

Yamhill County Parks

Unique natural, cultural, and historic places where people can enjoy outdoor activities and educational activities.

615 E. Sixth Street. McMinnville. Oregon 97128 · Phone: 503-434-7463 · Fax: 503-472-5216

Inter-Office Memorandum

Yamhill County

Date: April 15, 2013

APR 22 2013

To: Yamhill County Board of Commissioners; Yamhill County Counsel; Community Corrections

From: Ken Huffer, Parks Manager *KH*

Subject: Staff Report for Reservation Policy Update for all Yamhill County Parks

Attachments (3): Attachment 1: Proposed Reservation Policy Update; Attachment 2: Proposed Reservable Areas and Fee Schedule; Attachment 3: Proposed New Reservation Form;

During the summer months, the reservable areas within the county park system are booked almost every weekend from Memorial Day through Labor Day. Typically these reservations average in size from 25 to 100 attendees per event and include a multitude of activities, including: weddings, family reunions, company picnics, and other gatherings. Most reservations occur in Ed Grenfell Park and Lafayette Locks Park. Board Order 85-637 was adopted in 1985 and established the policies related to the reservation of portions of Yamhill County Parks. In 2006, these policies were amended by Board Order 06-234, which updated the fee schedule and refine specific requirements for specific parks.

To ensure continued compliance with Yamhill County Ordinance 619 (aka Parks Ordinance), better refine administrative oversight of parks reservations conducted by the Parks Division and Public Works Department, and to prevent potential conflicts or issues with reservations impacting other park users and the surrounding neighborhood, the reservation policies are in dire need of updating. The attached reservation policy documents were prepared by Parks staff and in consultation with Public Works' staff, Deputy County Counsel, and the Yamhill County Parks Board. The Parks Board reviewed the proposed policy updates and voted unanimously to recommend approval of the new Parks Reservation Policies.

Key changes to current policy:

- Park availability and reservable areas – Current policies do not clearly define what is reservable. The new policy will clearly identify reservable areas and creates a process for the Parks Board to annually review and update the list of reservable areas.
- Types of events and permitting requirements – The new policy defines Private and Public Events and establishes rules and permit processes for each type. The new policy also establishes that any organized event with more than 50 attendees requires a reservation.
- Process – The new policy better outlines application, review, and permitting process, as well as defines process for cancellations.
- New rules specific to Charles Metsker Park – Charles Metsker Parks has been declared “Alcohol Free” by the Parks Board (as allowed by Ordinance 619), therefore alcohol is prohibited. A daily reservation fee is proposed for the park; however, the fee will be waived in lieu of a service project at the site.

At this time, the only change to the fee schedule (Attachment 2) is the addition of Charles Metsker Park. Fees will continue to be determined by the anticipated number of attendees, which has been the practice for more than 20 years and to date, has not been an issue. Parks' summer seasonal staff visit reservation sites throughout the summer and check attendance figures to ensure events are as proposed.

Also included in the reservation policy update, is a new application form. The previous application form was very generic and did not provide park rules or a liability waiver. The new form will better collect applicant information, be better consistent with the new policies, and provides the event organizer a list of rules and conditions related to their reservation.

Yamhill County Parks' staff would like to recommend approval of the attached reservation policies and recommend that the policies go into effect upon adoption by the Board of Commissioners. For reservations that have already been permitted for the upcoming summer, the new rules will not apply to these events (current policy and Ordinance 619 will still apply); however, any new reservation applications will be subject to the changes.

Accepted by Yamhill County
Board of Commissioners on
4/18/13 by Board Order
13-228

Yamhill County Parks
Reservation Policy Update – Attachment 1

1) Oversight, Administration, Review, and Enforcement

- a) The Department of Community Corrections' Parks Division shall oversee all aspects of the Parks Reservation System to include:
 - i) Maintain a list of reservable areas and reservable parks;
 - ii) Review and approve special permits (except for "Exclusive Use" or "Mass Gathering" Permits, which require Board of Commissioners' Approval);
 - iii) Review submitted complaints and process refund requests;
 - iv) Review, modify, and provide final approval of all reservation permits;
 - v) Ensure reservable areas are in good condition and ready for reservation permits. As staffing levels permit, all reserved areas may be inspected prior to and/or following authorized events.
 - vi) Have budget authority over all fees collected to support parks maintenance activities;
 - vii) Provide the Department of Public Works the appropriate forms and handouts, in sufficient quantities to administer the reservation system;
- b) The Department of Public Works shall administer the Parks Reservation System by:
 - i) Providing park availability information;
 - ii) Provide application form to applicants as requested and taking receipt of completed application forms;
 - iii) Review and ensure submitted application are complete;
 - iv) Grant tentative approval for reservation permit requests that do not require further review or special permit requirements;
 - v) Collect and deposit applicable reservation fees;
 - vi) Enter reservation permit on the online Outlook Reservation Calendar or applicable reservation system that is in use;
 - vii) Issue keys to parks as required;
 - viii) Where public meetings before the Parks Board and Board of Commissioners may be required due to type of event or size of event, the Department of Public Works shall refer the applicant to the appropriate Yamhill County Parks staff.
- c) The Yamhill County Parks Board shall review and provide recommendations on all aspects of the reservation system, including, but not limited to:
 - i) Periodically update the list of County parks and areas within County parks that are available for reservations;

**Yamhill County Parks
Reservation Policy Update – Attachment 1**

- ii) Conduct annual reviews of the Reservation Fee Schedule and provide recommendations for changes or updates. All Reservation Fee Schedule updates are subject to Board of Commissioners' review and approval.
 - iii) When requested, conduct public meetings to review special permit requests and make recommendations on whether to approve or deny special permit requests;
 - iv) Conduct an annual review of the previous year's reservation permits and provide recommendations on any identified issues or improvements to the reservation system;
- d) The Yamhill County Sheriff or the Sherriff's duly appointed deputies have authority to enforce provisions of this policy and the regulations provided in Ordinance 619.

2) County Parks Available for Reservations and Reservable Areas

a) Park Availability

- i) Only County parks and areas within County parks that are identified by the Yamhill County Parks Staff and Yamhill County Parks Board as being "reservable" are available for reservation.
- ii) County parks identified by the Yamhill County Parks Board are available for reservation April 1 through November 1, except for Charles Metsker Park, which is available for reservation on a year-around basis. Reservation requests for the off season are by special permit only.

b) Reservable Areas

- i) Reservable areas are designated picnic areas or covered picnic shelters within certain park properties as identified by Yamhill County Parks; Parks and picnic areas that are not identified as being 'reservable', may be reserved by special permit only.
- ii) Reservable areas within parks will constitute no more than 50% of picnic tables and grills within any park. Remaining tables must be available to the general public each day on a first-come, first-served basis. No one may reserve any part of the parking areas or prevent the general public from accessing the park, except as approved by special permit.
- iii) Reservable areas should be clearly visible as a separate grouping, distinct from other picnic tables. Reservable areas may be identified with signage. Yamhill County Parks will prepare and make available maps of the locations of reservable picnic areas and shelters within identified parks and describe the amenities at each area and the number of people that can be accommodated.
- iv) Covered shelter amenities may include electricity and drinking water at the site; however, availability of electricity and drinking water is subject to seasonal and maintenance related closures. Reservable picnic areas (non-shelters) typically do not include electric hook-up or drinking water.

Yamhill County Parks
Reservation Policy Update – Attachment 1

- v) Current and upcoming reservations (at least through the next weekend) may be posted at each picnic area or covered shelter by parks staff and/or a small kiosk will be available to allow for the reserving party to post their reservation receipt.
- c) Charles Metsker Park
 - i) Charles Metsker Park is a gated park and limited to educational and research purposes for organized groups.
 - ii) Reservations for Charles Metsker Park, include exclusive use of the entire property and the site's amenities, including trails, picnic shelter, parking areas, and Rainbow Lake.
 - iii) Charles Metsker Park is available for reservation year-around; however, access to the park and use of certain site amenities may be limited during the winter months;

3) Types of Reservation Events

a) Definitions

- i) *Private Events*– are defined as events where individuals, families, community groups, organizations, and/or businesses reserve a portion of the park for private functions that are not open to the public, including private parties, weddings, barbeques, meetings, reunions, educational programs, and family uses.
 - ii) *Public Events* – are defined as a reservations where individuals, families, community groups, organizations, and/or businesses reserve a portion of the park, for any activity that advertises or invites the participation of the general public, whether organized or promoted for commercial purposes or non-commercial purposes. Examples include, but are not limited to: live music, performing arts, non-profit organization fundraisers, church services, boat races, and etc...
- b) Private Events are allowed and are subject to the permitting process, rules, terms, and responsibilities provided in this reservation policy.
 - c) All Public Events are by Special Permit, Exclusive Use Permit, and/or Mass Gathering Permit only and therefore subject to established review requirements for the applicable permit.

4) When a Reservation Permit is Required

- a) Any event with more than 50 attendees is required to make a reservation.
- b) Picnic shelters and group picnic areas may be designated by Yamhill County Parks as "reservation only" during the peak usage times of the year.
- c) Charles Metsker Park is not open to general public use and can only be accessed by reservation/special permit.
- d) Access to any new or existing park property that has limited or restricted public access can only be accessed via reservation or special permit.

**Yamhill County Parks
Reservation Policy Update – Attachment 1**

5) Application for Reservation Permits

- a) All persons or groups desiring to reserve portions of County parks or all of a County park shall make written application to the Department of Public Works.
- b) Applications will only be accepted after January 1st of the calendar year the reservation is proposed.
- c) Applicant shall pay the applicable reservation fee at the time the application is submitted.
- d) Reservations can only be made for and during the parks' open hours, dawn to dusk. At this time there is no overnight camping allowed in Yamhill County parks, except by special permit. Reservations will only be valid for either the reserved time or the entire day that the park is open.
- e) Early set up is not allowed (i.e. day before event). All pre-event setup and post-event cleanup activities are to occur within the allotted time provided in the permit.
- f) Department of Public Works will immediately review applications and may authorize the reservation permit. If in the judgment of the Department of Public Works staff person, the permit application will require further review, the application will be forwarded to Yamhill County Parks. The following types of reservation requests will forwarded for further review:
 - i) Exclusive Use - applicant is requesting exclusive use of an entire park (other than Charles Metsker Park).
 - ii) Special Permit – the following would qualify as needing a Special Permit:
 - (1) The applicant is requesting a reservation at a park or a portion of a park that is not identified as being "reservable".
 - (2) In addition to the reservation request, applicant is proposing or requesting Special Permit in regards to Section 6.7 General Prohibitions of Ordinance 619 (i.e. public address system, display, peddle, or offer to sell any goods, operate a concession, overnight use, and/or have a DJ or live music).
 - (3) Event is intended to be a Public Event.
 - iii) Mass Gathering Permit – any event with anticipated attendance to be in excess of 250 attendees is subject to Mass Gathering Ordinance (Ord. 580).
- g) Depending on the size of the event (anticipated number of attendees), applicants may be required to provide and show proof of providing:
 - i) Rent portable toilets for the day of the reservation, should the number of anticipated attendees exceed the number of restroom facilities on site.
 - (1) Formula: one restroom is required for every one-hundred attendees;

**Yamhill County Parks
Reservation Policy Update – Attachment 1**

- (2) The arrangement and costs for providing additional restrooms is the responsibility of event organizer(s).
- ii) Haul trash off-site at the end of the event or rent additional dumpsters to be staged at the park. The arrangement and costs for providing additional dumpsters is the responsibility of event organizer(s).
- iii) Provide a parking plan and or provide shuttles to transport guests to the site due to limited parking.
- iv) Provide for and show proof of general liability coverage with policy limits of at least \$1,000,000 and Yamhill County named-insured on the policy.
- v) Organizers shall provide proof that additional requirements have been addressed at least 14 days prior to the event or else the permit will be voided.
- vi) Note: Due to the limited acreage and limited facilities within existing park properties at the time this policy was adopted, most existing park properties cannot support large events (in excess of 200 attendees). For the few larger park properties that may be able to support large events, if staff determines that the proposed event would exceed the capacity of site and/or pose a significant impact to the park and the neighboring properties, the permit may be denied.

6) Reasons for Denial of Reservation Permit Requests

- a) Requests for reservation permit requests may be denied for the following reasons:
 - i) Proposed activity or event would be in violation of Ordinance 619 or other applicable County ordinance, State law, or Federal law;
 - ii) Incomplete permit application;
 - iii) Reservation fee has not been paid in full;
 - iv) Requested park or portion of park is not available for reservation for the date requested or not reservable at all;
 - v) Staff determined that the proposed event would exceed the capacity of site and/or pose a significant impact to the park and the neighboring properties;
 - vi) There has been documented issues with past reservations involving the applicant or failure to comply with established park rules, policies and ordinances, property damage, or impacts to surrounding neighborhood;
 - vii) The proposed event is inconsistent with the intended use of County park properties and facilities or not in the best interests of Yamhill County;

7) Reservation Permits

- a) All reservation permits are subject to the regulations provided in Ordinance 619. Approved reservation permits do not grant a waiver to Ordinance 619 or any other applicable law or ordinance. Reservation permit holder must agree to the terms

**Yamhill County Parks
Reservation Policy Update – Attachment 1**

provided in this policy and the General Park Rules provided in Yamhill County Parks Ordinance 619.

- b) Approved reservation permits apply only to designated areas and does not grant exclusive use to a park (remainder of park remains open to public use);
- c) Approval of permits is subject to site availability.
- d) Approval of reservation permits are based on representations made on application by the applicants. Misrepresentations of fact are grounds for immediate denial or voiding the permit.
- e) It is the responsibility of the reservation permit holder, to have a copy of the approved reservation slip onsite, during the reservation, and be prepared to show the permit to Yamhill County Sheriff's Office or Yamhill County Parks personnel upon request.
- f) It is the responsibility of the reservation permit holder to ensure the reserved area is left in a clean condition. All decorations must be completely removed, tables placed back in their original positions, and trash is either hauled away or placed fully inside trash receptacles. The reservation permit holder may be billed for any repairs or excessive clean up costs attributed to the reservation.
- g) If the reservation permit holder arrives at the reserved location, at the reserved time, and finds the site occupied, the permit holder should contact either the Yamhill County Sheriff's Office via YCOM (Weekends) or Parks Division Staff (Monday through Friday).
 - i) Contact information will be provided on the permit.
- h) The reservation permit holder is responsible for the conduct of their group and any damages the group makes to the park.
- i) Additional Permit Information specific to Charles Metsker Park
 - i. In addition to the rules, terms, and responsibilities provided in this policy, permit holders need to be aware of the following rules for Charles Metsker Park:
 - 1. Events are limited to outdoor education and research purposes for organized groups.
 - 2. Charles Metsker Park is designated as "Alcohol Free". Therefore, the possession and use of alcohol is prohibited at Charles Metsker Park.
 - 3. It is the responsibility of the reservation permit holder to ensure that the gates' and covered shelter's padlocks are not lost. The reservation permit holder will be invoiced for the replacement costs of any missing locks.
 - 4. It is the responsibility of the reservation permit holder to ensure that the gate and education lab are locked and secure, upon leaving the site at the end of the event.

**Yamhill County Parks
Reservation Policy Update – Attachment 1**

5. Keys to the site are to be returned to either Public Works or Parks on the first business day following the event.
- j) Individuals and organizations may be liable for any damages to the park resulting from their event. Organizers should note and submit to the Parks Staff any damages or issues found prior to their event.

8) Reservation Fees

- a) The Park Reservation Fee Schedule will be adopted and periodically updated by Board Order.
 - i) Fee rates will be based on the estimated number of attendees for the event, except for Charles Metsker Park.
 - ii) If it is determined by Parks or other County personnel that the event exceeded the original estimated attendance, the permit holder may be invoiced accordingly or the permit will be immediately voided.
- b) Reservation Fees must be paid at the time Permit Applications are submitted.
- c) Charles Metsker Park
 - i) The fee for reserving Charles Metsker Park will be a flat, daily fee. The reservation fee will be included on the approved Park Reservation Fee Rate Schedule.
 - ii) All or part of the reservation fees may be waived for Charles Metsker Park in return for a Parks-approved service project at a Yamhill County Park. Note: Service project must be approved prior to event.
 - iii) The reservation permit holder must provide a \$25 key security deposit at the time the keys are picked up and this key security deposit will be returned to the reservation permit holder at the time the keys are returned.

9) Cancellation and Refund Policy

- a) Cancellations
 - i) Full refunds will be made for cancellations made with at least one month's notice. For cancellations made between one month and 10 days prior to the reservation date, half of the fee will be refunded. Cancellations given less than 10 days prior to the reservation date will not be eligible for a refund.
 - (1) A copy of the reservation permit and receipt must accompany the written request for refund.
 - (2) Refunds may take up to four (4) weeks to process.
 - ii) No refunds will be made due to inclement weather.

**Yamhill County Parks
Reservation Policy Update – Attachment 1**

- iii) Cancellations and associated refund requests received the day of or after the reservation date are not eligible for refunds.

- b) Refund requests for other reasons (i.e. complaints or issues that occurred onsite) are to be submitted in writing and subject to review by Yamhill County Parks.
 - (1) The refund request must include a written description of what happened and why a refund is requested.

 - (2) A copy of the reservation permit and receipt must accompany the written request for refund.

 - (3) Refunds may take up to four (4) weeks to process.

- c) If a reservation permit is denied or cancelled by Yamhill County Parks, due to unsafe conditions at the park or maintenance issues, the permit holder will be notified and the paid reservation fee will be fully refunded.

- d) If a reservation permit is voided due to misrepresentations on the permit application, violations of terms, rules and conditions associated to the approved permit, or violations of Ordinance 619 and/or any other law or ordinance, no refund will be authorized.

Yamhill County Parks
Reservation Policy Update – Attachment 2

Reservable Areas and Fee Schedule

Reservable Areas:

Yamhill County parks with reservable areas and available for reservations May 1 through October 1:

- Ed Grenfell Park: Picnic Shelter
- Lafayette Locks Park: Picnic Shelter (100-person limit)

Yamhill County parks available for reservation on a year-around basis:

- Charles Metsker Park – *For Organized Youth and Adult Groups for the purposes of outdoor education and research only.*

Yamhill County parks with small group areas that may be available for reservations May 1 through October 1 on a case by case basis:

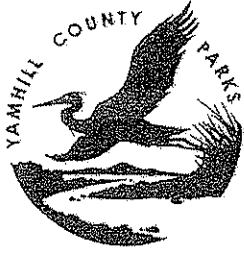
- Deer Creek Park - *Reservations for the small group area is limited to less than 50 attendees.*
- Ed Grenfell Park - *There are 2 small group areas that may be reserved; however, only one site can be reserved at any one time and only if the picnic shelter is open or hosting a group smaller than 50 attendees. Reservations for these areas are limited to less than 50 attendees.*

Reservation Fee Schedule:

	Number of Attendees		
	<u>1-50</u>	<u>51-100</u>	<u>100-200</u>
Ed Grenfell Park Picnic Shelter	\$50/day	\$75/day	\$100/day
Lafayette Locks Park Picnic Area	\$50/day	\$75/day	NA
Designated Group Picnic Areas	\$25/day	NA	NA
Charles Metsker Park	\$25/day*	\$50/day*	\$50/day*

** All or part of the reservation fees may be waived for Charles Metsker Park in return for a Parks-approved service project at a Yamhill County Park. Note: Service project must be approved prior to event. To formulate the waiver, hours worked x hourly rate = in kind donation to cover fee.*





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Park Reservation Application

Date of Request: _____ Date to be Reserved: _____

Name of Contact Person(s): _____

Mailing Address: _____

City, State Zip: _____

Phone Number(s): _____

- Ed Grenfell Park Picnic Shelter Area;
- Lafayette Locks Picnic Shelter (100-person limit);
- Charles Metsker Park - For Organized Youth and Adult Groups for the purposes of outdoor education and research only. Please provide the name of the lead/sponsor organization and describe the proposed activity below. Keys to park can be checked out 2 business days prior to event and are to be returned within 2 business days following event.
- Other: _____ (Not all County Parks are reservable and requests are subject to County Parks' approval)

Proposed Activity/Event: _____

Number of Attendees Anticipated: 0-50 51-100 101-200* 200-plus* _____

* Events in excess of 100 people may be required to provide for additional restroom facilities (portables toilets), to haul trash generated by the event, and provide for and show proof of liability insurance for the event. Events in excess of 200 attendees may also need to obtain a Mass Gathering Permit.

Private Public Event (i.e. will you be soliciting or advertising to the general public to attend your event? All written material must be approved by Yamhill County Parks prior to publication or use).

Event Start Time: _____ Event End Time**: _____

**Note: All Yamhill County Parks are day use only. ALL vehicles and visitors must leave the park at dusk.

Reservation Fee: _____ Payment Due: _____

Reservation fee must be paid in full prior to approval of permit. If payment not received by due date, reservation will be cancelled and date will be reopened for others to reserve site.

By signing this permit application, you agree as the Permit Holder to comply with the rules and conditions detailed on this form (provided above and on reverse), as well as all applicable laws and ordinances. The Permit Holder is responsible for the conduct of their group and any damages the group makes to the park. The Permit Holder agrees to assume the defense of and indemnify and save harmless the County, its Commissioners, Boards, officers, employees and agents, from all suits, actions, damages or claims to which the County may be subjected of any kind of nature whatsoever resulting from, caused by, arising out of or as a consequence of such event and the activities permitted in connection therewith.

Applicant Signature: _____ Date: _____

Office Use Only:
Staff Approval: _____ Date: _____

Amount Paid: _____ Date Paid: _____ Receipt #: _____

Reservation Terms and Park Rules

- Reservations apply only to designated areas and does not grant exclusive use to the park (remainder of park remains open to public use);
- The final approved permit is based on representations made on this application. Misrepresentations of fact are grounds for voiding the permit.
- While alcoholic beverages for personal use are not prohibited at most County Parks, the sale and service of alcoholic beverages is not allowed in County Parks.
- The use of amplified sound equipment (including live music, stereos, public address systems, and etc...) is prohibited by County Park Ordinance 619, except by special permit. This reservation permit does not grant a waiver to this provision and any special permit requests, must be submitted in writing to Yamhill County Parks (additional fees may apply) at least 60 days in advance of the proposed event date.
- Permit holder agrees to hold Yamhill County harmless against all claims for loss or damage resulting from permit holder's use of premises.
- Permit holder agrees to leave areas used by group/organization clean, so others may also enjoy the park. Your group/organization may be charged for repairs and/or excessive clean-up costs attributable to your use of the park.
- Cancellation policy: Full refunds will be made for cancellations made with at least one month's notice. For cancellations made between one month and 10 days prior to the reservation date, half of the fee will be refunded. Cancellations given less than 10 days prior to the reservation date will not be eligible for a refund.
- All reservations and park visitors are subject to Yamhill County Ordinance 619, which regulates activities and provides rules of conduct in County Parks.
- Permit holder agrees to comply with the following general park rules:
 - Yamhill County parks open one hour before sunrise and close one hour after sunset.
 - Overnight camping is not allowed within a park area.
 - No person shall operate a motor vehicle off roads or outside parking areas constructed for motor vehicle use.
 - Pets are not allowed into park area unless the animal is safely contained in a vehicle, or is on a leash not more than 6 feet long and kept under physical control at all time.
 - No person shall bring a horse or other livestock into a park area.
 - No person shall use a public address system or other device to mechanically or electronically amplify sound in a park area without a special permit.
 - No person shall operate a noise producing instrument in a manner that, in the judgment of the enforcement officer, is disruptive to others.
 - No person shall operate a concession or display, sell, offer for sale, or vend any goods, wares, merchandise, food, liquids, or services within a park without a special permit.
 - No person shall block, obstruct, or interfere with vehicular or pedestrian traffic on any road, parking area, trail, walkway, pathway, or common area.
 - No person shall discharge a firearm, bow and arrow, slingshot, or other weapon within a park area.
 - No person shall start or operate a fire within a park except within park camp stoves or fireplaces provided by the park for such purposes.
 - No person shall deposit waste not generated by park use, including household, commercial or industrial waste or refuse, within waste containers in park area.
 - No person shall mutilate, burn, deface, damage, or remove any property, structure, or facility of any kind within a park area

We thank you for your cooperation in assisting us in maintaining a safe, clean and enjoyable environment for everyone who visits our parks.

General Parks Information: (503) 434-7463

Reservations: (503) 434-7515

To Report Hazardous Conditions or Criminal Activity: (503) 434-6500

Emergencies: Call 911