

# TIGARD MUNICIPAL CODE

## Chapter 9.04 GENERAL PROVISIONS.

### Sections:

- 9.04.005 Adoption of Administrative Rules.**
- 9.04.010 Purpose.**
- 9.04.020 Facility Reservation.**
- 9.04.040 Refund of Fees and Change in Reservation.**
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### **9.04.005 Adoption of Administrative Rules.**

The city manager, or designee, is authorized to adopt administrative rules related to the provisions of park facility reservations and consistent with the provisions of this section. Such rules shall be adopted pursuant to TMC Chapter 2.04. (Ord. 11-06 §1; Ord. 10-09 §1).

### **9.04.010 Purpose.**

The purposes of these park facilities reservation rules are to:

- A. Facilitate maximum use of public facilities by the citizens of Tigard.
- B. Coordinate the use of park facilities, thus assuring maximum opportunity for use through the convenience of advance reservations.
- C. Provide for use of park facilities by the citizens of Tigard, but where exclusive use takes place, or special handling is required, to recover associated costs.
- D. Coordinate the public use of park facilities with maintenance, construction and other activities. (Ord. 11-06 §1; Ord. 10-09 §1; Ord. 92-33 §1; Ord. 83-55 §1; Ord. 78-13 §1).

### **9.04.020 Facility Reservation.**

To provide advance reservation of park facilities, the following procedures are adopted:

A. A formal application must be made through the Public Works Department to reserve any public park and recreation facility for the exclusive use of a particular group.

B. All fees and any required deposit must be paid at the time the reservation is made. Field users may pay field rental charges in installment payments as agreed upon by the public works director, or designee. Fees shall be set by the City Council in the master fees and charges resolution.

C. A responsible person, 18 years or older, must sign the application and be present at the function.

D. Primary field reservations shall be made through the Tigard Field Use Committee comprised of Tigard-based non-profits benefiting Tigard youth, including, but not limited to, Tigard-Tualatin School District 23J, Tigard Little League, and Southside Soccer Club.

E. The number of persons allowed in the total reservation and for each separate reservation shall be set by the public works director, or designee. The policy for allowable reservations shall be routinely reviewed and adjusted to meet the purpose of reservations as stated in Section 9.04.010. Capacity shall not be exceeded at any given time unless approved by the public works director, or designee.

F. City of Tigard sponsored activities shall have first priority for the use of park facilities and shall reserve space for their programs and activities first. The second priority for park field scheduling is for the members of the Tigard Field use committee. All other park users will be scheduled on a first-come, first-serve basis.

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G. Park reservations allow for exclusive use of those areas indicated on the permit only. At no time will the reserving party block or inhibit in any way access to other areas or facilities. No “roping off” of specific areas is allowed.

H. 1. Additional costs incurred by the City because of abuse or excessive cleanup and/or repair, as determined by the public works director, or designee, shall be charged to the reserving group creating the added cost.

2. Fees for special equipment, circumstances, and/or personnel unknown or unreported at the time of application will be billed to the person in charge after the activity and upon computation of the charge.

3. An advance deposit may be required at the time of application. Deposits may be retained to cover additional costs and fees as outlined in subsections H.1 and H.2 of this section. Deposits may be used to reimburse the city for violations of city codes and policies, misuse of, or damage to property. The amount of deposit retained shall be determined by the park and facilities manager. Any disagreement concerning the retention of deposit may be appealed to the public works director, or designee, in writing within 30 days of notice of retention.

I. 1. Use of Tigard parks for profit making activities by an individual or organization is regulated by Section 7.52.080 of this code.

2. Fundraising activities by state of Oregon designated nonprofit organizations or individuals must be approved by the public works director or designee.

J. A formal application must be made to the public works director, or designee, for the reservation of an entire park for the exclusive use of a particular group. (Ord. 10-09 § 1; Ord. 03-08; Ord. 92-33 §1; Ord. 83-55 §1; Ord. 80-95 §2;

Ord. 80-83 §3; Ord. 78-13 §2).

### **9.04.040 Refund of Fees and Change in Reservation.**

A. Any group seeking a credit or refund because of inability to use facilities as requested shall submit a written statement of credit or refund request. In no case shall the application fee be eligible for credit or refund.

B. All credit or refund requests must be approved by the public works director or designee.

C. No credit or refunds shall be made to any individual or organization based on weather conditions.

D. Requests for credits or refunds must be made two weeks prior to the reserved date.

E. The city reserves the right to cancel any scheduled usage of a park facility at any time. Every effort shall be made to find an acceptable alternative date or location. A full credit or refund including the application fee shall be issued when the City cancels a reservation. (Ord. 10-09 § 1; Ord. 03-08; Ord. 92-33 §1; Ord. 83-55 §1; Ord. 78-13 §2).

### **9.04.050 Repealed by Ord. 92-33.**

### **9.04.060 Waiver of Fees.**

The public works director, or designee, shall hear appeals to waive fees. (Ord. 10-09 § 1; Ord. 92-33 §1; Ord. 86-27 §2). ■