courts being turned in need to be outside courts and posted they are available for public play.

Note: 80% of fee to Park Enterprise account, 20% to general fund for routine maintenance.

School Priority Use: For High School Competitive Program up to 4 hrs per day between the hours of 3pm and 7:00pm, Monday through Friday, March through May. Fee: \$4.00 per court per hour or \$128/day/4 court block - Fort Missoula and Playfair

Private For Profit Tennis Court Use

Hourly Rate for conducting lessons and/or private for profit events on courts.

\$ 10.00 per hour per court

\$2.00/hr/court to administration and \$8.00/hr/court to Park Enterprise Fund

Those leasing courts for the purpose of a private business or fund raiser:

- Must have a city business license
- Must provide proof of personal / professional liability insurance naming City and/or County as additionally insured.
- Must provide proof of workman's compensation insurance
- Reserve courts before using through Parks and Recreation.

See department policy for court rental information.

Seasonal Rates for Tennis Courts Use Agreements

Should a private business or professional instructor enter into an extended agreement with Parks and Recreation for use of tennis courts, said business or individual may rent courts, with the permission of the Parks Department at the following rates:

	Two Court Block	One Court
April	= \$ 132.00	\$ 65.00
May	= \$ 263.50	\$ 131.50
June	= \$ 395.00	\$ 197.50
July	= \$ 525.00	\$ 262.50
August	= \$ 525.00	\$ 262.50
September	= \$ 263.50	\$ 131.50
October	= \$ 132.00	\$ 65.00

Not to exceed \$2,000 (2 court block) for committing to all 7 months of use on a Two Court Block.

As part of this extended agreement, rates can be prorated at the discretion of the Recreation Superintendent to reflect full weeks during the month which courts are not being used by the individual renter or business. Or in the case that courts are not available due to special events.

Court privileges include priority use of a *one court or two court block* at an agreed upon site during all daylight hours during said month. High Schools retain their priority use during the school hours and for varsity practice times.

Variations from this schedule will use the above fees as a basis to determine the exact fee due. Payment shall be due the first of each month to retain privileged court use.

Tennis Facilities Available

FT. Missoula	(courts 1 – 8)
Playfair	(courts 1 – 12)
Kiwanis	(courts 1 – 2)

Tennis Facilities Not Available for Rent

Gregory	(courts 1 – 2)
Bonner	(courts 1 – 4)
Pineview	(courts 1 – 4)

PICKLEBALL FACILITIES

Designated Pickleball Courts (FMRP)	\$4.00/court/hour
Pickleball Courts at FMRP & Playfair /user supplied net	\$3.00/court/hour

FT Missoula	(courts 1 – 4) Designated Courts with nets
FT Missoula	(courts 5 – 20 located on Tennis Courts 1-8)
Playfair	(courts 1 – 8 located on Tennis courts 5 – 8)

Pickleball Facilities Not Available for Rent

<u>MRL Park</u>	<u>2 Designated Courts with nets</u>
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Note: 80% of fee to Park Enterprise account, 20% to general fund for routine maintenance.

Section 1.6 Football / Track Field

Flag football fields are painted for MPR use only and only during times scheduled for MPR flag football seasons. (generally Sept – Nov) These fields can be rented at the below stated fee. However, any field which is requested that is not already a part of a MPR program will be charged the hourly rental rate plus any additionally incurred direct costs for preparing the field, including turf repair.. **Rental requests may be accepted or denied by the MPR department as staff time, budget, and facilities allow.**

<u>Facilities Available</u>	<u>Deposit</u>	<u>Fee-no prep</u>
Flag Football Fields (any available open space site)	\$25/field area	\$15. 00 <u>75</u> /hr
Toole Park	N/A for games	\$15. 00 <u>75</u> /hr (football field area only)

Note: At Toole Park, Hellgate High School has priority use of the football field and track ~~as~~-per agreement. All **reservation for Toole Park must be approved by the P&R Department Director or designee.** No fee for MCPS during times stated under agreement.

Section 1.7 Horseshoe Pits / Croquet Area / Bocce Ball Courts

Deposit: \$100 per court / area

HORSESHOE PIT RATES: 8am – 8pm (12 hours field time)

Rental Facility	Per Pit /Per Hr	Per Day 8am – 6pm (10 hours)
Fort Missoula	\$ 2.00	\$ 20.00 per day for 2 pits

Other Individual pits not available for rent. They are open during park hours on a first come first serve basis in one hour time blocks. Horseshoe Pits also available at Northside, Franklin, Bonner and Greenough parks. The Parks and Recreation does not have horseshoes for rent.

CROQUET AREA

Rental Facility	Per Hour	Per Day 8am – 6pm (10 hours)
Fort Missoula	\$10.00	\$100.00

Bocce Ball

Rental Facility	Per Hour	Per Day 8am – 6pm (10 hours)
Fort Missoula Bocce Ball 2 courts available	\$2.00	\$20 per day for 2 courts

Note: 25% per of rental fees will go to the Park Enterprise Fund for facility improvements.

Section 1.8 Outdoor Volleyball Courts

<u>Facilities Available</u>	<u>Deposit</u>	<u>Fee</u>
Bonner, Franklin, Kiwanis	No reservations.	
Playfair complex (sand)	\$50 nets and lines	\$4.50 hr per court
Fort Missoula Courts (grass)	\$50 nets and lines	\$4.50 hr per court

Note: 25% of rental fees will go to the Park Enterprise Fund for facility improvements.

Section 1.9 Outdoor Basketball Courts

<u>Facilities Available</u>	<u>Deposit</u>	<u>Fee</u>
Playfair,	\$25.00 /court	\$13.50/hr/court
FMRP	\$25.00/court	\$15.00/hr/half court

Facilities Not Available for Rent

Bonner, Boyd, McLeod, Northside, Pineview No reservations.
Gregory, Kiwanis, Skyview, Westside

Note: 25% per each hour of rental fees will go to the Park Enterprise Fund for facility improvements.

Section 1.10 Fort Missoula Regional Park – Big Sky High School Priority Use

Special PE activity rates for priority use. Field Use at Fort Missoula by Big Sky HS: \$3,~~350~~484.00 includes 8am-3pm Mon- Fri priority use of up to 4 tennis court, 1 softball field, one soccer field and additional play space per school year.

Section 1.11 Fort Missoula Regional Park Dog Park Area (place holder)

Section 1.12 Moon-Randolph Homestead Fee Schedule and Use Policy

The North Missoula Community Development Corporation (NMCDC), MP&R, and Five Valleys Land Trust collaboratively manage the 13-acre Moon-Randolph Homestead property, which is located on City of Missoula conservation lands. Under the terms of a Cooperative Agreement, the NMCDC is responsible for interpretive, preservation, stabilization, and educational services. MP&R provides annual road maintenance, mowing, and publicity services, and assists with the placement of Homestead projects on the City Capital Improvement Program budget. Five Valleys Land Trust holds a conservation easement on the Homestead property, and is responsible for ensuring that all activity at the Homestead is consistent with the easement terms. Management of the Moon-Randolph Homestead balances public education and use with habitat conservation and protection of historic resources.

Public use of the site will be carefully controlled and documented to collect information about user impact, with a particular focus on intensities of use and variable impacts at different times of year. The goals for this policy are to maximize benefits from public use, generate funds for Homestead conservation projects, and minimize impacts on the Homestead's ecological and historic integrity. Policy direction is taken from the 2015 Moon-Randolph Homestead Strategic Plan.

The policy sets out guidelines for small group events (such as workshops, reunions, work gatherings, and retreats), overnight use (available for groups engaged in restoration, conservation, or educational activities at the Homestead, according to the terms of the easement), and extraordinary events (more than 40 guests). These guidelines may require amendment in the future as the Homestead develops improved facilities for parking, waste disposal, water supply, and visitor accommodation.

According to the terms of the Cooperative Agreement, “proceeds from fundraising efforts and program fees will be used by the NMCDC solely to support the projects and programs of [the Moon-Randolph Homestead] and reasonable NMCDC administrative expenses associated with those... activities.” Fee and other program income will be managed by the NMCDC and will be available for City of Missoula administrative review on request. The NMCDC reserves the right to host up to two (2) annual public fundraising events on the property, and to waive fees on a discretionary basis.

General Use Guidelines (apply to all users)

- Visitors are encouraged to walk or bike to the Homestead. There is very limited parking available at the Homestead. Visitors are encouraged to carpool and call ahead at 406-728-0451, or see caretaker for further details on parking.

- A limited number of vehicles will be allowed into the Homestead to load/unload supplies and people, by arrangement with the caretakers
- Fire-pit and BBQ available for use. Open fires not permitted during July and August (or according to fire restrictions).
- All trash must be packed out. No glass bottles.
- Limited electricity is available at the Homestead, and in general no amplified sound is allowed unless preapproved by the NMCDC.
- No potable water is available on site.
- Visitors will be asked to conserve water by limiting use of flush toilet facilities. An ADA accessible outhouse is available for use.
- Booking for Special Events, Weddings, and Overnight Use happens on a first-come, first-serve basis. Those interested in booking these type of events are encouraged to plan six (6) months to a year in advance of the anticipated event date.
- Pending benefit to the Homestead, 50% of fees (except deposit) can be covered with cash payment, in-kind material donations, or volunteer labor. Waivers of fees through volunteer labor will be prioritized for those events that have an education focus related to the Homestead. In-kind donations of labor and materials must be verifiable, accurate in value, and pre-approved by the Homestead caretakers. Volunteer labor will be valued at \$8-\$10/hour, at the discretion of the caretaker.

Special Events

- Maximum 40 people in attendance, for private and personal use. Larger public events may be allowed by special arrangement with the NMCDC and MP&R. (See Extraordinary Events policy.)
- Available May-October. Site reservations during Saturday public open hours (11-5) at discretion of caretakers and NMCDC.
- No more than one event per week. No consecutive days.
- Access to the Homestead structures by special arrangement only. Temporary tents/shelters allowed with the permission of caretakers.
- Event organizers should complete a Special Use Permit (available from the NMCDC) and submit it to the NMCDC at least one week before the event. All visitors must sign a waiver.
- \$460 full day fee (10 hours), \$230 ½ day (5 hours). \$300 deposit required for up to 40 people; \$600 for over 40 people (deposit retained in event of damage to vegetation, structures, facilities, and required clean-up, etc.)
- For events with more than 40 people: \$10 per additional person will be added.
- If cancellation is received 10 working days prior to your event, a credit may be requested. Full refunds will be given for cancellations due to fire closure.
- If alcohol is to be consumed, organizers must submit an alcohol permit and appropriate deposit to MP&R with a copy of their Special Use Permit. A \$10 fee is required to obtain an alcohol permit.

Wedding

- Previous guidelines set for Special Events also pertain to Weddings.
- \$1150 full day fee (10am-10pm) \$600 deposit required (deposit retained in event of damage to vegetation, structures, facilities, and required clean-up, etc.)
- \$500 ceremony fee is applied for ceremony-only wedding events for not more than five (5) hours, including set-up and take-down. \$300 deposit required for ceremony-only wedding events (deposit retained in event of damage to vegetation, structures, facilities, and required clean-up, etc.)
- Weddings with more than 40 people are required to provide portable toilets.
- For weddings with more than 75 people: \$10 per additional person.
- Wedding organizers need to complete a Special User Permit (available from the NMCDC) and submit it to the NMCDC at least one week prior to the event.

Overnight use

- Groups engaged in restoration, conservation, or educational activities at the Homestead are eligible for overnight use. No more than 10 people resident/night.
- Available May-October. Closures and use restrictions possible during fire season.
- Overnight users may be expected to share the Homestead with other visitors during public open days and tours. No other Special Events will be scheduled during overnight stays.
- Under current conditions, overnight use is limited to 21 days/year. The value of overnight use is set at \$800/week (\$160/night). \$300 deposit (deposit retained in event of damage to vegetation, structures, facilities, and required clean-up, etc.).
- Payment accepted; cash or local check.
- Organizers should complete a Special Use Permit (available from the NMCDC) and submit it to the NMCDC at least one week in advance of event. All visitors must sign a waiver.
- Gatherings that bring additional guests to the Homestead (beyond the 10 overnight visitors) require a separate Special Event Permit.
- Priority for rentals will be given to groups using the Homestead site as a primary element in educational or conservation-related programs.

Extraordinary Events

- The NMCDC and MP&R will consider proposals for extraordinary events (intended to draw an attendance of greater than 40 people) provided they meet the following conditions:
 - Fees for event admission must be pre-approved by the NMCDC and MP&R.
 - A site use fee or a portion of the proceeds (as determined by NMCDC and MP&R) will be required.
 - The number of attendees should not exceed 300 individuals.
 - All general use guidelines apply. Event organizers will be expected to make arrangements as needed for sanitation and public transport to the site.
- The NMCDC reserves the right to host up to two (2) public events on the property each year.
- No more than four (4) extraordinary events will be scheduled each year.

Photography

- Professional photographers accepting payment for their services may use the Homestead for photo sessions by arrangement with the caretakers.
- \$35/session fee for commercial photographers, or \$115 for seasonal use.
- \$75/session for photography workshops, seminars, or classes.

Public and School Tours

- \$60/tour. Maximum tour group size 30. Optimum 15 or less. Each additional person (exceeding 30) charged at \$2.00 per person.
- Parking and vehicle access restrictions apply.

Section 1.13 Currents – Aquatics Facility

Indoor Waterpark located in McCormick Park

Headwaters Community Room: \$24.00 first hour and \$19.00/hour for each additional hour.
Available during regularly scheduled open hours.

Non-profit organizational rate: \$19.00 for first hour and \$14.00/hour for each additional hour.

Usage for Parties with Food: On occasion Headwaters can be used as emergency overflow for youth parties. Headwaters is a designated "Dry" use room, meaning that renters either need to use the room prior to, or after they have finished swimming. All users of Headwaters Community room need to be in dry clothing while attending the

function.

\$100.00 deposit required.

- Rug damage: Rug will be professionally cleaned, and deposit will be used to pay for cleaning. Unused portion of deposit will be refunded, or additional assessment will be billed if deposit fee is not sufficient to cover cleaning cost.
- TV, remote, keyboard and mouse: If TV or accessories are damaged the deposit will be used to repair, if deposit is insufficient to cover repair or if damage cannot be repaired the balance for replacement will be assessed to the renter.

Priority for rentals:

1. Parks and Recreation sponsored programs
2. Frequent and returning rentals
3. Full facility rentals
4. Ongoing classes and programs take priority Monday through Thursday.
5. Facility rentals and Parks and Recreation special events are priority Friday through Sunday.
6. Regularly scheduled programs can be bumped only 1 time every 3 months or 24 meetings. Any bump requires a 2-week notice.

Both Facilities

Full Facility Rentals and all rental programs will be grouped (bundled) on a supply and demand basis to help supplement the cost of the overall operations at both aquatics facilities.

Concession fees, catered events, vending fees will be priced entrepreneurially on a supply and demand to create additional revenue to supplement the cost of the overall operations at both facilities.

Note: 25% per each hour of rental fees will go to the Park Enterprise Fund for additional required maintenance and improvements in Headwaters.

Section 1.14 Aquatics Facility Rentals

Private Group Rental Fees Before/After Public Hours

CURRENTS IN McCormick PARK

Groups can rent the facility after scheduled hours for exclusive use. These hours run:

- | | |
|-----------|---------------------------|
| Mon – Fri | After 8pm |
| Saturday | After -7pm |
| Sunday | Before 11am and after 6pm |

Programs which can be run during this time are:

- Birthday/Group Swim Parties
- Instructional Classes
- Adult Groups

Rental Fees:

Any after or before hours rental requires a one hour minimum rental and any of these hours that do not begin within a 1/2 hour before or after the facility opens for the day also requires an additional \$75.00 start up fee.

Cost is based on # of people:

0 – 40	\$144.50 <u>139.00</u> /hour
41 – 80	\$172.50 <u>166.00</u> /hour
81 – 120	\$201.75 <u>194.00</u> /hour
121 – 160	\$222.00 <u>208.75</u> /hour
160 – 200	\$255.00 <u>245.00</u> /hour

Groups can also schedule during the programmed day. Depending on the type of function and the number of people in the group, the hours of availability vary. All group rentals must be approved by Aquatics Supervisor.

Note: At Currents Indoor Waterpark as part of a negotiated agreement, rental rates can be prorated at the discretion of the Recreation Manager to reflect regularly scheduled use before or after hours by individual renter, organization, or business.

SPLASH MONTANA IN PLAYFAIR PARK

Without 50m pool

~~\$390.00~~375.00 = 1.5 hours & 7 Staff (Large groups 40 or more may require additional lifeguards at ~~\$13.00~~12.50/hr)
Available prior to opening and after closing to the public.

~~\$572.00~~550.00 rental for use of total facility including the 50m pool.

Splash Montana – 50m - Swim Team Rental Fees

\$ 96.00/hour or \$12.00/lane/hour

Rental time Monday – Friday 6:00am – 9:30am, Mid-June – Labor Day

Swim meet rental times determined by agreement with Aquatics Supervisor, fee \$96.00/hour. Swim meet organizers are responsible for fencing and their own staffing costs associated with the 50m separation from the facility for the duration of the swim meet. Concessions at the swim meet inside the 50m area only will be provide by swim meet organizers, for a flat rate fee of \$750 per event being paid to Splash Montana. The Crazy Creek Café will remain open and available to all swim team members and spectators.

Spraydecks

Not available for rental.

Section 1.15 Park Shelter Rentals

Time Periods: 6:00 am – 11:00 am; Noon – 5:00 pm; 6:00 pm – 10:00 pm.

<u>Facilities Available</u>	<u>Deposit*</u>	<u>Fee /Time Period</u>	<u>Fee All Day</u>
With Power			
Pineview, 44 Ranch, Lafray, <u>MRL</u>	\$100.00	\$ 47.00	\$ 117.50
Bonner	\$100.00	\$ 57.00	\$ 142.50
Without Power			
Greenough, Franklin, SS Lions, Playfair, Westside Maloney Ranch, Kiwanis	\$100.00	\$ 42.00	\$ 105.00

*Alcohol Permits (see “Alcohol in Parks” addendum for details) deposit varies with alcohol.

- No refunds of park shelter reservation fees due to inclement weather, smoke or other reasons. If cancellation is received 60 working days prior to your event, a credit may be requested.
- A ten dollar (\$10) administrative fee will be charged for each change made for location or dates for any shelter or special use reservation. Please plan carefully!
- Not responsible for loss of power during designated rental period.
- Caras Plaza, Circle Square (events areas) scheduled by other agencies.
- No Amplification Permits will be issued at the shelters located in neighborhood parks with access to power.
- City Council has approved a shelter reservation (one time period) for all Neighborhood Councils for an annual celebration

Section 1.15a Bonner Park Bandshell

Time Periods: 6:00 am – 11:00 am; Noon – 5:00 pm; 6:00 pm – 10:00 pm

<u>Facilities Available</u>	<u>Deposit*</u>	<u>Fee / Time Period</u>	<u>Fee All Day</u>
Bonner (without Amplification)	\$200.00	\$57.00	\$ 142.50

Bonner Bandshell w/Amplification \$1000.00 Deposit \$57.00 + Special Use Permit/Park Use Permit Fee
 Amplification is permitted once per day for a 2 hour maximum time. Amplification time is determined and stated on the required permit. Time clock will be set to allow for a 10 minute grace period pre and post event. Power will be available only during specified time.

Note: 25% per each of each rental period will go to the Park Enterprise Fund for facility improvements.

Section 1.15b Silvers Park Pavilion & Shelter

Restrictions on Use of Silver Park include: amusement park events, or mechanized carnival type rides, vehicle or aircraft racing, rodeos, circuses, or livestock shows. Events involving more than 2,000 people at a time are not allowed at Silvers Park.

Time Periods: 6:00 am – 11:00 am; Noon – 5:00 pm; 6:00 pm – 10:00 pm

<u>Facilities Available</u>	<u>Deposit*</u>	<u>Fee / Time Period</u>	<u>Fee All Day</u>
Silver Park Shelter	\$200.00 \$200/\$1,000* w/Amplification	\$86.00	\$214.00
Silver Park Pavilion	\$200.00 \$200/\$1,000* w/Amplification	\$175.00	\$525.00

*Amplification is permitted once per day for a 4 hour maximum time per facility and has a permit fee of \$46. Amplification time is determined and stated on the required permit and will not be permitted to overlap between the two facilities in Silvers Park.

Formal Events at Silver Park – may require an additional charge for on-site maintenance. Additional charge determined per event expectations.

A Formal Event defined is as any private or public event with guests suggested wear of dress, dress casual, formal, or similar. WEDDING or similar ceremonial event. The timing and sequencing of event is critical to event success.

Note: 25% per each of each rental period will go to the Park Enterprise Fund for facility improvements.

See SOUND AMPLIFICATION PERMIT / SPECIAL USE PERMIT / PARK USE PERMIT for specific policies.

Section 1.15c Silver Summit All Abilities Playground Shelter Area in McCormick Park

Rentals limited to less than 25 people.

Time periods: 8:30am – 11:30am 12:00pm – 3:00pm 3:30pm – 6:30pm 7:00pm – 10:00pm

Rental Fee: \$40 per time period

Note: 80% of Rental Fee to be allocated to Silver Summit Enterprise Fund for improvements, repairs, and additional toys for the playground.

Deposit: \$100

Section 1.15d Fort Missoula Regional Park Shelters

Meadowlark & Bitterroot Shelters

Time Periods: 6:00 am – 11:00 am; Noon – 5:00 pm; 6:00 pm – 10:00 pm

<u>Facilities Available</u>	<u>Deposit*</u>	<u>Fee / Time Period</u>	<u>Fee All Day</u>
Meadowlark Shelter	\$200.00	\$150.00	\$375.00
Bitterroot Shelter	\$200.00	\$47.00	\$117.50

Bella Vista Pavilion & Overlook Shelter

Friday – Sunday Rentals

Time Periods: 6:00 am – 11:00 am; Noon – 5:00 pm; 6:00 pm – 10:00 pm

<u>Facilities Available</u>	<u>Deposit*</u>	<u>Fee / Time Period</u>	<u>Fee All Day</u>
Ft Missoula Overlook Shelter	\$200.00	\$86.00	\$214.00
Ft Missoula Park Pavilion	\$500.00 \$1,000* w/Amplification	\$350.00	\$875.00

Monday – Thursday Rentals (approximately a 15% discount non prim rental time)

Time Periods: 6:00 am – 11:00 am; Noon – 5:00 pm; 6:00 pm – 10:00 pm

<u>Facilities Available</u>	<u>Deposit*</u>	<u>Fee / Time Period</u>	<u>Fee All Day</u>
Ft Missoula Overlook Shelter	\$200.00	\$73.00	\$182.50
Ft Missoula Park Pavilion	\$500.00 \$1,000* w/Amplification	\$297.00	\$745.00

Rental Fees include facility only, large Special Events (more than 1,000 participants) will require a Special Event Permit.

Note: 25% per each of each rental period will go to the Park Enterprise Fund for facility improvements.

*All amplification shall comply with the existing noise ordinance and shall not be eligible for “Permit for Relief from Noise Level.” Section 9.30.070, MMC. All sound amplification shall cease at 9:00 p.m. Sunday through Thursday and 10:00 p.m. Friday and Saturday.

Amenities at Pavilion

Dance Floor Rental price* per 4x4 panel – includes set up & tear down \$8.50 per panel

* minimum dance floor size is 9 panels or 12’x12’ maximum size is 20’x40’.

Tables \$6.00 each

Chairs	\$1.00 each
Tables & Chairs (set up and take down for over 15 tables or 20 chairs)	\$50.00
Portable PA System (includes Amplification Permit)	\$120/day
Hand-Held PA (Includes Amplification Permit)	\$ 96/day
BV Synthetic Field PA w/ Wireless Mic (Includes Amplification Permit)	\$120/day
Generator	\$50/day
Wedding Arbor (includes installation and take down) decoration by user group	\$60/day
Fireplace	\$60/day
Push-in stakes & event flagging	\$2/stake (100 Available)
Exclusive Electric Cart Services	\$150/day
Drop-Down Stage	\$100/day
Mobile HQ	\$ TBA

Additional Requests requiring services above and beyond typical set-up may be accommodated at the discretion of MPR and may include an additional staff per hour fee.

Section 1.16 FMRP Commons and Ponderosa Meeting Room + Plaza

Time Periods: 6:00 am – 11:00 am; Noon – 5:00 pm; 6:00 pm – 10:00 pm

Commons Area \$150 per time period*
Commons Lights \$10/hour

- Depending on the Event a Special Use Permit maybe required, all equipment and staff time per hour will be charged on an as needed basis.

Mac’s Workout Stations \$35/hour plus a Special Use Permit

Ponderosa Meeting Room & Plaza Area: \$24.00 first hour and \$19.00/hour for each additional hour.
Available during regularly scheduled open hours.

Non-profit organizational rate: \$19.00 for first hour and \$14.00/hour for each additional hour.

\$100.00 deposit required.

- Rug damage: Rug will be professionally cleaned, and deposit will be used to pay for cleaning. Unused portion of deposit will be refunded, or additional assessment will be billed if deposit fee is not sufficient to cover cleaning cost.
- TV, remote, keyboard and mouse: If TV or accessories are damaged the deposit will be used to repair, if deposit is insufficient to cover repair or if damage cannot be repaired the balance for replacement will be assessed to the renter.

Section 1.17 Sports & Wellness Center @ City Life Gym

Rental of the Sports and Wellness Center Gym is available to the general public during hours not reserved for recreation programs. Reservation requires a **\$150 Deposit** and a Sports and Wellness Center Gym Reservation and Rental Agreement.

Rental Rates:

<u>Times</u>	<u>Fee/Hour</u>
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Weekdays Mon - Fri	7:00am – 10:00am	\$35.00
Weekdays Mon – Fri	10:00am – 3:00pm	\$18.00*
Weekends Sat & Sun	Open	\$35.00

*Weekday rates do not apply during school holiday breaks.

Section 2 Special Events in Parks

Special Events requesting use of public parks areas for the purpose of fund raising, a private business program, or other events require prior approval of the Missoula Parks and Recreation Department. Special Events are any event open to the public at large. Submission of a **Special Use Permit** will be required with a ~~\$62,500.00~~ or ~~\$1004~~ per day fee based on group size, in addition to other applicable fees. See addendum. The deadline to submit a Special Use Permit with required insurance certificate is a minimum of 30 days prior to your event.

Special Events that request use of public parks for any ongoing business purpose; i.e., providing youth camps or ongoing weekly lessons, youth or adult exercise programs, dog walking, etc. will be required to obtain prior approval of the Missoula Parks and Recreation Department and a **Special Use Permit (Seasonal)** to conduct business in public parks. This permit does not include exclusive use or reservations of any park sports facility where business is being conducted.

All Special Use Permits require:

- A Certificate of Insurance provider which shows:
 - o The permit applicant as the insured party
 - o A minimum of \$750,000/claim and \$1.5 million/occurrence.
 - o Valid date throughout the requested permit dates.
 - o City of Missoula as an additional insured on the certificate.
 - o City of Missoula and County of Missoula as additional insured on the certificate for Special Events at Fort Missoula Regional Park.
- Deposit Fee of \$ 100.00 for 1-2 day events or programs.
Deposit Fee of \$400.00 required in using a tent or canopy.
- Special Use Permit•
 - Group Size 1 - 100 Required Fee of \$ ~~62,500.00~~/ day in addition to other applicable fees.
 - Group Size 101 – 500+ Required Fee of \$ ~~1004.00~~/ day in addition to other applicable fees.
 - Group Size 501 – 1000 Required Fee of \$~~2008.00~~/ day in addition to other applicable fees.
 - For each 500 participants the fee will increase in \$~~1004~~ increments.

Special Use Permit (Seasonal) Up to 9 days per month \$~~27081~~/month

Special Use Permit (Seasonal) 10 days and over per month \$~~37085~~/month

- Special Use Permits utilizing urban trails: 25% of Special Use Fee will be placed in the Park Enterprise Fund for facility improvements.

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

No refunds will be issued for cancelled Special Use Permits.

Events being planned in parks which are open to the community with the potential of drawing more than 200 individuals shall be held in community parks or on community trails. Exception: Bonner Park, due to the band shell, is considered a community park for events related to music. See the Bonner Park Band Shell policy for more

information. Community Parks include McCormick Park, Playfair Park, Fort Missoula Regional Park, [Silver Park, BN Plaza](#), and Caras Park (Caras Park is [managed](#) under separate agreement with the Missoula Downtown Association).

Events planned for Rose Memorial Park are allowed a maximum of 100 people.

Special Use Permits involving use of livestock in parks including but not limited to ponies, and llamas. Livestock will be permitted in all community parks, except Bonner Park. Community Parks include McCormick Park, Bonner Park, Playfair Park, Fort Missoula Regional Park and Caras Park (under separate agreement with the Missoula Downtown Association).

This special use permit includes but is not limited to: Fort Missoula Picnic Area, Greenough Park near footbridge, Memorial Rose Garden, and Jacob's Island, and the length of the river front trail owned and maintained by the City of Missoula.

It has been determined by the Montana Municipal Interlocal Authority (MMIA) that there is considerable risk associated with inflatable structures including bounce houses. Any group wishing to use these structures will be required to complete an INFLATABLE STRUCTURES – USER AGREEMENT. In addition, User will agree to contract with only those vendors who have completed [and agreed to comply with terms and conditions of an INFLATABLE STRUCTURES – VENDOR AGREEMENT](#) with the City of Missoula Parks and Recreation which includes required insurance in accordance with Montana State Statute, Section 2-9-108 MCA.

Amplification permit accompanying a Special Use Permit at Fort Missoula Park will allow an 8 hour maximum time. Amplification time is determined and stated on the required permit.

Groups or Organizations who use parks regularly are required to obtain a Special Use Permit.

Groups or Organizations must apply for a Seasonal Use Permit if they use the parks regularly vs casual use:

- Regular use is defined as groups of 20 people or more for an hour or longer duration on a daily, weekly, or biweekly schedule. Or if an organization requires a fee to participate in the program.
- Casual use is defined as drop in visits of no more than 20 people for less than 60 minutes in one day/visit and where NO FEE is collected by organization as part of a program. Casual use does not occur on a daily or even weekly schedule. This type of use may not interrupt a permitted use, park program, park rental, or scheduled maintenance activities.

Section 2.1 Private Events in Parks

Groups or individuals requesting exclusive use of public parks areas for the purpose of, but not limited to; business programs, company picnics, family reunions, class reunions, birthday parties, etc. are required to have a **Park Use Permit**. **Private events required to obtain a Park Use Permit are not open to the public at large (see Special Use Permit for public events).**

Park Use Permits Require:

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

- Group Size 1 - 100 Required Fee of \$ ~~62,500.00~~ per day in addition to other applicable fees.
Group Size 101–500 Required Fee of \$ ~~1004.00~~ per day in addition to other applicable fees.
Group Size 501 – 1000 Required Fee of \$ ~~2008.00~~ per day in addition to other applicable fees.
For each 500 participants the fee will increase in \$~~1004~~ increments.

No refunds will be issued for cancellation of a Park Use Permit.

Silver Summit All Abilities Playground Picnic Areas

Rentals limited to less than 25 people.

Time period available 8:30am – 11:30, 12:00 – 3:00, 3:30pm – 6:30pm, 7:00pm – 10:00pm

Rental Fee: \$40 per time period

**——80% of Rental Fee to be allocated to Silver Summit Enterprise Fund for improvements,
——repairs, and additional toys for the playground.**

Deposit same as a Park Use Permit.

Private Events being planned in parks with the potential of drawing more than 200 individuals shall be held in community parks or on community trails. Exception: Bonner Park, due to the band shell, is considered a community park for events related to music. See the Bonner Park Band Shell policy for more information. Community Parks include McCormick Park, Playfair Park, Fort Missoula Regional Park, Silver Park, BN Plaza, and Caras Park (Caras Park is managed under separate agreement with the Missoula Downtown Association).

Events planned for Rose Memorial Park are allowed a maximum of 100 people.

Park Use Permits involving use of livestock in parks including but not limited to ponies, and llamas. Livestock will be permitted in all community parks. Community Parks include McCormick Park, Playfair Park, Fort Missoula Regional Park and Caras Park (Caras Park under separate agreement with the Missoula Downtown Association). Permit Holder is liable for any incidents or injuries associated with bringing livestock into a Missoula City or County Park. It is suggested that the Permit Holder should discuss liability concerns with the livestock owner and ask for proof of liability insurance.

It has been determined by the Montana Municipal Interlocal Authority (MMIA) that there is considerable risk associated with inflatable structures including bounce houses. Any group wishing to use these structures will be required to complete an INFLATABLE STRUCTURES – USER AGREEMENT. In addition, User will agree to contract with only those vendors who have completed and agreed to comply with terms and conditions of an INFLATABLE STRUCTURES – VENDOR AGREEMENT with the City of Missoula Parks and Recreation which includes required insurance per MMIA recommendations.

No motorized vehicles will be allowed to operate in parks, or on trails per City of Missoula Ordinance Section 3, 12.40.020 Parks, Trails, Conservation Lands – operation and parking of motorized vehicles. For events wishing to access parks by motor vehicle can submit a [Vehicle Permit for Park/Conservation Lands Access Application](#) for consideration and park access authorization.

Amplification permit accompanying a Park Use Permit at Fort Missoula Park will allow on 8 hour maximum time. Amplification time is determined and stated on the required permit.

Section 2.2 Use of Livestock in Parks not associated with Special Use or Park Use Permit

Use of livestock in parks including but not limited to ponies, and llamas will be permitted in all community parks where there is a trail, except Bonner Park. Community Parks include McCormick Park, Playfair Park, Fort Missoula Regional Park and Caras Park (under separate agreement with the Missoula Downtown Association). Livestock users not associated with a Special Use or Park Use Permit will be required to obtain a Special Use or Park Use Permit (depending on proposed activity) from the Parks and Recreation Dept. in order to run livestock in the parks.

Section 2.3 Alcoholic Beverages Permit Fees and Deposits

NOTE: Caras Park permits must be obtained through the Missoula Downtown Association, 225 ½ W. Broadway, 543-4238. Permits for all other Parks must be obtained at Parks and Recreation, 600 Cregg Lane., 721-7275. Replacement fee for lost permits: \$5.

Alcohol Permits will not be issued for Clark Fork Natural Area and along the River Front Park System, Greenough Park, Gregory Park, Jacobs Island Park, Kim Williams Trail and Park Area Pineview Park, Westside Park, Playfair at the Little League Baseball Fields, or any other park that does not have public restrooms available within the specific park, open space, or trial area. .

All other City of Missoula Parks require an Alcohol Permit be obtained.

<i>Small Group Event Permit</i>	Fee: \$10	Deposit: \$50	For 2 – 15 people
<i>Large Group Event Permit</i>	Fee: \$10	Deposit: \$200	For 16 + people
<i>Seasonal Permit</i>	Fee: \$50	Deposit: \$200	Organized recreation

program

FORT MISSOULA REGIONAL PARK ALCOHOL PERMIT

<i>Small Group Event Permit</i>	Fee: \$10	Deposit: \$50	For 2 – 15 people
<i>Large Group Event Permit</i>	Fee: \$50	Deposit: \$200	For 16 + people
<i>Seasonal Permit per Team</i>	Fee: \$50	Deposit: \$200	Organized recreation

program

Section 2.4 Wedding Ceremony Permit

Wedding Ceremony's being planned in public parks need prior approval with the Missoula Parks and Recreation Department. Submission of a **Wedding Ceremony Permit** will be required with a \$~~602.50-00~~ fee in addition to other applicable fees. See addendum.

Greenough Park: Small weddings and ceremonies planned for Greenough Park are allowed a maximum of 40 people.

McCormick Park: Wedding Permits issued for the island & dock on Silvers Pond requires a \$~~130+25~~.00 fee in addition to other applicable fees. The designated dock and island area around this dock on Silvers Pond Island are allowed a maximum of 30 people.

Both Greenough and Silvers Pond are managed as low impact park areas; the designated event site at Greenough is the open space beyond the second walking bridge. The Island area around the SW dock is the space designation on Silvers Pond. Chairs may be used for the elderly and disabled, chairs must be walked in from the parking area unless group obtains a permit through a Vehicle Access Agreement with the Missoula Parks & Recreation. There is no amplification allowed at either of these popular sites for weddings.

Following regulations apply:

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

Section 2.5 Amplified Sound

See attached Amplified Sound Permit for rules and policies.

Amplified sound permit is required for use of PA or stereo system in any city managed park. Amplified music/speech is permitted in the listed parks, under the following conditions:

Bonner Park Bandshell, Playfair Park, McCormick Park, Rose Memorial Park:

- Limit music/speech to 2 hours/day from 10:00am to 9:00pm
- \$48.00 Fee

Silver Park:

- Limit to 4 hours/day from 10:00am to 9:00pm
- \$48.00 Fee

Fort Missoula Regional Park (FMRP):

- Limited to 9:00am until 9:00pm Sunday - Thursday
- Limited to 9:00am until 10:00 pm on Friday and Saturday
- \$48.00 Fee

1. All Permits issued on a first come, first serve basis.
2. Amplification at Bonner Park requires rental of the Bonner Band Shell.

3. The deposit will be returned if the renter complies with the City Noise Ordinance. If police intervention is required and permit holder is found in violation, a minimum of \$500 and a maximum of \$1,000 of the deposit will be forfeit.
4. Maximum allowable noise level between 7 a.m. and 7 p.m. in any residential zones is 60 decibels, decreasing to 55 decibels (the level of noise or sound that interferes with normal conversation or requires you to "raise your voice" to be heard) from 7 p.m. to 9 p.m. (Missoula Municipal Code, section number 9.30.)
5. Renters must generally provide their own sound system. A sound system can be rented for events at held at FMRP. At Bonner Park, equipment stored in the Band Shell are property of the City Band and are not to be disturbed by the renter.
6. Noise complaints may jeopardize the renter's future use of Park Facilities, Amplification Sound Permits, and the renter's deposit.
7. Amplified sound is not permitted in or near Mac the Moose's Inclusive Playground (Workout Station, Meadowlark Shelter & Meadow) during quiet hours. Quiet hours are Monday-Thursday 10 a.m.-5 p.m. and Friday-Sunday 10 a.m.-2 p.m.
8. For use of Bonner Band Shell: A key must be picked up from Missoula Parks & Recreation Department prior to your event to access power, and returned within two business days after the rental or the \$200 of the deposit may be forfeit.
9. Form, deposit and fees, must be returned to Missoula Parks and Recreation at least 5 days working days before the rental.

REFUNDABLE DEPOSIT

<u>BONNER PARK / SILVER PARK / FORT MISSOULA PARK</u>	<u>\$ 1,000</u>
<u>MCCORMICK / PLAYFAIR / ROSE MEMORIAL PARK</u>	<u>\$ 400</u>

Section 2.6 Use of Metal Detectors in Parks

It is the policy of the Missoula Parks and Recreation to permit the use of metal detectors in most City Parks so long as the activity results in no damage or loss to natural areas, highly maintained lawns, historical and archaeological sites. Specific areas where metal detectors are prohibited include undisturbed areas of Fort Missoula Regional Park that are within the historic landscape overlay, including but not limited to the 17 acre triangle parcel immediately west of Larchmont golf course, any area within the 82 acre parcel north of Fort Missoula Historical Museum, Parade Grounds, and Military Museum.

To regulate the use of Metal Detectors in parks, a Park Use Permit will be required with \$25 deposit (actual permit fee waived). Metal Detectors may be used to retrieve "finds" on the ground surface only. Absolutely no digging is permitted in any park, or natural area. Users of metal detectors may retain possessions of their "finds".

Section 2.7 Policy for Use and Permits for Conservation Lands

Missoula Parks and Recreation Department, Staff and Board aspire to serve the citizens of Missoula to the best of our abilities. In 2015, to protect natural resources and the serenity of City Conservation Lands while allowing for limited special events the Conservation Lands Special Use Permit was finalized. Events on all of the areas listed below will be permitted through the standard Parks and Recreation Special Use Permit process. Events on all other Conservation Lands will be permitted through the Conservation Lands Special Use Permit process.

The following areas do not require a Conservation Lands Special Use Permit:

- Kim Williams: The railroad right of way of the Kim Williams Nature Trail
- RS Greenway: Old Duncan Road RS Greenway Trail from Mountain View to Duncan Drive.
- Greenough Park: The paved and gravel trails greater than 60 in. wide , bridges, parking areas, developed turf areas, picnic and playground areas.
- Lincolnwood Trailhead to Duncan: RS suspension bridge and Lincolnwood Trail connector trail to Fox Farm Road.

- Mount Jumbo’s power line easement: property between Rattlesnake Dr. and the road connecting Lincoln Hills Drive to Tamarac.
- Clark Fork Natural Area and R. MacDonald Riverfront Trails
- Staff recommends the current permit process and fees as outlined in the “Parks and Recreation Master Fee, Permit, and Use Policy” reviewed annually by the Park Board and City Council be instituted for all events in areas exempt from the Moratorium.

Deposit: \$1,000 is required. Organization is responsible for total restoration of damages to the land due to event or activity. If damage exceeds the deposit amount, permitted organization will be held financial responsibility.

Permit for Conservation Lands for Education Events and Work/Volunteer Days

Education Events may be permitted if: 1) the event clearly meets the goals of education as described in the Conservation Lands Management Plan adopted August 2010, 2) the fee structure is set to recover only direct costs of the program, and if event is open to all, and 3) all other permit requirements are met. The fee for the Education Permit will be waived if no fee is charged for the Education Event. If a fee is charged for the Education Event, the permit fee will be 5% of gross revenue or \$50 whichever is greater. Volunteer Work Days will be permitted at no charge if the program meets the goals and definition of a Volunteer Work Day and is approved by the Recreation Manager and Conservation Land Manager.

Completed applications for events must be submitted to the Recreation Manager a minimum of 60 days prior to the proposed event. This Interim Policy will be reviewed annually with the “Parks and Recreation Master Fee, Permit, and Use Policy and Charges.”

Fee:

Small Event (12-49 people)

- A minimum fee of \$100, or \$5.00 per participant (whichever is greater).
- 75% of fees will be used toward management of Missoula’s Conservation Lands and permit administration.
25% used toward Recreation Division Permit administration.
- A \$200 Deposit.

Large Event (50-300 people)

- Require MPR Staff to document pre & post-conditions and/or to staff the event
 - A cost will be established to recoup the direct expenses of MPR.
- Additionally, 20% of entry fees plus 10% of net revenue shall go toward management of Missoula’s Conservation Lands.
- Requires a \$600 deposit.

School/Educational Non-Profit/Local Government Educational Event – NO FEE FOR PERMIT IF NO FEE IS BEING CHARGED TO PARTICIPANTS, APPLICATION DUE MINIMUM OF 30 DAYS PRIOR TO EVENT.

Seasonal Outfitter Permit

- A minimum fee of \$100, or \$2.50 per participant (whichever is greater).
- 75% of fees will be used toward management of Missoula’s Conservation Lands and permit administration. 25% used toward Recreation Division Permit administration.
- A \$200 Deposit.
- Allowing entities to be permitted as “outfitters” will be decided on a case by case basis depending on the mission/goals of the applicant, history of past use, and submitted use plan.

Section 2.8 Vehicle Permits for Park/Conservation Lands Access and Application Processing for Public Utilities Access.

A private citizen wishing to access private holdings via park, trail, greenway, or conservation lands may apply for a permit under the Vehicle Use Access Permit. Permit fee is \$50 along with a minimum damage deposit of \$250, maximum damage deposit will be determined based on time of year, location, equipment size, length of use, and value of potential impact to public resource. -Not all requests will be permitted if damage to property or human safety is a concern. Utilities or their agents that have existing documented easements over or adjacent to park and/or conservation lands are not required to pay fee or deposit, though a permit is still required.

A private entity wishing to obtain permanent access easement across City park, trail, greenway or conservation lands must make application for an easement/encroachment. The application review fee is \$100. An application does not guarantee approval. Publicly regulated utilities or their agents that are seeking a public service easement through a park or conservation land are required to adhere to process in Section 2.8 of fee chart. City of Missoula initiated and sponsored projects shall be subject to internal policies and are specifically exempt from the provisions set forth in this Policy.

VEHICLE USE ACCESS PERMITS AND PUBLIC SERVICE EASEMENT APPLICATIONS

1. Purpose and Objectives.

a. The City of Missoula Parks and Recreation Department (MPR) is responsible for the stewardship of all City of Missoula park properties. The Department shall regulate all non-park related access and construction activity on or across park property and provide conditions to assure preservation of the public's interest; protection of public facilities and parkland values and public safety as well as proper restoration of the parks. City of Missoula projects shall be subject to internal policies and are specifically exempt from the provisions set forth in this Policy.

b. No person shall use any park property for access to adjoining or nearby property for any purpose, or to construct or install any facility or improvement upon, over or beneath park property except by permit issued or granted pursuant to the provisions set forth in this policy.

2. Objectives.

a. This Policy shall apply only to those properties owned and/or maintained by the City of Missoula Parks and Recreation Department.

b. Evaluation of the impact of the proposed project requiring a Vehicle Access Permit shall be made in terms of the site and the associated public use to determine the merit of granting a permit for the access and work.

i. Work will be allowed only with the approval of MPR for a project that meets all construction and restoration requirements. MPR retains the right to consider obtaining the Parks and Recreation Board's approval prior to issuing a vehicle permit depending on the circumstances of the request.

ii. This policy provides for regulation and permitting of non-park related access across, or construction activities on park property, and does not, in itself, provide a public service easement or lease on a park property.

c. Evaluation of a proposed application shall be made in terms of the property; the associated public uses (existing and planned) and benefits to the community and facility.

i. Routine maintenance of improvements located on a park property that are addressed by an established easement and maintenance agreement are not required to pay a fee, however for any disruption, a permit must be

obtained and permit holder must adhere to all provisions of this policy. For purposes of this policy “routine” is defined as maintenance activities which do not require placing undue restrictions on a park road, pathway, or recreation facility; excavation; or damage to park grounds or improvements unless otherwise specified by an established encroachment easement and maintenance agreement or license agreement.

ii. In the event a public service easement application becomes unduly complex, prolonged, or is litigated the City reserves the right to recover its direct costs for administrative and legal services, title reports, surveys, engineering, GIS services, public hearings, and, if approved, recordation.

3. Definitions.

a. Vehicle Access Use Permit means authorized use of public park property by a private individual, contractor, utility company, firm or other entity for a specified purpose, activity, location and period of time. Uses include but are not limited to the following: limited vehicular trespass across public park property for purposes of accessing an adjoining private property, above ground utility work, trenching, grading, construction staging, or manipulation of park land or facilities for private purposes, or permitted special event access.

4. Vehicle Access Use Permit.

a. Application: An application for a Vehicle Access Use Permit is required in any case where an adjoining property owner, business, utility company, or other entity is requesting access through a park site or permission to stage, grade, or modify, in any manner, a public park property. The purpose of the Permit is to provide review of proposed non-park related activity on park property to ensure the contemplated activity does not present a safety hazard to park users or pose an undue burden on park property, and to provide for assurances that the property owner, utility company or their authorized contractor, assumes all responsibility for any resulting damage to the park grounds, sprinkler systems, or other public park facilities that may occur as a result of the licensed activity on park property.

b. Process and Fee Requirement

i. Applicants shall complete a Vehicle Access Use Permit application to initiate the license process and include the application fee of \$50.00 and a deposit fee of \$250 for every 300 feet of access granted. The application shall include:

- (a) The name, address and phone number of the property owner;
 - (b) The name, address and phone number of authorized contractor who will perform the work;
 - (c) A description of access needs, including a description the type and purpose of work to be performed on park property, the location of the proposed activity;
 - (d) The dates access is being requested;
 - (e) A park site plan showing the proposed access route relative to locations of park trees, structures, and other improvements and features;
 - (f) A description and the weight of the equipment that is proposed to be used on park property; and,
 - (g) A description of the length and area of the park to be used or otherwise disturbed;
 - (h) Proposed mitigation measures that will be employed to address safety concerns and minimize damage to the park, including a description of all work that is anticipated to be required for restoring the park to its original condition including anticipated quantities of materials such as: soil, turf, irrigation system, trees, shrubs, asphalt and curbing.
- ii. The applicant shall be required to sign an approved permit acknowledging responsibility to pay for all costs to repair damages to park property.
- iii. The Permit shall specify the applicant indemnifies the City for liability.
- iv. The applicant shall provide a Certificate of Liability which shall state that no coverage shall be amended, altered, canceled, or reduced without giving at least ten (10) days written notice, by the insurance company to the insured and the City of Missoula. The limits of liability coverage for the period of this agreement shall be a minimum of \$750,000/claim and \$1.5 million/occurrence and the City of Missoula shall be named on the certificate as an additionally insured party.

The MPR shall prepare a standard Vehicle Access Permit outlining the applicant’s obligations, including any conditions or fees.

a. The Director, (or the Director's designee) shall make a final determination on all applications for a Vehicle Access Permit within fifteen (15) working days of a complete application. If it is determined that an application should be reviewed by the Missoula Parks and Recreation Board, the Director will provide final determination on the application within five (5) working days after the Parks and Recreation Board meeting where application is discussed. The Director's action on applications shall be to deny, approve or approve with conditions. An agreement issued with conditions may be monitored by MPR staff for compliance with requirements to protect the safety of park users and protect park property and improvements from undue damage or loss. Failure to abide by conditions shall result in revocation of the agreement and suspension of any further activity on park property by the applicant.

b. If an application is denied without having been reviewed by the Missoula Parks and Recreation Board, an appeal of the denial can be made by written request to the Missoula Parks and Recreation Board. The appeal must be made within ten (10) working days of written notification of the denial.

c.. Upon expiration of the Vehicle Use Permit, the MPR will inspect the park property for damage connected to the permitted activity on park property. In the event damage to the park site is found, the applicant shall be contacted by the MPR to effect restoration within ten (10) working days using an approved and bonded contractor or pay the MPR for repairs. The Department shall specify the extent of damages found, the scope of required repair and replacement work, the procedure for performing the work, and any allowances for additional time to complete the work in the event weather or site conditions would warrant such an allowance.

d. The City of Missoula reserves the right to file claims for damages against the applicant or the applicant's authorized contractor in the event the applicant fails to affect the required restoration work within the required time frame.

5. VEHICLE ACCESS USE PERMIT CRITERIA

The following shall be considered by the Director prior to approving or denying a Permit application:

- a) The proposal is permissible under federal, state, and local laws; and
- b) The proposal does not conflict with the location of existing or planned park improvements or other public facilities and improvements or established easements such as, but not limited to sewer and utility lines, flood control, wells, and communications facilities.
- c) The proposed project cannot be reasonably accomplished or accessed by another way or means, other than through park property; and,
- d) No permanent disruption or damage to an active park use area would occur due to the proposed project or access, nor would a scheduled recreation program be affected; and,
- e) The site conditions and access route are such that potential damages to park property are avoided or minimized; and,
- f) The time of year and weather conditions will help minimize potential damage to park property; and
- g) The project or access will not result in an excessive number of trips through the park property; and,
- h) Appropriate provisions for recovery of extraordinary costs to the MPR for temporary use of property, restoration, inspection and monitoring of the proposed project are addressed; and,
- i) The proposed project is not specifically covered by an existing approved encroachment easement and maintenance agreement.

6. Restoration.

Provisions for restoration shall be addressed as part of the conditions for a construction use agreement. All restoration of park property shall comply with MPR standards and specifications. MPR specifications are available upon request. Each restoration project will have its own list of specific requirements. Requirements for enacting restoration work shall be performed according to the MPR's direction:

- a) MPR Restoration. The Department may restore an impacted site to ensure park properties are quickly and safely restored and repaired. All costs associated with labor, equipment, and materials to restore property to

- the MPR's satisfaction shall be paid by Applicant.
- b) Applicant Restoration. The MPR may direct that an applicant restore an impacted site through an approved contractor with demonstrated expertise in the repair work required. All contractors must be licensed and bonded for the work to be done. All work shall be accomplished in accordance with MPR construction standards and materials specifications. The MPR shall impose a time limit for an applicant's restoration requirements to be completed by the approved contractor. MPR staff shall inspect the contractor's work for completeness and quality.
- c) Failure to meet restoration requirements in a satisfactory or timely manner shall be subject to a damage claim filed by the City of Missoula in violation of the provisions in the vehicle access use agreement.

APPLICATIONS FOR PUBLIC SERVICE EASEMENT APPLICATION

Process and Fee Requirement (NOTE – All new easements require approval by both the Parks and Recreation Board and the City Council. Please allow up to 90 days to obtain all approvals.)

Applicants shall complete a Public Service Easement request application to initiate the process and include the application fee of \$100.00 The application shall include:

- a) The name, address and phone number of the requesting entity;
- b) A description of easement needs, including a description the type and purpose of work to be performed on park property, the location of the proposed activity;
- c) A statement of need explain why the easement is needed or is necessary, how the project benefits the park and community; what if any restrictions on park use or development would be needed; and what provisions would be addressed in conjunction with use and maintenance of the easement.
- d) A scaled drawing showing the location and size of the easement relative to the park property(ies) including all major improvements and features such as trees, walkways, parking areas, existing utilities, etc.

MPR staff shall prepare an analysis of the proposed easement request based on established criteria and other factors specific to the parkland(s) involved within 60 days of submittal of all completed final and completed application and related documents.

- a) The application and staff analysis shall be reviewed by the Missoula Parks and Recreation Board during a regularly scheduled public meeting for a recommendation to the Mayor and Council. The Board may recommend approval, approval with conditions, denial, or defer action in order for the staff or applicant to provide additional information.
- b) An agreement issued with conditions may be monitored by MPR staff for compliance with requirements to protect the safety of park users and protect park property and improvements from undue damage or loss. Failure to abide by conditions shall result in revocation of the agreement and suspension of any further activity on park property by the applicant.
- c) Subsequent to a formal recommendation by the Board, the Mayor and Council may request to schedule a public meeting and/or public hearing on the request before formal action.

The City of Missoula reserves the right to file claims for damages against the applicant or the applicant's authorized contractor in the event the applicant fails to fully disclose, effect or comply with the terms and conditions of an approved public service easement.

Section 2.9 Parking Fees in McCormick Park

Parking fee of up to \$240.00 per vehicle may be charged for vehicles who wish to use McCormick Park Parking Lot to attend Extraordinary Events at Ogren Park Allegiance Field. Use of McCormick Park Parking Lot will not be allowed if event interferes with regular business at Currents, or other events scheduled in McCormick Park. All revenue generated will be used to offset Aquatics operating expense for Youth Scholarships.

Section 3 Program Fee Policies

Program fees determined by review of policy as set by Council and as listed below, determining all direct, indirect and variable costs, taking into consideration alternate funding opportunities such as donations, grants and in-kind products and service, comparing initial fee to area market, including opinions and desired options of participants, and by reassessing fee and program budget following each program.

Section 3.1 Adult Programs

The department goal is to have all Adult programs recover direct and readily identifiable indirect costs including maintenance, administration, clerical, equipment, supplies, officials, instructors, awards and marketing. Maintenance fees per game or program session dependent on needs of particular program.

Section 3.2 Youth Programs

Ideally, youth programs will recover variable costs such as on site instructors, officials, consumable supplies, awards and t-shirts. Donations, volunteers, or sponsorships may help to defray youth program costs. Many youth/family programs will have a scholarship fund to assist in fee payment for those who cannot afford programs.

Local philanthropists and Partners In Parks Fundraising provide scholarships for low-income individuals and families. No child will be turned away from a program sponsored by the Parks and Recreation because of inability to pay the program fee. Programs excluded from this policy include any program operating as a contracted program through an outside agency or business. These programs will depend on available scholarship funding through the Parks and Recreation and/or the agency contracting its services.

The Missoula County Parks and Trails Board will contribute a \$3,000 scholarship ~~in FY 19~~ each Fiscal year to be held in the Park Memorial account to be used exclusively for non-city residents residing in Missoula County who request assistance for any programs other than Sports Associations or Team Sports fees.

Section 3.3 Resident Discount Program

The Resident Discount Program (CityCard) was implemented in the Spring of 2006. Program is administered through the purchase of a Resident Discount Card and allows the card holder approximately a 20% discount on regular program fees. Exemptions to the discount are programs that are provided through contracted services or outside agencies, shelter reservations, sports facility rentals, ropes course rentals, and sports team fees.

The County Parks and Trails Board has agreed to contribute ~~\$3,2763,150~~ each fiscal year as for in FY 18 for a Sport Associations and Team Sports subsidy covering non city resident use of parks facilities, sports programs, and sport facilities. See Addendum Resident Discount Program Policy.

Section 3.4 Aquatics Daily Fees, Season and Annual Passes

Daily Admission at Splash Montana Aquatics Facilities

Adult	18+	\$7.50 ^{7.25}
Student	13 – 17	\$5.75 ^{5.50}
Youth	7-12	\$5.25 ^{5.00}
Pre K*	6 & Under	\$4.25 ^{4.00}
Senior	60+	\$5.75 ^{5.50}

Daily Admission at Currents Aquatics Facilities

Adult	18+	\$ 7.25
Adult Non-Swimmer		\$ 3.75*
Student	13 – 17	\$ 5.50
Youth	7-12	\$ 5.00
Pre K*	6 & Under	\$ 4.00
Senior	60+	\$ 5.50
Senior Non-Swimmer		\$ 3.00*

*no CityCard discount

30 Swim Punch Card (Good for visits at both facilities)

~~25%~~ discount off daily admission price rounded to nearest \$.25

Adult	18+	\$ 163.25
Student	13 – 17	\$ 123.75
Youth	7-12	\$ 112.50
Pre K*	6 & Under	\$ 90.00
Senior	60+	\$ 123.75

20 Swim Punch Card (Good for visits at both facilities)

~~15%~~ discount off daily admission price rounded to nearest \$.25

Adult	18+	\$ 123.25
Student	13 – 17	\$ 93.50
Youth	7-12	\$ 85.00
Pre K*	6 & Under	\$ 68.00
Senior	60+	\$ 93.50

10 Swim Punch Card (Good for visits at both facilities)

~~10%~~ discount off daily admission price rounded to nearest \$.25

Adult	18+	\$ 65.25
Student	13 – 17	\$ 49.50
Youth	7-12	\$ 45.00
Pre K*	6 & Under	\$ 36.00
Senior	60+	\$ 49.50

Annual Pass at Currents

Adult	18+	\$ 248.75
Student	13 – 17	\$ 188.75
Youth	7-12	\$ 171.50
Pre K*	6 & Under	\$ 137.25
Senior	60+	\$ 188.75
Family		\$ 499.00

(2 adults, 4 youth/children) Each additional adult \$50.00, youth / student \$25.00

Annual Pass at Splash Montana and Currents prices based on 104 swims per year

Adult	18+	\$ 339.25
Student	13 – 17	\$ 257.50
Youth	7-12	\$ 234.00
Pre K*	6 & Under	\$ 187.25
Senior	60+	\$ 257.50
Family		\$ 599.00

(2 adults, 4 youth/children) Each additional adult \$50.00, youth / student \$25.00

Currents Only (6 month pass)

Adult	18+	\$ 188.75
Student	13 – 17	\$ 143.25
Youth	7-12	\$ 130.25
Pre K*	6 & Under	\$ 104.25
Senior	60+	\$ 143.25
Family		\$ 379.00

(2 adults, 4 youth/children) Each additional adult \$50.00, youth / student \$25.00

Currents & Splash (6 month pass)

Adult	18+	\$ 215.75
Student	13 – 17	\$ 163.75
Youth	7-12	\$ 148.75
Pre K*	6 & Under	\$ 119.00
Senior	60+	\$ 163.75
Family		\$ 399.00

(2 adults, 4 youth/children) Each additional adult \$50.00, youth / student \$25.00

Currents ONLY (3 month pass)

Adult	18+	\$ 139.50
Student	13-17	\$ 105.75
Youth	7-12	\$ 96.25
Pre K*	6 and under	\$ 77.00
Senior	60+	\$ 105.75
Family		\$ 279.00

(2 adults, 4 youth/children) Each additional adult \$50.00, youth / student \$25.00

Splash Montana Season Pass (Summer only at facility in Playfair Park)
(based on 36 visits)

Adult	18+	\$ 182.75
Student	13 – 17	\$ 138.50
Youth	7-12	\$ 126.00
Pre K*	6 & Under	\$ 100.75
Senior	60+	\$ 138.50
Family		\$ 399.00

(2 adults, 4 youth/children) Each additional adult \$50.00, youth / student \$25.00

Passes Equal Savings of 25% to 55% off Daily Admission Fee

* Paying Adult Swimmer Required to accompany Pre K.

Section 3.5 Teams and Adventure Ropes Course

Fees are set at a base level. A custom designed program tailored for each groups goals and objectives will increase cost to recover all direct costs.

OPTION 1

High Adventure Ropes Course Programs

<u>Group Size</u>	<u>Fee</u>
1-15	\$305.00
16-30	\$507.00

OPTION 2

Build your own Adventure Programs

<u>Group Size</u>	<u>Fee</u>
1-15	\$224.00
16-30	\$335.00

OPTION 3

High Adventure Parties

<u>Group Size</u>	<u>Basic Fee*</u>
2-10	265.00
11-25	396.00

*Options can be added to the basic fee to include a Bakery, Ice Cream Cake and/or Pizza.

OPTION 4

Corporate Synergy –

\$60.00 per person minimum of 5

Note: As part of a negotiated agreement, rental rates can be prorated at the discretion of the Recreation Manager to reflect regularly scheduled use by individual renter, organization, or business.

Section 3.6 Parks and Recreation Special Events

Missoula Parks and Recreation Special Event Fees reflect the costs of the program. Some events may have low or no fees if held as a promotion for the Department, for low-income families or if sponsorship pays for the costs.

Section 3.7 Urban Forestry

The care and maintenance of trees located on the Public Right-of-Way are the responsibility of the adjacent property owner. Care and maintenance includes: maintaining a living landscape, watering, mowing, mulching and deer protection fencing. Trees located on Public Right-of-Ways may be pruned or removed by a third party tree service under the direction of a licensed and insured contractor with an ISA Certified Arborist on staff, after applying for and receiving a no-cost permit from the Urban Forester or his/her designee. All costs associated with the hiring of a third party arborist will be incurred by the hiring property owner. Public trees may from time to time be maintained or removed by Urban Forestry staff or hired contractor at no cost to the adjacent property owner depending on available funding and tree risk rating. City tree care and maintenance activities will only occur when tree condition warrants such activity, or at the request of the adjacent property owner.

The City will assist adjacent property owners in planting new trees in the boulevard if the property owner(s):

1. Sign, date and return a New Tree Care Agreement to the Urban Forestry Office,
2. Some Right-of-Ways qualify for replacement trees after an existing tree has been removed at no cost to the adjacent property owner,
3. Some Right-of-Ways qualify for in-fill reforestation at no cost to the adjacent owner, but may be on varied schedule for planting,
4. Adjacent Property owners enter into the Partners-in-Parks Tree Cost-Share program. A fee of \$250.00 purchases a tree 1.75 – 2 inches in caliper and approximately 8-12 ft tall.
5. Memorial trees may be planted in parks to honor events, institutions and persons. A fee of \$500.00 purchases a plaque and a tree 1.75 – 2 inches in caliper and approximately 8-12 ft tall.

The City provides the labor, equipment and supplies to plant the tree. The City will replace the tree if it dies due to nursery stock failure, but not if the tree dies due to lack of care. The purchase of a Memorial tree also covers one replacement tree if the original tree dies and a second plaque.

Note-refer to city tree ordinance-MMC 12.32 and boulevard ordinance –MMC-12.48.

~~The care and maintenance of trees located on the Public Right of Way are the responsibility of the adjacent property owner. Trees located on Public Rights of Way may be pruned or removed by a third party tree service under the direction of an ISA Certified Arborist after applying for and receiving a permit from the Urban Forester or his/her designee. All costs associated with the hiring of a third party arborist will be incurred by the hiring property owner. Public trees may from time to time be maintained or removed by Urban Forestry staff or hired contractor at no cost to the adjacent property owner depending on available funding and hazard tree rating. City tree care and maintenance activities will only occur when tree condition warrants such activity.~~

~~The City will assist adjacent property owners in planting new trees in the boulevard if the property owner(s) enter into the Partners in Parks Tree Cost Share program. A fee of \$200.00 purchases a tree 1.75 – 2.25 inches in caliper and approximately 10-14 ft tall. The City provides the labor, equipment and supplies to plant the tree. Tribute, Celebration and Memorial trees may be planted in parks or along trails to honor events, institutions and persons. A fee of \$500.00 purchases a plaque and a tree 1.75 – 2.25 inches in caliper and approximately 10-14 ft tall. The City provides the labor, equipment and supplies to plant the tree. The purchase also covers one replacement tree if the original tree dies and a second plaque.~~

~~*Note-refer to city tree ordinance-MMC 12.32 and boulevard ordinance –MMC-12.48.*~~

Section 3.9 Registration, Credit, Refund policies

Registrations must be complete in the form of rosters or a registration form. Fees are due in full at time of registration. Registrations must be during assigned registration times or on or before entry deadlines. The Department reserves the right to extend registration deadlines for the betterment of the total program. The Department also reserves the right to put limits on registrations to guarantee quality in programs. Some registrations are accepted by mail. Others require in

person registration dependent on the nature of the program. A registration without fee payment is not acceptable. Programs canceled by the department will be refunded in full.

General Refund Policy:

It is the policy of the Missoula Parks and Recreation Dept. to promote customer satisfaction for all programs and services.

Requests for Program Refunds: No refund will be issued without a written request received in the office by mail, e-mail, or fax a minimum of fourteen (14) working days prior to the class or program start date. A refund will be considered only if the withdrawal from the class will not adversely affect others in the class (i.e. cancel program due to low registration). (See Camp Policy below)

Teams scheduled into a league will not be refunded. They may find an appropriate substitute with the Sports and Wellness Supervisor's approval.

Medical Emergencies/Conditions: Refunds will be granted for medical emergencies with proper documentation from the health care provider. If incident arises during the class/program, the refund will be determined by pro-rating the fee by the number of days participated.

If a recreation class/program is cancelled by the Parks and Recreation Dept. a full refund will be made through the City of Missoula Finance Department payment schedule and is normally a two week process.

Administrative Fee: There will be a \$10.00 administrative processing fee charged for all refunds. This fee will be waived if a credit is issued instead of a refund. All issued credits will expire one year from the date of issue.

Summer & Out of School Camp Refund Policy

It is our goal to give our community amazing camps at affordable rates. Repetitive summers with customers withdrawing with little to no notice before the camp start date has led to an increase in overhead camp costs. In the interest of filling camp spots as quickly as possible to provide the maximum benefit to the most amount of campers the following withdrawal policy and a new waiting pool policy will apply.

1. Withdrawal from camp at any time – 50% refund of program fees will be applied as credit to customer's account.
2. Transferring camps within Missoula Parks and Recreation will be assessed a \$20 administrative fee
3. Injury/illness/family emergency – At any time credit to account or refund will be issued. Camp fees will be prorate depending on circumstances of withdrawal.
4. Waiting Pool – when a camp is full, participants will be put in a "waiting pool." There is no priority in placement in the pool. When a spot in a camp opens, participants in the waiting pool will be contacted by email and/or phone. The first customer to respond and pay will be given priority.

SECTION 4 CONCESSIONS IN PARKS

Concession Policies

Concessionaires must qualify for a Concessionaires Park Permit. All regulations must be met--See Concession Permit Agreement. Fees will be assessed based on the nature of the program involved and the concessionaire. Current

concessions fees are approved annually by City Council. **Some concessions may be issued through a RFP process.** Caras Park, Bess Reed and BN Plaza under separate policy. Concession permits at Jacob's Island, FMRP Pavilion Plus program, and FMRP Beer/Wine Concession at Softball 5 plex will be established through a Request for Proposal (RFP).

Concessionaires requesting vehicle access to drive into a park will be required to provide Vehicle Liability Insurance coverage in the minimum amount of \$750,000 per claim and \$1.5 million per occurrence, naming the City of Missoula as an additionally insured party. Concessionaires wishing to vend at Fort Missoula in addition will be required to provide Missoula County with liability insurance, and name Missoula County as an additionally insured party.

Deposit: \$50 (short term) \$150 (long term). Deposits refunded if:

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

Section 4.1 Seasonal Concession Fees

Long Term Vendors at Sports Facilities Parks are required to pay a seasonal flat rate plus their deposit. Long Term is defined as anything over 30 days per season. Sports facilities include Fort Missoula, Playfair (west side of soccer fields), McCormick, and Northside plus other park sites used for tournament style play or large special events.

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

<u>Facility</u>	<u>For-Profit Org.</u>	<u>Non-Profit Org.</u>
McCormick	\$700	\$325

Any openings for Long Term Permits at Fort Missoula Regional Park will be issued through a RFP process. McCormick Park is the only facility where a seasonal concessionaire will be allowed to set up for each year.

Section 4.2 Short Term / Event Concession Fees

Deposit \$50.00 At sporting or special events, pools, regional or *community/neighborhood parks. Concession permits at Jacobs Island during UM Football season and for Special Events at Fort Missoula Regional Park will be issued through a bid process for 2018.

<u># Days</u>	<u>For-Profit Org.</u>	<u>Non-Profit Org.</u>
1 – 9	\$ 33.25 2.00/day	\$ 27 8.00/day
10+	\$ 27 8.00/day	\$ 22 3.00/day

Fort Missoula Regional Park Permit	\$ 63 5.050/day	\$ 53 5.50/day
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- Bonner Band concerts--concessionaires must meet same concession permit requirements as all other sites.
- NOTE: Base fees to help cover cost of garbage removal. Requests, which do not fit the above fee schedule categories, will be handled individually through the Department using the above fee structures as guidelines. To receive discounted rates, concessionaire must purchase the minimum required dates at the time of each request. Permitted dates valid through Dec. 31 of calendar year that the initial purchase was made, IF the concessionaire notifies Parks immediately of any changes to their scheduled dates.
- Concessionaires will not be allowed to vend at special events used as fund-raisers for non-profit organizations, unless authorized to do so by the event organizers. Examples: Kids Fest, Fall Family Fest, Run For the Trees, Frost Fever, etc. Concessionaires that are INVITED to participate at SPECIAL EVENTS hosted by Parks and Recreation where all proceeds are used for the Youth Scholarship Fund are required to donate 10% of their net

profit to the Scholarship Fund in addition to the \$32.00 per day concession fee or \$63.00 per day concession fee at Fort Missoula Regional Park.

- Yard/Garage Sale activities are expressly prohibited in any City owned or managed Park.

Discount available for vending at Fort Missoula. For-profit vendors have the ability to qualify for non-profit rate if they meet the following criteria:

* vendor footprint is 20 sq ft or less

* vendor does not require electricity or a generator

* vendor must purchase 10 permits at a time which include date and park area they will be doing business.

Section 4.4 Special Site Concession Fees

Caras Park, by Missoula Parks and Recreation Board Policy allows only one concession site and is administered by competitive bid. All "Out to Lunch" and special events and activities held at the Caras Pavilion are administered through the Missoula Downtown Association in agreement with Missoula Parks & Recreation Department.

Section 4.5 Concession Alcohol Sales

Alcohol may be sold or given away at special events in parks that allow alcohol consumption by caterer with a cabaret license, and must provide copy of permit of license from business. Concessionaires or renter selling or issuing the alcohol must have prior written approval from the Parks & Recreation Department. No drinking contests allowed. Only beer and wine allowed in parks. No glass containers. Sellers or renters issuing alcohol are responsible for all permits (including a state permit to sell or give alcohol), identification checks for proper ages, providing safe rides for alcohol consumers, and for park clean up. Policy subject to change per Missoula Municipal Code update.

Section 4.5a Alcohol In Parks

As per Missoula Municipal Code, Chapter 12, Sections 12.40.040, 12.40.050 & 12.40.060 alcohol possession and consumption is restricted or not allowed in City Parks. See addendum Alcohol in Parks for details of restrictions, fees, and deposits.

Section 4.5b Fort Missoula Regional Park

There will be locations and times where Alcohol permits will be denied depending on event being held. Alcohol and Tobacco Free Zones will include playgrounds, exercise equipment area, and dog park. MPR may choose to do a RFP for Alcohol Sales inside the Softball 5-plex. All Policies for Softball Complex will be announced upon completion.

Section 4.6 Penalties

The Missoula Parks and Recreation Department will present written/electronic notification of any problems or regulations that are not being met. The concessionaire will have one week to make the necessary improvements.

If the improvements are not made, the Missoula Parks and Recreation Department shall reserve the right to:

1. Keep the \$50 or \$150 deposit and require another \$50 or \$150 deposit to continue operation of the concession or
2. Give written/electronic notification that the contract will be terminated within fourteen (14) days.

Any appeals must be directed to the Parks and Recreation Director.

Section 4.7 Enforcement

Individuals, groups or organizations managing concessions in City Parks, selling or issuing alcohol, using facilities without proper agreements, breaking Park policies regarding use of any facilities may be ticketed by police and may be assessed a fine of \$25 per occurrence, plus pay the appropriate fees. Additional occurrences or the inability to pay a rental or permit fee will result in forfeiture of use of any Park facility.

Facility users not completing full payment within 30 days of due date may be required to comply with one of the following penalties: make a pre-payment of at least 50% of the expected amount due on any future field use permits OR be assessed a \$25 per use late fee OR be assessed a late fee of 1.5% per month on any outstanding balance after 30 days.

Section 4.8 Permits / Agreements

The Parks and Recreation Department may enter into permits with concessionaires and agreements with facility renters as outlined in this fee schedule. The Department may also enter into recreation instructor contracts with program providers, businesses or instructors to teach recreation programs that are operating at a slight re or break-even basis. Said recreation programs must be in congruence with the mission of the Department as outlined in the Recreation goals and objectives of the annual budget and strategic plan. Program provider must meet all requirements of the contract. All other contracts require City Council approval as per ordinance.

Section 4.9 Other facilities and activities fees

Any facility or activity not covered in this document will be at the determination of the staff of Parks and Recreation. Such program, facility or fee structure would be included in the next annual review. Fees and policies will reflect the philosophy of this document. Caras Park Plaza, Tent and Events Ring scheduled by Missoula Downtown Association and managed in cooperation with Parks and Recreation.

Section 5 Parks and Recreation Operated Concessions

Parks and Recreation shall have exclusivity to sell concessions, items for resale and rentals at aquatics facilities. This includes the parks area surrounding the aquatics centers; Currents Indoor Water park located in McCormick Park, and Splash Montana located in Playfair Park (east of the soccer fields).

Concessions items are priced to recover all costs of concessions operation including overhead in addition to a 15 – 35% revenue margin. Rental items are priced to recover costs and to replace the rental item in 2 to 3 years. Costs include staff, inventory, preparation, accounting, marketing and display.

The intent of concessions, items for resale and rentals is:

- 1) To generate a revenue for the operation of facilities such as pools, softball facility or to offset the cost of a special events.
- 2) To provide a service for the users of facilities or participants of an event.
- 3) Create additional funding to be used for youth scholarships or recreation programming support.
- 4) To subsidize cost of entry for general public.

Typical concessions items include food, coffee, cocoa, tea, soda, candy, fruit and snacks. Crazy Creek Café, Fireline Grill, and Home Plate have full service concession food service menu. Resale items include locks, swim goggles, nose plugs, swim diapers, locks, sun--screen, and swim caps at the pools. Home Plate will carry resale items to include; T-shirts, sunscreen, sunglasses, beverage containers, etc.

Section 6 Partner In Parks Policies and Associated Costs

The Missoula Parks and Recreation has a desire to identify and partner with individuals, non-profits, private, or other governmental entities for the development, design, construction and operations of possible partnered recreational or related facilities and/or program partnerships that may occur on City of Missoula property. Partners in Parks can take the form of, cash gifts and donor programs, improved access to alternative funding, charitable trust funds, labor, materials, equipment, sponsorships, volunteerism, memorial donations and gifts, sponsorships, and naming public facilities program.

The Partner In Parks Program cost will be determined by analyzing all direct, indirect and variable costs, taking into consideration alternate funding opportunities such as donations, grants and in-kind products and service, comparing initial fee to area market, including opinions and desired options of participants, and by reassessing fee and each program budget annually.

ADDENDUM- (sample forms and info for use by citizens)

- Concessionaire forms and agreements
- Special Use Permit
- Wedding Ceremony Permit Instructor/Provider Contracts
- Wedding Information Agreement
- Facility Use Agreement
- Alcohol in Parks
- Bonner Band Shell – Amplified Music Permit
- Resident Discount Program Policies
- "Good Standing" Status
- Vehicle Use Access Agreement
- Enterprise Fund Policy and Request for Use Application

Missoula Parks and Recreation Concessions Policies

Concessions

Concessionaires must qualify for a Concessionaires Park Permit. All regulations must be met--See Concession Permit Agreement. Fees will be assessed based on the nature of the program involved and the concessionaire. Concession fees are approved by City Council in no later than February of each year. Some concessions may be issued through a bid process. Caras Park, Bess Reed and BN Plaza under separate policy. Deposit: \$50 (short term) \$150 (long term). Deposits refunded if 1) concession site is left in original state, 2) all fees have been paid as per agreement, 3) garbage has been removed from concession site and immediate area on a daily basis, 4) all points of the concessions agreement have been met in a timely manner.

Concessionaires permitted to drive inside a park will be required to provide the City of Missoula with Liability Insurance coverage in the minimum amount of \$750,000 per claim and \$1.5 million per occurrence, naming the City of Missoula as an additionally insured party. Concessionaires wishing to vend at Fort Missoula will be required to provide both the City of Missoula and Missoula County with liability insurance naming each as additionally insured per the above coverage limits.

~~Vendors can opt to pay a seasonal rate for long term vending in McCormick Park near the Silver Summit Playground and the 2 Softball Fields. This permit would not include parking areas near Currents Aquatics Center Sports Facilities Parks and Long Term vendors are required to pay a seasonal flat rate plus their deposit. Sports facilities include Fort Missoula, Playfair, McCormick, and Northside plus other park sites used for tournament style play or large special events.~~

Seasonal Fees: Deposit \$150 (Seasonal is the length of program concessionaire is servicing or 10 weeks.)

FACILITY BASE FEE:	PROFIT	NON-PROFIT
McCormick	\$ 700	\$ 325
Northside	\$ 200	\$ 125
Playfair	\$ 750	\$ 325

Facilities named above are the only facilities where a seasonal concessionaire will be allowed to set up with a seasonal permit.

Short Term--at sporting or special events, pools, regional or *community/neighborhood parks. **Deposit \$50.**

# DAYS*	PROFIT	NON-PROFIT
1 – 9	\$ 33.25 2.00/day	\$ 287.00/day
10+	\$ 287.00/day	\$ 223.00/day

Fort Missoula Regional Park Permit \$ ~~65.50~~3.00/day \$ 535.50/day

*To receive 10+ day discount rate, concessionaire must purchase a minimum of 10 dates at the time of each request. Permitted dates valid through Dec. 31 of calendar year that the initial purchase was made. Concessionaire must notify Parks and Recreation immediately of any changes to their scheduled dates.

PENALTIES:

The Missoula Parks and Recreation Department retains the right to cancel and refund concession permits

through written notification due to:

- 1) Breach of agreement or noncompliance with terms and conditions listed in this permit.
 - 2) If vending on unpaid for dates, vendor will forfeit concession permit and deposit.
- Any appeals must be directed to the Parks and Recreation Director.

MISSOULA PARKS AND RECREATION CONCESSION PERMIT TERMS AND CONDITIONS

1. The CONCESSION PERMIT HOLDER is responsible and required to obtain all licenses and permits required by Federal, State, County or Municipal government. A copy of your license, approval from the County Health Department and your Workman's Compensation I.D. is required before issuance of a concession permit.
2. Any concessionaire selling or giving alcohol away will be required to provide a copy of their cabaret license, or if being catered a copy of the caterers license.
3. The CONCESSION PERMIT HOLDER hereby indemnifies and hold the City of Missoula harmless of and free from any and all loss, damage or injury to any person or persons, whomsoever, or property, arising from any cause or for any reason whatsoever in or about the described facilities; and the CONCESSIONAIRE further agrees to waive all claims against the City on account of any loss, damage or injury from whatever cause which may occur to it and its property in the use and occupancy of said described premises, the giving of this waiver being one of the considerations upon which this Concession Permit is granted.

~~4. The CONCESSION PERMIT HOLDER hereby indemnifies and hold the City of Missoula harmless of and free from any and all loss, damage or injury to any person or persons, whomsoever, or property, arising from any cause or for any reason whatsoever in or about the described facilities; and the CONCESSIONAIRE further agrees to waive all claims against the City on account of any loss, damage or injury from whatever cause which may occur to it and its property in the use and occupancy of said described premises, the giving of this waiver being one of the considerations upon which this Concession Permit is granted.~~

~~5.4.~~ The CONCESSION PERMIT HOLDER agrees to furnish the City of Missoula a CERTIFICATE OF LIABILITY INSURANCE for their entity providing liability insurance coverage that also identifies the CITY OF MISSOULA as an ADDITIONAL INSURED on the CERTIFICATE OF LIABILITY INSURANCE. The CERTIFICATE OF LIABILITY INSURANCE coverage limits shall provide liability insurance coverage in accordance to Montana State Statute, Section 2-9-108 MCA of \$750,000 for each claim and \$1.5 million for each occurrence. The CERTIFICATE OF INSURANCE shall also provide that the insurance coverage shall not be amended, altered, canceled, or reduced without providing at least ten (10) days advance written notice to both the insured as well as to the City of Missoula. The CERTIFICATE OF LIABILITY INSURANCE shall be filed by the PERMIT HOLDER/PERMITTEE along with their application for a permit.”

~~65.~~ The CONCESSION PERMIT HOLDER doing business at FORT MISSOULA PARK agrees to furnish Missoula County a CERTIFICATE OF LIABILITY INSURANCE that identifies MISSOULA COUNTY as an ADDITIONAL INSURED on the CERTIFICATE OF LIABILITY INSURANCE. The CERTIFICATE OF INSURANCE coverage limits shall provide liability insurance coverage in the minimum amounts of \$750,000 for each claim and \$1.5 million for each occurrence per Montana State Statute, Section 2-9-108 MCA. The CERTIFICATE OF LIABILITY INSURANCE shall also provide

that the insurance coverage shall not be amended, altered, canceled, or reduced without providing at least ten (10) days advance written notice to both the insured as well as to the City of Missoula. The CERTIFICATE OF LIABILITY INSURANCE shall be filed by the PERMIT HOLDER along with their application for a permit.”

76. The PERMIT HOLDER is responsible for picking up garbage generated from the concession stand.
87. Any temporary or permanent improvement or building must have prior approval of the Director. Any permanent building or improvement will become the property of the Parks and Recreation Department. The Director may grant fee waivers for permanent improvements made to a facility. Prior agreements and documentation of the amount spent for improvements would be necessary for any possible waivers.
98. The CONCESSION PERMIT HOLDER will be responsible for any and all damages that occur to Parks and Recreation facilities due to concessionaire's negligence or willful action.
109. The Missoula Parks and Recreation Department shall have the right to request the removal of any concession personnel that the Department feels is not acting in the best interest of the general public of Missoula City or County.
140. The concessionaire shall pay a damage/security deposit of \$50 (short term) or \$150 (long term) at the time the agreement is signed. This fee will be returned at the end of the season if all requirements of the permit agreement are met.
121. The Parks and Recreation Department reserves the right to allow more than one concessionaire at a facility.
132. SEASONAL CONCESSION PERMIT HOLDERS are required to be in operation during all hours of Parks and Recreation scheduled activities or per agreement. Concessions must be managed in a professional manner.
143. CONCESSION PERMIT HOLDER will not be allowed to vend at Special Events used as fund-raisers for non-profit organizations, unless authorized/invited to do so by the event organizers. Examples: Kids Fest, Fall Family Fest, Run For the Trees, Frost Fever, etc. Concessionaires that are INVITED to participate at SPECIAL EVENTS hosted by Parks and Recreation where all proceeds are used for the Youth Scholarship Fund are required to donate 10% of their net profit to the Scholarship Fund in addition to the \$31.50 per day concession fee.
154. CONCESSION PERMIT HOLDER are required to adhere to our ZERO-by FIFTY Policy, an initiative to reduce 90% of the material we send to the landfill by 2050 by adhering to the following:
 - No plastic straws (compostable straws or straw alternatives like a stick of pasta are acceptable)
 - No Styrofoam
 - No plastic bags (paper or reusable/durable only)
 - No single use glass bottles or containers

If possible concessionaires are asked to support the ZERO-by FIFTY Initiative efforts by demonstrating the following business practices:

- No single use plastic bottled water
- Provide reusable/durable cups

- Provide incentives for Bring Your Own (BYO) cups and utensils
- Provide reusable/durable plates/bowls/utensils
- Offer compostable plates/bowls/cups/utensils
- Offer only unbleached, compostable napkins
- Reduce food service packaging in general
- Offer portion size options (e.g., small and large) to reduce wasted food
- Utilize a food recovery program

Parks & Recreation

City of Missoula • 600 Cregg Lane • 721-PARK

Read stipulations of agreement before completing this form.

Today's Date: _____

PLEASE PRINT CLEARLY

Name: _____

Organization: _____

Address: _____

City: _____ State: _____ Zip: _____

e-mail address: _____

Phone: Days _____ Evenings _____

2nd Contact Person _____ Phone _____

Items to be sold (please specify): _____

(Electricity is **NOT** available at all Park sites.)

Special requirements: _____

Concession location preference: 1st choice _____ 2nd choice _____

Requested Date(s) of operation: _____

Requested Time of operation: _____

Missoula Parks and Recreation Concession Permit (continued):

Please keep a copy of this signed permit with your concession wagon or at your site at all times.
Please print or type: Complete with Parks and Recreation staff.

Name of Concession: _____

Type of Concession: _____
(Profit/Non-Profit/Other)

Name of primary Contact: _____ Phone: _____

Email: _____

Site: _____

Deposit Fee: _____ Date Paid: _____

Fees Paid: Amount: _____ Date: _____

Please attach the following documents:

_____ Written approval from County Health. Permit # _____

_____ City business license or Non-profit # _____

_____ Certificate of general/professional liability insurance.

A minimum of \$750,000/claim and \$1.5 million/occurrence .

_____ Alcohol sales require copy of cabaret license be provided along with the business license.

_____ Workers Compensation Number _____.

Other: _____

Valid @: _____

Valid dates & times: _____

SIGNATURES

I have read and understand the Concession Permit Terms and Conditions. I will abide by the guidelines of the agreement, follow State and Local requirements, meet fee requirements, and provide quality service to park patrons.

Concessionaire: _____ Date: _____

Parks and Recreation: _____ Date: _____

Missoula Parks and Recreation, 600 Cregg Ln, Missoula MT 59801, (406) 552-6273, or 721-PARK, Fax 552-6275.

SPECIAL USE PERMIT APPLICATION CHECK LIST

- A complete Special Use Permit Agreement
- A Certificate of Liability Insurance from your insurance provider which shows:
 - The permit applicant as the insured party
 - In accordance to Montana State statute, section 2-9-108 MCA a minimum amount of \$750,000 for each claim and \$1.5 million for each occurrence must be provided. Valid throughout the requested permit dates.
 - City of Missoula named as additional insured on the certificate.
 - Missoula County named as additional insured on the certificate for events at Fort Missoula.

- Deposit Fee of \$ 100.00 for 1-2 day events or programs.
Deposit Fee of \$ 400.00 required in using a tent or canopy.

- Required Fee
- \$ ~~62.50~~~~60.00~~ per day for groups 100 or less in addition to other applicable fees.
- \$ ~~104.00~~~~100.00~~ per day for groups 101-500 in addition to other applicable fees.
- \$ ~~208.00~~~~200.00~~ per day for groups 501 – 1000 in addition to other applicable fees
- Fee increases incrementally \$ ~~104.00~~~~100~~ for each 500 people added to group size.

- \$ ~~281~~~~270~~ Seasonal Use Up to 9 days/month
- \$ ~~385~~~~370~~ Seasonal Use 10 days & over/month

- Two checks must be submitted one for deposit and the other for fee.
(The deposit check will be returned to you if all conditions of the agreement are met.)
- Visa or MasterCard can be used for both fees and deposit. Deposit will be credited back to credit card after the event.

Questions please contact:

Shirley Kinsey, Recreation Superintendent
552-6273
skinsey@ci.missoula.mt.us

Thanks for your cooperation!

SPECIAL USE PERMIT AGREEMENT

Missoula Parks and Recreation, 600 Cregg Lane , Missoula MT 59801 (406) 552-6273 or 721-PARK Fax (406) 552-6275

In consideration of the covenants herein expressed, the City of Missoula Parks and Recreation Department hereinafter called the "City", does hereby grant permission to organization/individual below hereinafter called "Permit Holder":

(Name of Organization) (Organization Representative)

Address: _____

City _____ State _____ Zip _____

Phone: Days _____ E-Mail Address: _____

2nd Contact Person _____ Phone _____

Event Name: _____ (Include copy of any printed material going out to public)

Expected # of Participants _____

Name of Park: _____

Specified Area in Park: _____

Date of Use: From _____ To _____, 202019.

Time of Use: From _____ To _____

Special requirements of this permit: _____

CHECK LIST: (Please send separate checks for Fee & Deposit)

- \$~~602.50~~ fee - group less than 100 people Seasonal Use Up to 9 days/month \$~~27081~~
- \$~~1004~~ fee - groups 101-500 people Seasonal Use 10 days & over/month \$~~37085~~
- \$~~2098~~ fee - groups 501 - 1000 people
- Fee Increases in increments of \$~~1004~~ for each additional 500 people in the event.

- Fee Collected: _____ Date Paid: _____
- Deposit Fee: _____ Date Paid: _____ Deposit \$100/\$400 if using a Tent or Canopy
- Copy of Special Use Permit Agreement Terms and Conditions To Permit Holder
- Copy of Liability Insurance from Permit Holder (All special events require insurance)
- Alcohol being served by caterer with cabaret license, provide copy of permit/license
- Answer All Question on back of this page!

The Special Use Permit constitutes the entire agreement between the parties hereto.

Missoula Parks and Recreation Approval BY: _____

The parties have hereunto executed this document _____, 202019.

The Permit Holder has received and Agrees to the Special Use Permit Terms and Conditions.

Organization Representative (Signature) _____

Name (Printed): _____ Title: _____

Must include **ALL** equipment you will be using – tent, canopy, toys, generators, etc.

NO MOTORIZED VEHICLES WILL BE ALLOWED TO OPERATE IN PARKS, or on trails per City of Missoula Ordinance Section 3, 12.40.020 Parks, Trails, Conservation Lands – operation and parking of motorized vehicles. For events wishing to access parks by motor vehicle can submit a Vehicle Permit for Park/Conservation Lands Access Application for consideration and park access authorization.

TENTS OR CANOPIES can only be erected in designated sites in community parks (Fort Missoula, McCormick, Playfair, (Bonner is the exception). Prior to release of the deposit after the event, irrigation lines near the canopy and/or tent sites will be inspected for damage within 5 working days.

IRRIGATION LINES AND DESIGNATED SITES ARE NOT CLEARLY MARKED, PERMIT HOLDERS ERECTING CANOPIES OR TENTS DO SO AT THEIR OWN RISK, AND WILL BE HELD LIABLE FOR DAMAGES.

What you will need if you are inviting the public to your event:

ITEM	PERMIT REQUIRED
<input type="checkbox"/> Serving Food / Concessions of any kind	Parks & Recreation Concession Permit
<input type="checkbox"/> Will there be Alcohol at event?	Parks & Recreation Alcohol Permit
<input type="checkbox"/> Are you charging a fee?	Liability Insurance & Concession Permit (See 3. under Terms & Conditions)
<input type="checkbox"/> Are you planning to amplify sound?	Parks & Recreation Amplification Permit only available in community parks: (Playfair, Fort Missoula, McCormick, Bonner)
<input type="checkbox"/> If portable toilet rental is needed it is the responsibility of the event organizer	
<input type="checkbox"/> Adequate trash receptacles for number of participants	

Please note:

- Permit Holder must remove all trash from the facility to prevent forfeiture of the deposit.
- There is no electrical access available except at: Bonner Shelter, Bonner Bandshell; 44 Ranch Shelter and Pineview Shelter.
- Electrical access available at Silver Shelter, Silver Pavilion, and Fort Missoula Regional Park Belle Vista Pavilion, Overlook Shelter, and Moose Meadows Shelters.
- There is no water access available at any park, except drinking fountains.
- If Permit Holder is renting the Bonner Bandshell, they must pick the key up 24 hours in advance, or on Friday if a weekend rental.
- **Permit Holders using the TRAILS may NOT use SPRAY PAINT or SPRAY CHALK on park**

grounds or facilities for runs or any other event purposes. **Use of spray paint or spray chalk will result in the loss of deposit.** If deposit will not cover the direct cost of removal of paint or chalk the organization or individual Permit Holder will be invoiced for the actual cost of clean-up.

- **ALL QUESTIONS/CONCERNS REGARDING THIS PERMIT NEED TO BE ADDRESSED TO SHIRLEY KINSEY, RECREATION SUPERINTENDENT AT (406) 552-6273.**
- **IF CONCERNS ARISE AFTER REGULAR BUSINESS HOURS CALL (406) 552-6273 AND SPEAK WITH MANAGER ON CALL.**
- **Bounce House Requirement: It has been determined by the Montana Municipal Interlocal Authority (MMIA) that there is considerable risk associated with inflatable structures including bounce houses. Any group wishing to use these structures will be required to complete an INFLATABLE STRUCTURES – USER AGREEMENT. In addition, User will agree to contract with only those vendors who have completed and adgreed to comply with terms and conditions of an INFLATABLE STRUCTURES – VENDOR AGREEMENT with the City of Missoula Parks and Recreation which includes required insurance per MMIA recommendations.**

Special Use Permit Agreement Terms and Conditions:

Organization/Organization Representative referred to as PERMIT HOLDER in Terms & Conditions.

1. The Missoula Parks and Recreation will not issue an assurance of a Special Use Permit without required documentation. The PERMIT HOLDER is responsible and required to obtain all licenses and permits required by Federal, State, and County or Municipal government. Licenses and permits could include; a copy of your city business license, non-profit ID, and if applicable, your Workman's Compensation I.D.
2. The PERMIT HOLDER hereby indemnifies and holds the City of Missoula harmless of and free from any and all loss, damage or injury to any person or persons, whomsoever, or property, arising from any cause or for any reason whatsoever in or about the described facilities; and the PERMIT HOLDER further agrees to waive all claims against the City on account of any loss, damage or injury from whatever cause which may occur to it and its property in the use and occupancy of said described premises, the giving of this waiver being one of the considerations upon which this Special Use Permit is granted.
3. The PERMIT HOLDER agrees to furnish the City of Missoula a CERTIFICATE OF LIABILITY INSURANCE for their entity providing liability insurance coverage for their event that also identifies the CITY OF MISSOULA as an ADDITIONAL INSURED on the CERTIFICATE OF LIABILITY INSURANCE. The CERTIFICATE OF LIABILITY INSURANCE coverage limits shall provide liability insurance coverage in accordance to Montana State Statute, Section 2-9-108 MCA of \$750,000 for each claim and \$1.5 million for each occurrence. The CERTIFICATE OF INSURANCE shall also provide that the insurance coverage shall not be amended, altered, canceled, or reduced without providing at least ten (10) days advance written notice to both the insured as well as to the City of Missoula. The CERTIFICATE OF LIABILITY INSURANCE shall be filed by the PERMIT HOLDER/PERMITTEE along with their application for a permit.”
4. All Special Use Permits issued for events at FORT MISSOULA PARK are additionally required to also furnish Missoula County a CERTIFICATE OF LIABILITY INSURANCE that identifies MISSOULA

COUNTY as an ADDITIONAL INSURED on the CERTIFICATE OF LIABILITY INSURANCE. The CERTIFICATE OF INSURANCE coverage limits shall provide liability insurance coverage in the minimum amounts of \$750,000 for each claim and \$1.5 million for each occurrence per Montana State Statute, Section 2-9-108 MCA. The CERTIFICATE OF LIABILITY INSURANCE shall also provide that the insurance coverage shall not be amended, altered, canceled, or reduced without providing at least ten (10) days advance written notice to both the insured as well as to the City of Missoula. The CERTIFICATE OF LIABILITY INSURANCE shall be filed by the PERMIT HOLDER along with their application for a permit.”

5. The Parks and Recreation Department will provide guidelines for users special needs on a case by case basis. Electricity is available at Kiwanis Park. Electricity is available at Bonner band shell for 2 hours per day. Users must provide all their own equipment. The Parks and Recreation Department is not responsible for losses due to electrical failures or weather conditions beyond our control.
6. The PERMIT HOLDER shall not assign or transfer this Special Use Permit or sublet any portion thereof without the written consent of the City of Missoula.
7. The PERMIT HOLDER, either as an individual or on behalf of a group or organization, hereby agrees that this permit shall not be used in any manner that would discriminate against any person or persons on the basis of race, ancestry, color, physical or mental disability, religion, national origin, sex, age, marital or familial status, creed, ex-offender status, physical condition, political belief, public assistance status or sexual orientation, gender identity or expression.
8. Any Alcohol being served or sold to the public at large needs to be provide through a business with a Cabaret License, or organization needs to obtain a Special Revenue Permit from the State of Montana. Individual or Organization who is allowing alcohol to be consumed by participants may be held responsible for death, personal injuries, medical bills, and any damages that may occur as a result of allowing alcohol consumption at their event.
~~8.~~
9. The PERMIT HOLDER is responsible for picking up all garbage generated from the event and when specified on your permit to remove excess from site. Events at Fort Missoula Regional Park, Playfair Park, McCormick Park are required to comply with City ZERO-by Fifty policy to recycle aluminum and plastic bottles. Plan must be submitted as part of the Permit packet.
10. The PERMIT HOLDER will be responsible for any and all damages that occur to Parks and Recreation facilities due to USER'S negligence or willful action.
11. The Missoula Parks and Rec. Dept. shall have the right to terminate Special Use Permits if it is determined the PERMIT HOLDER is not acting in the best interest of the general public or the City of Missoula.
12. The PERMIT HOLDER shall pay a damage/security deposit of \$100 or \$400 if using a tent or canopy at the time the agreement is signed. This deposit fee will be released after the event if all requirements of the agreement are met. Prior to release of a deposit for groups choosing to erect a tent or canopy, the MP&R will not release the damage deposit until irrigation lines near the canopy and/or tent sites have been inspected for damage. Inspection time will normally be within 5 working days. NOTE: IRRIGATION LINES AND DESIGNATED SITES ARE NOT CLEARLY MARKED, USERS

ERECTING CANOPIES OR TENTS DO SO AT THEIR OWN RISK, AND WILL BE HELD LIABLE FOR ALL DAMAGES.

13. **Deposit Checks not pick up by November 1 will be destroyed.**
14. The Parks and Recreation Department reserves the right to allow more than one Special Use Permit at a facility, park, or on conservation lands.
15. PERMIT HOLDER agrees that the City of Missoula and/or its designated representatives may enter upon the used facilities or area as described herein at all reasonable times to make inspection in conformity with this Special Use Permit Agreement.
16. Permit being issued for an event / work / or educational purposes on conservation lands will be given separate terms and conditions as related to the specific area to be used. USER agrees to abide by all rules and regulations of these attached terms specific to use of conservation lands.
17. PERMIT HOLDER agrees to abide by FAA regulations regarding the prohibition of drones for recreational operations in Class B airspace around most major airports without specific air traffic permission and coordination. This pertains to most city parks including Fort Missoula Regional Park.
18. Winter events: See Attachment

Attachment A of Special Use Permit Agreement

Winter Events – Special Use Permits

Planning a Special Event in the winter months (November – March) can be a challenge. Depending on the event, special consideration and preparation needs to be in place to deal with unpredictable, weather conditions.

It is important to understand that due to circumstances beyond our control, you may not have the support you desire to insure a successful event. During a snow event, the Parks Operations Crew is mandated to plow priority routes and sidewalks first, and keep them open during the snow event. All secondary trails and lots are on a waiting list until resources and weather permit crews to access them. For example, the Milwaukee trail is a priority commuter route, much of the River front trail is a secondary route and may not be plowed until late afternoon, or even the next day depending on duration and depth of snow event.

Special requests associated with events can impact resources and staff time that otherwise would have been allocated to other priority areas. If at all possible, we will respond to special requests or provide extra resources due to winter conditions. Any extra resources or staff time allocated to a special request will be assessed to the event. This charge will be in addition to the Special Use Permit Fee. (NOTE: Parks and Recreation cannot control weather conditions, thus even with additional services, the course may not meet expectations within minutes or hours of the additional work being completed.

Extra cost could include but are not limited to:

- \$16/bag of ice melt. Need dependent on conditions. Use may be impacted by location and concern for environmental impacts of salts on vegetation or near waterways.
- Cost recovery on sand used for traction on icy trail sections.
- \$66.00 /hour additional labor costs (could be \$92.00/hr if situation calls for staff to work overtime).
- \$27/hour equipment costs.

Special Considerations for Events at Low Priority Parks:

In addition to the information above, if you are planning an event at Silver Park or other parks where the parking lots are not plowed during the winter months, you will need to also consider and provide for the following:

1. Option A: Provide port-a-johns for the events.
2. Option B: Vault toilets are closed for winter as a result of vandalism. We would consider opening per event schedule and charging fees associated with cleaning, and making accessible (see additional labor costs above). There is no water source during the winter at this facility.
3. Have a licensed snow removal company on stand by to clear the parking lot.

- a. Licensed snow removal contractor must have appropriate insurance (Special Use Permit Terms and Conditions limits apply). If the contractor does not have appropriate insurance the event insurance must include snow plowing activity listed as part of their event on the Certificate of Liability. Damages to parking lots, including medians, are at the expense of the snow removal company or permit holder.
- b. Due to liability, contractors will not be allowed to remove snow from trails, courts, or fields.

It would be in the Special Permit Holders best interest to advertise their event as an “All Conditions Event”, meaning folks could possibly be running in fresh snow or icy conditions. Event organizers need to be prepared to cancel the day of event.



PARK USE PERMIT APPLICATION CHECK LIST

Your application will not be accepted until all items on the checklist are submitted as a package. For seasonal scheduling, requests should be submitted by:
 Spring 3/1, Summer 5/1, Fall 8/1, and Winter 11/1.

- A complete **Park Use Permit Agreement**
- Deposit Fee of \$ 100.00 for 1-2 day events or programs.
 Deposit Fee of \$ 400.00 required in using a tent or canopy.
- Required Fee
 - \$ ~~62.500.00~~ per day for groups 100 or less in addition to other applicable fees.
 - \$10~~0~~4.00 per day for groups 101 - 500 in addition to other applicable fees.
 - \$20~~0~~8.00 per day for groups 501 – 1000 in addition to other applicable fees.
 - Fee increases incrementally \$10~~0~~4 for each 500 people added to group size.
- Two checks must be submitted one for deposit and the other for fee.
 (The deposit check will be returned to you if all conditions of the agreement are met.)
- Visa or MasterCard can be used for both fees and deposit. Deposit will be credited back to credit card after the event.

Questions please contact: Shirley Kinsey, Recreation Superintendent
 552-6273
skinsey@ci.missoula.mt.us

Thanks for your cooperation!

PARK USE PERMIT AGREEMENT

Missoula Parks and Recreation, 600 Cregg Lane , Missoula MT 59801 (406) 552-6273 or 721-PARK Fax (406) 552-6275

In consideration of the covenants herein expressed, the City of Missoula Parks and Recreation Department hereinafter called the "City", does hereby grant permission to organization/individual below hereinafter called "Permit Holder":

(Name of Organization) (Organization Representative)

Address: _____

City _____ State _____ Zip _____

Phone: Days _____ E-Mail Address: _____

2nd Contact Person _____ Phone _____

Event Name/ **Expected # of Participants** (Include copy of any printed material going out to public)

Name of Park: _____

Specified Area in Park: _____

Date of Use: From _____ To _____, 20~~18~~20.

Time of Use: From _____ To _____

Special requirements of this permit: _____

CHECK LIST: (Please send separate checks for Fee & Deposit)

- Fee Collected _____/day: Date Paid: _____
 - \$~~62.500~~ fee – groups less than 100 people
 - \$~~1004~~ fee – groups 101-500 people
 - \$~~2008~~ fee – groups 501 - 1000 people
 - Fee Increases in increments of \$~~1004~~ for each additional 500 people in the event.
- Deposit Fee: _____ Date Paid: _____
 - Deposit of \$100 / \$400 if using a Tent or Canopy
- Copy of Park Use Permit Agreement Terms and Conditions To Permit Holder
- Alcohol being served by caterer with cabaret license, provide copy of permit or license business.
- Answer Question on back of this page!

from

The Special Use Permit constitutes the entire agreement between the parties hereto.

Missoula Parks and Recreation Approval BY: _____

The parties have hereunto executed this document _____, 202019.

The PERMIT HOLDER has received and Agrees to the Park Use Permit Terms and Conditions.

Organization Representative (Signature) _____

Name (Printed): _____ Title: _____

- Must list any equipment you will be using – tent, canopy, toys, generators, etc.

NO MOTORIZED VEHICLES WILL BE ALLOWED TO OPERATE IN PARKS, or on trails per City of Missoula Ordinance Section 3, 12.40.020 Parks, Trails, Conservation Lands – operation and parking of motorized vehicles. For events wishing to access parks by motor vehicle can submit a Vehicle Permit for Park/Conservation Lands Access Application for consideration and park access authorization.

TENTS OR CANOPIES can only be erected in designated sites in community parks (Fort Missoula, McCormick, Playfair, (Bonner is the exception). Prior to release of the deposit after the event, irrigation lines near the canopy and/or tent sites will be inspected for damage within 5 working days.

IRRIGATION LINES AND DESIGNATED SITES ARE NOT CLEARLY MARKED, PERMIT HOLDER ERECTING CANOPIES OR TENTS DO SO AT THEIR OWN RISK, AND WILL BE HELD LIABLE FOR DAMAGES.

What you will need if you are inviting the public to your event:

ITEM	PERMIT REQUIRED
<input type="checkbox"/> Inviting the general public?	Parks & Recreation Special Use Permit
<input type="checkbox"/> Charging for food/admission or selling items?	Parks & Recreation Concession Permit
<input type="checkbox"/> Will there be Alcohol at event?	Parks & Recreation Alcohol Permit
<input type="checkbox"/> Are you planning to amplify sound?	Parks & Recreation Amplification Permit (only available in community parks; Playfair, Fort Missoula, McCormick, Bonner, <u>Silver</u>)
<input type="checkbox"/> If portable toilet rental is needed it is the responsibility of the event organizer.	Adequate trash receptacles for number of participants.

Please note:

- Permit Holder must remove all trash from the facility to prevent forfeiture of the deposit.
- There is no electrical access available except at Bonner Bandshell and Kiwanis Park.
- There is no water access available at any park, except drinking fountains.
- If Permit Holders is renting the Bonner Bandshell, you must pick the key up 24 hours in advance, or on Friday if a weekend rental.
- **Permit Holders using the TRAILS may not use SPRAY PAINT or SPRAY CHALK** on park grounds or facilities for runs or any other event purposes. **Use of spray paint or spray chalk will result in the loss of deposit.** If deposit will not cover the direct cost of removal of paint or chalk the organization or individual permit holder will be invoiced for the actual cost of clean-up.
- **Bounce Houses prohibited in Parks: It has been determined by the Montana Municipal Interlocal Authority (MMIA) that there is considerable risk associated with** inflatable structures including bounce houses. Any group wishing to use these structures will be required to complete an

INFLATABLE STRUCTURES – USER AGREEMENT. In addition, User will agree to contract with only those vendors who have completed and agreed to comply with terms and conditions of an INFLATABLE STRUCTURES – VENDOR AGREEMENT with the City of Missoula Parks and Recreation which includes required insurance per MMIA recommendations.

- **ALL QUESTIONS/CONCERNS REGARDING THIS PERMIT NEED TO BE ADDRESSED TO SHIRLEY KINSEY, RECREATION MANAGER @ 552-6273.**
- **IF CONCERNS ARISE AFTER REGULAR BUSINESS HOURS CALL 552-6273 AND SPEAK WITH MANAGER ON CALL.**

Park Use Permit Agreement Terms and Conditions:

1. ~~The~~ Missoula Parks and Recreation will not issue an assurance of a Park Use Permit without required documentation.
2. The PERMIT HOLDER hereby indemnifies and holds the City of Missoula harmless of and free from any and all loss, damage or injury to any person or persons, whomsoever, or property, arising from any cause or for any reason whatsoever in or about the described facilities; and the USER further agrees to waive all claims against the City on account of any loss, damage or injury from whatever cause which may occur to it and its property in the use and occupancy of said described premises, the giving of this waiver being one of the considerations upon which this Special Use Permit is granted.
3. The Parks and Recreation Department will provide guidelines for users special needs on a case by case basis. -. Electricity is available at Bonner band shell for 2 hours per day. Users must provide all their own equipment. The Parks and Recreation Department is not responsible for losses due to electrical failures or weather conditions beyond our control.
4. The PERMIT HOLDER shall not assign or transfer this Park Use Permit or sublet any portion thereof without the written consent of the City of Missoula.
5. The PERMIT HOLDER, either as an individual or on behalf of a group or organization, hereby agrees that this permit shall not be used in any manner that would discriminate against any person or persons on the basis of race, ancestry, color, physical or mental disability, religion, national origin, sex, age, marital or familial status, creed, ex-offender status, physical condition, political belief, public assistance status or sexual orientation, gender identity or expression.
9. Any Alcohol being served cannot be sold or distributed to the general public under terms of this agreement. Individual or organization who is allowing alcohol to be consumed by participants may be held responsible for death, personal injuries, medical bills, and any damages that may occur as a result of allowing alcohol consumption at their event.
- 6.
7. The PERMIT HOLDER **is** responsible for picking up all garbage generated from the event and when specified on your permit to remove excess from site. Events at Fort Missoula Regional Park, Playfair Park, McCormick Park are required to comply with City ZERO-by Fifty policy to recycle aluminum and plastic bottles. Plan must be submitted as part of the Permit packet.
8. The PERMIT HOLDER will be responsible for any and all damages that occur to Parks and Recreation facilities due to PERMIT HOLDER negligence or willful action.
9. The Missoula Parks and Rec. Dept. shall have the right to terminate Park Use Permits if it is determined the PERMIT HOLDER is not acting in the best interest of the general public or the City of Missoula.

10. The PERMIT HOLDER shall pay a damage/security deposit of \$100 or \$400 if using a tent or canopy at —the time the agreement is signed. This deposit fee will be released after the event if all requirements of —the agreement are met. Prior to release of a deposit for groups choosing to erect a tent or canopy, the —MP&R will not release the damage deposit until irrigation lines near the canopy and/or tent sites have —been inspected for damage. Inspection time will normally be within 5 working days. NOTE: Irrigation —lines and designated sites are not clearly marked, users erecting canopies or tents do so at their own risk, and will be held liable for all damages.

11. **Deposit Checks not pick up by November 1 will be destroyed.**

12. The Parks and Recreation Department reserves the right to allow more than one Park Use Permit at a facility, park, or on conservation lands.

13. PERMIT HOLDER agrees that the City of Missoula and/or its designated representatives may enter the facilities or area as described herein at all reasonable times to make inspection in conformity with this Park Use Permit Agreement.

14. PERMIT HOLDER agrees to abide by FAA regulations regarding the prohibition of drones for recreational operations in Class B airspace around most major airports without specific air traffic permission and coordination. This pertains to most city parks including Fort Missoula Regional Park.

Signature: _____ Date: _____

Wedding Permit Agreement Terms and Conditions

Wedding Party Size Limits:

- Small weddings and ceremonies planned in **Greenough Park, or smaller neighborhood parks** are allowed a maximum of 40 people. Greenough Park is a low impact park; the designated event site is the open space beyond the second walking bridge.
- Rose Memorial Park allowed a maximum of 100 people.
- Wedding Permits issued for the island & dock on Silvers Pond are allowed a maximum of 30 people.
- Silvers Pond is managed as a low impact park area; the Island area around the SW dock is the space designation on Silvers Pond. Chairs maybe used but must be walked in from the parking area.
- There is no amplification allowed at on Silvers Pond wedding site.
- If your wedding party is more than 100 people or if you wish to have additional equipment the Special Use Event Sites in Community Parks (McCormick, Fort Missoula, Playfair, Bonner) should be considered.

The following terms apply:

- No Refunds will be issued for cancelled Wedding Permits, please plan carefully.
- Wedding permits taken on a first come, first served basis.
- A complete application must be submitted and appropriate fee paid before a site and date will be reserved or a permit issued.
- Wedding permits are issued for stand-up ceremonies in a 3 hour time block. Chairs are allowed to be walked into park area if needed for individuals with disabilities or elderly.
- Receptions are not allowed at wedding sites, permit is for ceremony only.
- No tents or canopies are allowed (except in Bonner, Playfair, McCormick, and Ft Missoula Parks in designated special event sites). Irrigation lines and designated sites are not clearly marked, users erecting canopies or tents do so at their own risk, and will be held liable for damages.
- Sound amplification systems are not allowed (except in Bonner, Playfair, McCormick, Rose Memorial, Silver, and Ft Missoula Parks). Acoustic music is permitted.
- Arbor/canopy or covering must be hand-carried in and out with prior permission.
- No vehicle or drop-off is permitted outside of the designated parking areas.
- The consumption of alcohol is prohibited without a valid Alcohol Permit.
- Cleanup is required; the venue needs to be left in the same condition as it was before the ceremony. No remnants of ceremony including flowers, balloons, or decorations can be left behind. If necessary, park staff will cleans-up and labor costs will be deducted from deposit. If costs exceed deposit the permittee will be invoiced.
- Your Wedding permit guarantees that no other wedding or special use event is scheduled at the same time, in the same area of the park you have been permitted to use. This does not guarantee exclusive us of the park for your ceremony. We allow permit holder to place self-supporting signs to notify of wedding. No banners or signs affixed to park property or trees; no staking anything into the ground.
- This Wedding permit does not guarantee acceptable weather conditions; a back-up plan for your ceremony in case of inclement weather is strongly suggested.
- The Permit Holder/Wedding Party hereby indemnifies and holds the City of Missoula harmless of and free from any and all loss, damage or injury to any person or persons, whomsoever, or property, arising from any cause or for any reason whatsoever in or about the described facilities; and the USER further agrees to waive all claims against the City on account of any loss, damage or injury

from whatever cause which may occur to it and its property in the use and occupancy of said described premises, the giving of this waiver being one of the considerations upon which this Wedding Permit is granted.

- The Parks and Recreation Department reserves the right to allow more than one Wedding Permit or Special Use Permit at a facility, park, or on conservation lands. Will not overlap areas.

Parks & Recreation
City of Missoula • 600 Cregg Lane • 721-PARK
PERMIT FOR ALCOHOL IN PARKS

Permits issued by Missoula Parks and Recreation must be obtained at Parks and Recreation Offices, 600 Cregg Lane, 721-7275. Replacement fee for lost permits: \$5. Please sign on back side.

APPLICANT INFORMATION		
ORGANIZATION NAME & TEAM/LEAGUE NAME	(Organization/Team)	(League)
INDIVIDUALS NAME	(Last)	(First)
MAILING ADDRESS	(Address)	(City, State, Zip)
PHONE	(Daytime)	(Evening)
E-MAIL		
PARK AMENITY	DATE OF PERMIT	Circle one: INDIVIDUAL/SMALL GROUP LARGE GROUP SEASONAL
For Large and Seasonal Groups HOW ARE YOU RESTRICTING ACCESS (ie: tickets, wristbands, hand stamps)		

**** Permit Not Valid at Fort Missoula Regional Park Softball Complex****

Special Use or Park Use Permit associated with Alcohol use permit if different from above.

Organization:	Name of Permittee:
---------------	--------------------

Copy to Missoula Police Dept. _____ Copy to Missoula Co. Sheriff's Office _____
 Permit Issued By: _____

FEES INFORMATION			
TYPE OF GROUP	PERMIT FEE	REFUNDABLE DEPOSIT	\$ PAID / DATE
Small Group Event (2-15 persons) *	\$10	\$50	
*Shelters require deposit		\$200	

Large Group Event at Parks/Shelters (16+)	\$10	\$200	
Large Group Event at FMRP (16+)	\$50	\$200	
Seasonal Organized Group (per team)	\$50	\$200	

3 TYPES OF PERMITS: Event Permits are required for activities lasting up to 3 consecutive calendar days.

SEASONAL PERMITS may be issued to Organized Recreation Programs (see definition below) for any length of time greater than 3 calendar days but not to exceed 1 calendar year. Seasonal permits are not available except through special permission of the Parks and Recreation Director or designee.

SPECIAL USE PERMIT is required if alcoholic beverages are to be sold or distributed freely to the public. Special Use permit requirements include required fee, deposit, a copy of Liability Insurance in proper amounts naming City of Missoula/Missoula County as additionally insured, any alcohol being served or sold to the public must be done so through a business with a cabaret license.

Organized Recreation Programs such as sport teams are defined as all currently registered and active members on their sports rosters and those teams' guests. The person holding the permit is responsible for all rostered members and all guests as outlined in the criteria. Large organizations (ie. Missoula Softball Assn) may opt to hold one large group deposit, otherwise each team choosing to bring or consume alcohol in the Park must have their own Seasonal Permit, pay the appropriate fee, and abide by all guidelines.

The Missoula Municipal Codes allow individuals and/or groups to bring into or possess alcoholic beverages in the Parks if the person obtaining the permit can meet criteria as listed in this guide. ***NOTE: On the Bella Vista Synthetic Turf Field alcohol is NOT permitted, at Softball 5-plex alcohol is permitted under Terms and Conditions of this permit provided by vendor.**

Policies and Procedures

To obtain a permit to allow you to take alcoholic beverages into Parks where alcohol is allowed, visit Missoula Parks and Recreation at 600 Cregg Lane. Office hours are 8:30am to 4:30pm Monday through Friday. We recommend applying early for your permit so you will not be disappointed.

Basic Criteria to obtain and keep your permit for alcoholic beverages in City parks

Alcohol Permits are for private group use only. Under this permit, no alcoholic beverages shall be sold or distributed freely to the public.

1. Permit fee and/or deposit is paid before alcohol is taken into the Park
2. No glass containers are permitted in parks.
3. Only alcoholic beverages containing less than 12% (beer and wine) by volume are allowed.
4. Garbage must be removed from the Park or disposed of properly in large dumpster. Pack it in, pack it out!
5. Alcoholic beverages can be taken into or possessed in Parks only between the hours of 11am and 11pm.
6. The person or organization holding the permit for the group is responsible for:
 - Safety and behavior of each group member,
 - Adherence to all City of Missoula and Parks and Recreation ordinances, resolutions, policies and state laws
 - The cleanliness and care of the Park: **Pack It In – Pack It Out!**
 - Possessing the permit on site, throughout event or when alcohol is in possession of any member of permitted group.
 - All criteria listed in this guide.

Waivers, Disclaimers, or Hold Harmless Agreement:

- The holder of the alcoholic beverage permit is solely responsible for all actions or conduct of failure to act of his/her group, for the welfare of all members of the group, for all property belonging to the group and to the City, and for adhering to Missoula Municipal Codes (MMC) and Parks and Recreation Policies.
- Individual or Organization who is allowing alcohol to be consumed by participants may be held responsible for death, personal injuries, medical bills, and any damages that may occur as a result of allowing alcohol consumption at their event.
- Deposits are returned only if all criteria have been met. Penalty by fines of up to \$500 may be imposed if a person is convicted of any violations of MMC 12.40.040, 12.40.050, 12.40.060. I understand that I must pay all fees and deposits as required. I understand that I am responsible for my group, their actions, personal effects as well as City property.
- I understand that my permit can be revoked at any time for just cause, that my deposit may not be returned, and I may not be able to obtain a new permit in the future.
- Immediate revocation of permit for at least one year and loss of deposit shall occur if any state law is broken, such as providing alcohol to a minor (MCA 16-6-304), providing alcohol to an intoxicated person (MCA 16-36-304), drinking if not of legal drinking age (MCA 45-5-624), or driving while intoxicated (MCA 61-8-401).
- The PERMIT HOLDER hereby indemnifies and holds the City of Missoula and Missoula County (if at Fort Missoula) harmless of and free from any and all loss, damage, or injury to any person or persons, whomsoever, or property, arising from any cause or for any reason whatsoever in or about the described facilities; the PERMIT HOLDER further agrees to waive all claims against the City on account of any loss, damage, injury from whatever cause which may occur to it and its property in the use and occupancy of said described premises, the giving of this waiver being one of the considerations upon which this Alcohol Permit is granted.

I have read and understand all of the regulations listed on this form.

APPLICANT SIGNATURE	
Signature:	Date:
Print:	

Parks & Recreation
 City of Missoula • 600 Cregg Lane • 721-PARK
PERMIT FOR AMPLIFIED SOUND

Amplified sound permit is required for use of PA or stereo system in any city managed park. Amplified music/speech is permitted in the listed parks, under the following conditions:

Bonner Park Bandshell, Playfair Park, McCormick Park, Rose Memorial Park:

- Limit music/speech to 2 hours/day from 10:00am to 9:00pm
- \$57.00 Fee

Silver Park:

- Limit to 4 hours/day from 10:00am to 9:00pm
- \$46.00 Fee

Fort Missoula Regional Park (FMRP):

- Limited to 9:00am until 9:00pm Sunday - Thursday
- Limited to 9:00am until 10:00 pm on Friday and Saturday
- \$46.00 Fee

- ~~1-10.~~ All Permits issued on a first come, first serve basis.
- ~~2-11.~~ Amplification at Bonner Park requires rental of the Bonner Band Shell.
- ~~3-12.~~ The deposit will be returned if the renter complies with the City Noise Ordinance. If police intervention is required and permit holder is found in violation, a minimum of \$500 and a maximum of \$1,000 of the deposit will be forfeit.
- ~~4-13.~~ Maximum allowable noise level between 7 a.m. and 7 p.m. in any residential zones is 60 decibels, decreasing to 55 decibels (the level of noise or sound that interferes with normal conversation or requires you to "raise your voice" to be heard) from 7 p.m. to 9 p.m. (Missoula Municipal Code, section number 9.30.)
- ~~5-14.~~ Renters must generally provide their own sound system. A sound system can be rented for events at held at FMRP. At Bonner Park, equipment stored in the Band Shell are property of the City Band and are not to be disturbed by the renter.
- ~~6-15.~~ Noise complaints may jeopardize the renter's future use of Park Facilities, Amplification Sound Permits, and the renter's deposit.
- ~~7-16.~~ Amplified sound is not permitted in or near Mac the Moose's Inclusive Playground (Workout Station, Meadowlark Shelter & Meadow) during quiet hours. Quiet hours are Monday-Thursday 10 a.m.-5 p.m. and Friday-Sunday 10 a.m.-2 p.m.
- ~~8-17.~~ For use of Bonner Band Shell: A key must be picked up from Missoula Parks & Recreation Department prior to your event to access power, and returned within two business days after the rental or the \$200 of the deposit may be forfeit.
- ~~9-18.~~ Form, deposit and fees, must be returned to Missoula Parks and Recreation at least 5 days working days before the rental.

REFUNDABLE DEPOSIT	
BONNER PARK / SILVER PARK / FORT MISSOULA PARK	\$ 1,000
MCCORMICK / PLAYFAIR / ROSE MEMORIAL PARK	\$ 400

APPLICANT INFORMATION		
ORGANIZATION NAME	(Organization Name)	(Event Name)
RESPONSIBLE PARTY	(Last)	(First)
MAILING ADDRESS	(Address)	(City, State, Zip)
PHONE	(Daytime)	(Evening)
E-MAIL		
PARK AMENITY	EXPECTED ATTENDANCE	
EVENT HOURS	HOURS OF AMPLIFIED SOUND	
From : to :	From : to :	

I have read the above regulations and the general City park regulations and agree to abide by them. I will comply with the City's noise ordinance and respect the needs of residents living near the park. I understand that any and all damage to City property or equipment or other's property or equipment is my responsibility. I will notify the Parks and Recreation office as soon as possible should any change of plans occur. I will remove all of my group's garbage from the park.

Signed:		Date:	
MPR STAFF :		Date:	

(CityCard) - Resident Discount Policy

Residents of Missoula contribute directly to the operations of Missoula Parks and Recreation Department programs and contracted services through payment of their property taxes.

The Resident Discount Policy is administered through the purchase of a Resident Discount Card. The card allows residents to receive a reduced rate on Parks and Recreation Department programs. Therefore, all residents who choose not to use Resident Discount Card and all non-Missoula residents will be assessed the regular fee for all programs and services.

THE RESIDENT DISCOUNT CARD IS COMPLETELY OPTIONAL AND IS NOT REQUIRED TO REGISTER FOR ANY PARKS AND RECREATION PROGRAM OR ACTIVITY, IT SIMPLY ALLOWS MISSOULA RESIDENTS TO RECEIVE A REDUCED RATE IF THEY SO DESIRE.

Who is a Missoula Resident?

Missoula residents live within the city limits. The actual physical boundaries for the City of Missoula are not the same area as those set by the U.S. Postal Service for mail delivery. Even though you may have a Missoula mailing address, you might not reside within the Missoula city limits. Owning property or a business within the Missoula city limits does not constitute one as a Missoula resident. Any questions concerning your residency, please contact the Parks and Recreation Office at 721-Park.

The statutory definition of the term “Residence” pursuant to section 1-1-215(1) MCA is: “residence” is where a person remains when not called elsewhere for labor or other special or temporary purpose and to which the person returns in seasons of repose”. Further, in case it might be helpful Montana’s statutory definition of “residence” also indicates pursuant to subsections 1-1-215(2), (3) and (6) MCA ; (2) “There may only be one residence.” . . .(3) A residence cannot be lost until another is gained.; . . . and (6) The residence can be changed only by the union of act and intent.”

How do I obtain a Resident Discount Card?

Resident Discount Cards may be obtained at the Parks and Recreation Office or at Currents, 600 Cregg Lane, between 8:00 am and 5:00 pm, Monday through Friday. You will need to bring a current billing statement from Cable TV, Mountain Water, Telephone, Power Company, or voter registration card as proof of residency. Each family member wanting to receive a discounted rate will need their own card. New Cards are \$2.00 each and are valid for one year beginning January 2 and expiring December 31. Renew the same card each year for \$1.00. Cards can be purchased or renewed anytime starting January 2nd and will expire each year on December 31st. For more information or answers to any questions concerning the Resident Discount Card, call the Missoula Parks and Recreation 721-Park.

Resident Discount Card Registration Policy

Missoula residents wanting to register as a city resident must have their Resident Discount Card at the time of registration. The resident discount is good for residents whose name and picture appear on the presented card. No one can register for someone else, at the resident discounted rate, without having that persons resident discount card(s) with them at the time of registration.

Residents will be required to show their resident discount card at the first day of a program if they registered online at the discounted rate. Non-residents who register as residents online will be required to submit the balance prior to continuing in the program.

Missoula Parks and Recreation Department
Good Standing Requirement for making Field or Facility reservations.

"GOOD STANDING" STATUS

This is the required status of organizations, groups, and/or individuals in order to reserve Missoula Parks and Recreation sports fields and other facilities. All facility users are considered in this status until infractions or violations of rules and regulations cause removal.

To maintain "Good Standing" status, field users must:

- Make payments in full on or before due date
- Adhere to all rules and regulations
- Properly maintain fields (except for normal wear and tear)
- Clean up reserved area after use
- Monitor actions of group members, coaches, officials, parents and spectators
- Attend or review MPR Best Practices for Field Use each year.

REMOVAL FROM "GOOD STANDING" STATUS

Written notice of removal from "Good Standing" status will be sent to organization, group or individual. Removal may be due to a violation of one or more rules, regulations and/or other requirements, including but not restricted to,

- Failure to submit payment of any/all fees/deposits/damages by due date
- Violation of one or more General Reservation Requirements and/or Field Requirements for Reservations.
- Failure to maintain fields (except for normal wear and tear)
- Failure to prevent damage to City property
 - Poor judgment in assessing field conditions and allowing play that damages fields
 - Allowing play when conditions are too wet, and damage results
 - Use of unauthorized ATVs, tractors, etc. to prepare infields for play
- Failure to monitor group members, coaches, officials, parents or spectators
- Failure to secure permission for:
 - Signs/banners/displays
 - Advertising
 - Concessions and sales
- Allowing alcohol to be possessed or consumed without valid alcohol permit
- Failure to police grounds and remove litter/trash
- Failure to park only in designated parking spaces

Groups may appeal removal from "Good Standing" status through Review Process (to be developed)

Groups NOT in "Good Standing" lose the ability to reserve City owned/managed fields. Violations will be placed on the "Good Standing" Status Log for:

- A period of one year from date of infraction (if infraction is corrected and not repeated)
- Indefinitely if infraction is not corrected and/or is repeated

DENIAL OR TERMINATION OF USE OF FIELDS

May be based on:

- Loss of "Good Standing" status
- Expired Insurance
- A history of field damage, regulation violations or inadequate supervision of attendees
- Discrimination prohibited by local ordinances, or state and federal law

Post-tournament inspections will be performed to determine condition of the grounds and what portion, if

any, of the security deposit is to be withheld.

- Additional fees may be charged for damages, including excessive ground litter

Parks & Recreation

City of Missoula • 600 Cregg Lane • 721-PARK

INFLATABLE STRUCTURES – VENDOR AGREEMENT

STRUCTURES VENDOR AGREEMENT: The City of Missoula Parks and Recreation Department has implemented a policy governing the use of inflatable structures for events taking place in the City of Missoula parks and facilities. The City desires to provide safe parks and recreational opportunities for all City residents and visitors. To achieve this goal and purpose, reasonable standards are provided that promote safety and enjoyment of the City’s parks and public facilities. Please read the Terms and Conditions on the second page, carefully as they apply to all individuals and groups that plan to make use of inflatable structures in designated parks or facilities approved to allow for inflatable structures.

DEFINITIONS: Inflatable structures are to be used for the sole intent of recreation purposes and include, but are not limited to bounce houses, castles, slides, jumpers, soccer bubbles, obstacle courses, sumo suits, and any other similar structures.

NOTE: Inflatable structures that use or have water features are not included in the definition of an inflatable structure and are not permitted in parks and facilities.

APPROVED PARKS AND FACILITIES

As parks and facilities are developed and changed, the listing below may update. Below is a list of parks and facilities that permit inflatable structures. Please indicate which park the inflatable structure will be in:

- Caras Park (under management agreement with Missoula Downtown Association)
- Fort Missoula Park Eastside
- Fort Missoula Park Westside (Pavilion Area)
- McCormick Park (Special Event Area)
- Silver Park (Pavilion Area)

This Agreement will allow the Vendor to provide Inflatable Structures in parks in conjunction with a User obtaining a Special Use Permit and/or Facility Reservation in addition to the Inflatable Structures – User Agreement which will prompt the User to name the Vendor as the provider for this structure.

Privately owned, non-commercial Inflatable Structures are not permitted in City of Missoula parks and facilities. Inflatable Structures shall only be rented from a Vendor that has current liability insurance on file with the City of Missoula Parks and Recreation.

I hereby agree all the Terms and Conditions of the Inflatable Structures in City Parks as set forth in this Agreement.

NAME OF BOUNCE HOUSE COMPANY: _____

ADDRESS: _____

Owner/Manager of Company: _____

Owner Contact Information: _____

PARKS & RECREATION Manager: _____ **DATE** _____

TERMS AND CONDITIONS:

Use of an inflatable structure ("Inflatable") in the City's parks and facilities requires the User and Vendor to agree to the following terms and conditions:

1. The Vendor shall be named on the Inflatable Structure User Agreement as the selected vendor at one of the Approved Parks and Facilities.
2. Inflatable Structures may not be set up on any park trail, right of way, or in parking lot areas.
3. Use of the City's parks and facilities constitutes the Vendors agreement to follow all rules and regulations set forth in the Inflatable Structure Vendor Agreement, and to be named as the Vendor on the Inflatable Structure User Agreement.
4. Vendor shall follow all applicable ordinances of the City of Missoula.
5. Vendor shall agree to indemnify, protect, defend, save and hold harmless the City of Missoula, its officers, employees, agents, and volunteers from and against any and all liability, claims, suits, and causes of action for death or injury to persons, or damage to property, resulting from intentional or negligent acts, errors, or omissions of Vendor arising out of the setup, use or operation of the Inflatable Structure, or resulting from any violation of any federal, state, or municipal law or ordinance, the extent caused, in whole or in part, by the willful misconduct, negligent acts, or omissions of Vendor, which occurs related to the setup, use or operation of the Inflatable Structure. The Vendor further agrees to waive all claims against the City on account of any loss, damage or injury from whatever cause which may occur to it and its property in the use and occupancy of said described premises, the giving of this waiver being one of the considerations upon which this Agreement is granted.
6. Privately owned, non-commercial Inflatable Structures are not permitted in parks and at facilities. Inflatable Structures shall only be rented from a Vendor that has current liability insurance on file with the City of Missoula Parks and Recreation Dept.
7. The Vendor agrees to furnish the City of Missoula a CERTIFICATE OF LIABILITY INSURANCE for their entity providing liability insurance coverage for that also identifies the CITY OF MISSOULA as an ADDITIONAL INSURED on the CERTIFICATE OF LIABILITY INSURANCE. The CERTIFICATE OF LIABILITY INSURANCE coverage limits shall provide liability insurance coverage in accordance to Montana State Statute, Section 2-9-108 MCA of \$750,000 for each claim and \$1.5 million for each occurrence. The CERTIFICATE OF INSURANCE shall also provide that the insurance coverage shall not be amended, altered, canceled, or reduced without providing at least ten (10) days advance written notice to both the insured as well as to the City of Missoula.
8. For events at FORT MISSOULA PARK – Eastside, Vendor is additionally required to also furnish Missoula County a CERTIFICATE OF LIABILITY INSURANCE that identifies MISSOULA COUNTY as an ADDITIONAL INSURED on the CERTIFICATE OF LIABILITY INSURANCE. The CERTIFICATE OF INSURANCE coverage limits shall provide liability insurance coverage in the minimum amounts of \$750,000 for each claim and \$1.5 million for each occurrence per Montana State Statute, Section 2-9-108 MCA. The CERTIFICATE OF LIABILITY INSURANCE shall also provide that the insurance coverage shall not be amended, altered, canceled, or reduced without providing at least ten (10) days advance written notice to both the insured as well as to the City of Missoula.

9. City of Missoula Vehicle Access Policy shall apply to all vehicles delivering or picking up Inflatable Structures, vehicles shall remain within designated drive lanes only. Vehicle Access Permit requires Vendor have commercial auto liability insurance coverage in the minimum amount of \$750,000 for each claim and \$1.5 million for each occurrence per Montana State Statute, Section 2-9-108 MCA.
10. Inflatables shall not remain in City parks or facilities overnight and shall be set up and removed only by Vendor or representatives of the Vendor in compliance with the manufacturer's specifications.
11. Inflatables shall be free standing and weighted. Stakes are prohibited in City parks and facilities. Inflatables shall not be tied or tethered to trees, tables or other park amenities or structures. For safety, if the Inflatable manufacture recommends that the unit be staked, then the unit will not be permitted for use in City of Missoula parks.
12. Vendor agrees to provide adequate and appropriate adult supervision at all times while structure set up in a City Park or Facility to assure that the use is in compliance with the manufacturer's recommendations and operating procedures, reflecting a safe level of operation.
13. Vendor shall be responsible for providing a generator for inflation of the inflatable structure. THE CITY SHALL NOT PROVIDE ELECTRICITY FOR INFLATABLE STRUCTURE USE. The generator shall be one rated as "quiet" (65dB or less) and shall not generate noise in excess of City Noise Ordinance (Missoula Municipal Code, section number 9.30.040). The generator shall be placed a safe distance from the inflatable structure and all electrical cords properly insulated, grounded, and covered to prevent tripping hazards. Additional gasoline cans shall not be stored next to the generator. All Inflatable Structures and generators shall be placed within fifty (50) feet of each other, at the park location authorized by City staff, and per the Inflatable Structure User Agreement.
14. Vendor shall be liable for all damages caused by the set up and use of the Inflatable structure in the City's park and or facility. Damage to City property or turf may result in financial charges to the Vendor.
15. Vendor and User who fail to execute the Inflatable Structure – Vendor Agreement and the Inflatable Structure User Agreement shall not use Inflatable Structures at their event. A Vendor and User found using an Inflatable Structure without having signed the Inflatable Structure User Agreement is subject to immediate termination of the event whether or not the event has commenced or is in progress.

Parks & Recreation

City of Missoula • 600 Cregg Lane • 721-PARK

INFLATABLE STRUCTURES USER AGREEMENT

The City of Missoula Parks and Recreation Department has implemented a policy governing the use of inflatable structures for events taking place in the City of Missoula parks and facilities. The City desires to provide safe parks and recreational opportunities for all City residents and visitors. To achieve this goal and purpose, reasonable standards are provided that promote safety and enjoyment of the City's parks and public facilities. Please read the Terms and Conditions on the second page, carefully as they apply to all individuals and groups that make use of inflatable structures in parks or facilities that have been designated to permit inflatable structures.

DEFINITIONS: Inflatable structures are to be used for the sole intent of recreation purposes and include, but are not limited to bounce houses, castles, slides, jumpers, soccer bubbles, obstacle courses, sumo suits, and any other similar structures.

NOTE: Inflatable structures that use or have water features are not included in the definition of an inflatable structure and are not permitted in parks and facilities.

APPROVED PARKS AND FACILITIES

As parks and facilities are developed and changed, the listing below may update. Below is a list of parks and facilities that permit inflatable structures. Please indicate which park the inflatable structure will be in:

- Caras Park
- Fort Missoula Park Eastside
- Fort Missoula Park Westside (Pavilion Area)
- McCormick Park (Special Event Area)
- Silver Park (Pavilion Area)

This permit will be issued only in conjunction with a Special Use Permit and a Facility Reservation.

Privately owned, non-commercial Inflatable Structures are not permitted in City of Missoula parks and facilities. Inflatable Structures shall only be rented from a Vendor that has liability insurance on file with the City.

I hereby agree all the Terms and Conditions of the Inflatable Structures in City Parks as set forth in this Agreement.

NAME OF COMPANY: _____

USER: _____

(Print Name of User- must be the SAME as the User on Facility Reservation and Special Use Permit)

Rental Contract # _____

USER'S SIGNATURE: _____

DATE _____

PARKS & RECREATION Manager: _____

DATE _____

TERMS AND CONDITIONS:

Use of an inflatable structure ("Inflatable") in the City's parks and facilities requires the User and Vendor to agree to the following terms and conditions:

1. User shall submit the Inflatable Structure User Agreement selecting the park location, listed in the Approved Parks and Facilities.
2. User shall agree to indemnify, protect, defend, save and hold harmless the City of Missoula, its officers, employees, agents, and volunteers from and against any and all liability, claims, suits, and causes of action for death or injury to persons, or damage to property, resulting from intentional or negligent acts, errors, or omissions of Vendor arising out of the setup, use or operation of the Inflatable Structure, or resulting from any violation of any federal, state, or municipal law or ordinance, the extent caused, in whole or in part, by the willful misconduct, negligent acts, or omissions of Vendor, which occurs related to the setup, use or operation of the Inflatable Structure. The User further agrees to waive all claims against the City on account of any loss, damage or injury from whatever cause which may occur to it and its property in the use and occupancy of said described premises, the giving of this waiver being one of the considerations upon which this Agreement is granted.
3. Inflatable Structures may not be set up on any park trail, right of way, or parking lot areas.
4. Use of the City's parks and facilities constitutes the User's agreement to follow all rules and regulations set forth in the Special Use Permit, the Inflatable Structure Vendor Agreement, and the Inflatable Structure User Agreement.
5. Users and selected Vendor shall follow all applicable ordinances of the City of Missoula.
6. Privately owned, non-commercial Inflatable Structures are not permitted in parks and at facilities.
Inflatable
7. Structures shall only be rented from a Vendor that has liability insurance on file with the City of Missoula Parks and Recreation Dept.
8. Inflatables shall not remain in City parks or facilities overnight and shall be set up and removed only by Vendor or representatives of the Vendor in compliance with the manufacturer's specifications.
9. Inflatables shall be free standing and weighted. Stakes are prohibited in City parks and facilities. Inflatables shall not be tied or tethered to trees, tables or other park amenities or structures. For safety, if the Inflatable manufacture recommends that the unit be staked, then the unit will not be permitted for use in City of Missoula parks.
10. Users agrees to assist Vendor in providing adequate and appropriate adult supervision at all times to assure that the use is in compliance with the manufacturer's recommendations and operating procedures, reflecting a safe level of operation.
11. User understands that the Vendor shall be responsible for providing a generator for inflation of the inflatable structure. THE CITY SHALL NOT PROVIDE ELECTRICITY FOR INFLATABLE STRUCTURE USE. The generator shall be one rated as "quiet" (65dB or less) and shall not generate noise in excess of City Noise Ordinance (Missoula Municipal Code, section number 9.30.040). The generator shall be placed a safe distance from the inflatable structure and all electrical cords properly insulated, grounded, and covered to prevent tripping hazards. Electrical cords running across a public street from a nearby private residence are prohibited. Additional gasoline cans shall not be stored next to the generator. All Inflatable Structures and generators shall be placed within fifty (50) feet of each other, at the park location authorized by City staff, per the Inflatable Structure Agreement.
12. Users and Vendor shall be jointly and severally liable for all damages caused by their use of the Inflatable structure in the City's parks and or facilities. Damage to City property or turf will result in additional charges to the User.
13. Users who fail to execute the Inflatable Structure User Agreement shall not use Inflatable Structures at their event. A User who is found using an Inflatable Structure without having signed the Inflatable Structure User Agreement is subject to immediate termination of the event whether or not the event has commenced or is in progress.



PARK ENTERPRISE FUND

The Park Enterprise (PE) funds were developed by the Parks and Recreation Department, and approved by Administration and City Council, as a tool to help meet some of the needs of special interest user groups. Past Enterprise funds have been used to resurface tennis and outdoor basketball courts, purchase trees, improve softball, soccer, and ropes course facilities, and build both sand and lawn volleyball courts. In addition the Ropes Course Enterprise fund supports annual inspections and required improvements.

The Park Enterprise funds are collected by designating approximately twenty five to eighty percent of the total facility rental fee earmarked as enterprise funds. Currently, PE funds are available for all rental facilities. Facilities at Fort Missoula Regional Park have a separate enterprise fund per City – County. As of October 2009 the Missoula Parks and Recreation Department and Advisory Board will adopt the policy outlined below to govern the use of the PE funds.

Policy Guidelines:

1. The Recreation Division, with support of Parks Administration, will keep an accurate accounting of all PE funds collected through program and rental fees, donations, or budget transfers.
2. Any special interest group wishing to utilize PE funds must submit a Park Enterprise Fund Request Application outlining in detail the project and the requested amount of PE funds.
3. All requests will be reviewed and projects selected based on the following criteria:
 - a. Does request complement the Parks and Recreation Master Plan and/or specific Park Master Site Plan?
 - b. Identification of how many users will benefit from the request. Documentation that the request has the support of a simple majority of the identified major stakeholders who contribute significantly to the fund through their rental fees.
 1. Major stakeholders are identified as organizations or individuals who contribute an excess of \$800 per year toward a Park Enterprise fund either through fees or donations.
 - c. Does the group have matching funds, or services, land, in-kind donations available in exchange for PE funds.
 - d. PE requests from groups will be accepted throughout the year and will be reviewed semi-annually by the Parks and Recreation Director, Recreation Manager, Park Superintendent, and at least one other manager who would have pertinent input depending on the project being proposed.
 - e. Requests will receive points based on the necessary labor, equipment, PE funds, matching contributions and other items essential to complete the request.
4. The Parks and Recreation Department may request funds from the PE fund.
 - a. This process includes filling out the Park Enterprise Request Form including the simple majority support by the major stakeholder who contribute significantly to the fund through their rental fees. The Request Form is reviewed internally by the Parks and Recreation Management team and then presented to the Parks and Recreation Board where it is either approved or denied.
 - b. In the absence of support by the major stakeholder if the Parks and Recreation Department and the Board feel the expenditure is warranted to be proactive in risk management or enhanced service to public they can approve the expenditure without stakeholder's approval.

- 5. Scoring Applications with a total of 100 points.
 - a. Effect on users. 0 – 20 points
 - b. Matching funds, in-kind donations or other commitments 0 – 40 points
 - c. Parks & Recreation can meet the needs of the request 0 – 20 points
 - d. Fits Parks & Recreation Master Plans and overall benefit to parks, programs and the city 0 – 20 points

Each member of the selection/review team will review the request, be involved in a discussion or presentation of the request, and then assess points to the request. Points will be added and the total divided by 4 to determine the requests final score.

APPLICATION REQUEST FOR MISSOULA PARKS AND RECREATION ENTERPRISE FUNDS:

Date of Request:

Name of person making request:

Request: (Describe in Detail)

Location of improvement:

Total cost:

Number of people directly affected:

Indirectly affected _____

Why should this project be approved?

What will your organization provide for the project (land, materials, labor, cash)?

Must this project be completed by a date?

If yes, why? _____

Official Use:

POINTS: Total of 100 points possible.

Effect on users 0 – 20 points

Matching funds, in-kind donation or 0 – 40 points

Other commitments

Department can meet needs of request 0 – 20 points

Fits Department's Plans and Overall

Benefits to parks, programs, and city 0 – 20 points

Each member of the selection / review team will review the request, be involved in the discussion on presentation of the request, and then assess points to the request. Points will be added and the total divided by 5 to determine the requests final score.

Section 1	SPORT FACILITY RENTAL POLICIES	1
Section 1.1	FACILITIES RENTAL FEES.....	55
Section 1.11	Softball Diamonds	55
Section 1.12	Baseball Fields and Little League Diamonds at Playfair Park	87
Section 1.13	Soccer Fields.....	88
Section 1.14	Tennis Courts	1111
Section 1.15	Tennis Lesson and League Fees	9
Section 1.16	Football / Track Field.....	1212
Section 1.17	Horseshoe Pits.....	1313
Section 1.18	Outdoor Volleyball Courts.....	1313
Section 1.19	Outdoor Basketball Courts.....	1313
Section 1.20	Fort Missoula Regional Park K9 Campus	1414
Section 1.21	Currents Aquatic Center	14
Section 1.22	Facilities at (New) Aquatics.....	1616
Section 1.23	Ice Facilities	Error! Bookmark not defined.
Section 1.24	Park Shelters	Error! Bookmark not defined.
Section 2	Special Events in Parks	2323
Section 2.1	Amplified Sound	2727
Section 2.3	Interim Policy for Use and Permits for Conservation Lands	2827
Section 3	PROGRAM FEE POLICIES.....	Error! Bookmark not defined.
Section 3.1	Adult programs	3432
Section 3.2	Youth programs	3433
Section 3.3	Resident Discount Program	3433
Section 3.4	Aquatics Daily Fees, Season and Annual Passes	3433
Section 3.5	Teams and Adventure Ropes Course	3836
Section 3.6	Parks and Recreation Special Events	3836
Section 3.7	Urban Forestry.....	3937
Section 3.9	Registration, Credit, Refund policies	3937
SECTION 4	CONCESSIONS IN PARKS.....	4038
Section 4.1	Concession Policies	4038
Section 4.2	Seasonal Concession Fees	4138
Section 4.3	Short Term / Event Concession Fees.....	4139
Section 4.4	Special Site Concession Fees	4239
Section 4.5	Concession Alcohol Sales	4239
Section 4.5a	Alcohol In Parks.....	4239
Section 4.6	Penalties.....	4240
Section 4.7	Enforcement	4340
Section 4.8	Permits / Agreements	4340
Section 4.9	Other facilities and activities fees.....	4340
Section 5	Parks and Recreation Operated Concessions	4341
Section 5.1	Recreation Building.....	Error! Bookmark not defined.
Section 6	Player – Facility Development Fees.....	Error! Bookmark not defined.

ADDENDUM- (sample forms and info for use by citizens).....	4542
Capital Improvement Fees for Fort Missoula Park	Error! Bookmark not defined.
Missoula Parks and Recreation Concessions Policies.....	4643
Concessions	4643
MISSOULA PARKS AND RECREATION CONCESSION PERMIT AGREEMENT	4744
MISSOULA PARKS AND RECREATION CONCESSION PERMIT.....	Error! Bookmark not defined.
SPECIAL USE PERMIT AGREEMENT	5348
.. GENERAL RESERVATION FORM FOR USE OF PUBLIC FACILITY OR EQUIPMENT.....	Error!
Bookmark not defined.	
MISSOULA PARKS AND RECREATION AGREEMENT FOR SERVICES.....	Error! Bookmark not defined.
defined.	
Alcohol in City Parks	Error! Bookmark not defined.
Missoula Parks and Recreation	6762
Amplified Sound Permit	Error! Bookmark not defined.

