

2023 PROPOSED FEE SCHEDULE POLICIES

Yakima Parks and Recreation Division

Effective January 1, 2023

Program costs, service fees and rental charges are based on comparison with other like organizations and kept low to allow as many people as possible to be able to afford the programs, facilities and services offered.

PROGRAM FEE FORMULA

A formula has been established for determining the fees for services and programs. The formula is:

Staff wages & benefits [S] + total program hours [PH] + facility costs [FC] + special equipment, materials, transportation, etc. [SP] + administrative costs (18%) [AC] / minimum number of participants [P] = fee per participant

$$S + PH + FC + SP + AC / P = \text{Fee}$$

Staff wages may be calculated by the hour or by the unit, such as per game, per match, etc.

CONTRACTED SERVICES

Organizations may contract with the City of Yakima Parks and Recreation Division for services such as facility reservations and scheduling, maintenance, supplies, administration, etc. The contracted organization pays for these services.

TAXES

Sales or other taxes will be charged where appropriate. In some cases, taxes are included in the fee.

PROGRAM DISCOUNT FOR RESIDENTS

As a benefit to the City of Yakima residents who participate in Parks and Recreation Programs, a discount of approximately 20% is provided. Resident discounts may apply to special interest classes, golf lessons, swimming lesson, youth sports and other programs as determined.

ADDITIONAL ADULT SPORTS FEE FOR NON-RESIDENTS

For the following Adults Parks and Recreation Sports Programs, all non residents participating in sports leagues will be charged an additional registration fee of \$8.00. Additional fees apply to the following areas: Volleyball, basketball, softball and soccer.

PARK RESERVATIONS

Park visitors are welcome to use City park facilities on a drop in basis without charge. Individuals or organizations can make a specific date and time reservation for park facilities. [E.g. Franklin Park picnic shelter] An application may be completed online after January 1, 2023 or at the Parks and Recreation Office located at 2301 Fruitvale Blvd, or by mail. A non-refundable application fee of \$10.00 must accompany each facility use application when submitted.

PICNIC SHELTER RENTAL FEES

Reservations are accepted up to 11 months in advance. Reservations are accepted for ½ days (9:00am – 2:00pm or 2:30pm – Dusk) or full days (9:00am – Dusk). Picnic Shelters are available year round.

Hours for Picnic Shelter Rentals: Monday - Sunday 9:00am – Dusk

Picnic Shelter Fee Type	Resident	Non-Resident
Half Day Rental (9:00am-2:00pm or 2:30pm-Dusk)	\$60 per half day	\$90 per half day
All Day Rental (9:00am-Dusk)	\$ 85 per all day	\$120 per all day

Cancellation/Refund Policy:

Picnic shelter cancellations must be made at least 30 days in advance of the reservation date to be eligible for a refund. The amount refunded will be 50% of the reservation fee. Requests made less than 30 days before the rental date will result in the loss of the entire reservation fee. Requests must be made in writing or in person by the contracted renter at the Parks and Recreation Division office located at 2301 Fruitvale Blvd, Yakima, Washington, 98902. Refunds for online reservations will be charged a 3.5% transaction fee.

Inflatables:

Inflatables are allowed in our parks. If a group wishes to have an inflatable as part of their park reservation they are required to complete a liability waiver and have a certificate of insurance. An additional \$50 fee is also required.

Inclement Weather Policy:

Sorry, no refunds will be made due to inclement weather.

SPECIAL EVENT FEE

Citizens or groups wishing to schedule a community or special event in one of the City of Yakima Parks will be required to pay a *Special Event Fee* to cover additional maintenance costs. In addition, groups may be required to pay for additional refuse service and chemical toilets on site. Fees will be based on anticipated attendance. Examples of community or special events could include, but are not limited to community meetings, political events, weddings, reunions, public concerts, and other similar events.

Special Event Fees	
1 – 50 participants	no special event fee
51 – 100 participants	\$85
101 – 200 participants	\$110
201 – 300 participants	\$210
*301 – 400 participants	\$310
Any event of over 250 participants requires an onsite supervisor. All Special Events requires an onsite meeting with Parks and Recreation staff prior to the event. An additional .50 will be charged for each additional person over 400 people. Events of over 300 people require an onsite supervisor at a cost of \$40 per hour.	

The Special Event Fee will be collected before reservations are confirmed. Applicants will be responsible for the condition of the park after the event. Clean up and damage fees will be charged to the applicants as determined by the Parks and Recreation Manager.

The Parks and Recreation Manager will have the discretion to limit usage in the Parks based on capacity, parking, neighborhood impact and availability.

An onsite meeting must be held with Parks & Recreation staff prior to the event to review rules. Policies and procedures and answer questions from the event organizers.

SPECIAL EVENT SERVICE CHARGE

Events requiring clean-up that exceeds routine litter and trash removal by two hours or more than the standard known to be normal for that location or where damage to irrigation, restroom or park equipment requires repair and service beyond normal maintenance will be charged a clean up fee. The Special Event Service Charge will begin the second hour and will be charged in increments of one hour rate at \$50 per man hour.

ADDITIONAL SERVICES

The Parks and Recreation Division has a limited number of picnic table and benches available for rental for events not held on park properties. Use of picnic tables and benches within a park does not require an additional fee. A delivery fee of \$150 for each 4 tables delivered and \$150 for up to each 8 park benches delivered will be charged. Rental of picnic tables and benches will be based on availability of staff, picnic tables and benches.

Park Benches and Picnic Tables	
Benches	\$10.00 per bench per day
Picnic Tables	\$20.00 per picnic table per day

CONCESSIONAIRE PERMIT FEE

Citizens or groups wishing to sell concessions in the Parks will be charged a yearly fee of \$315. A one day vendor fee is \$40 and is specific to an event or specific park. The Parks and Recreation Manager will have the authority to authorize vending in certain parks according to the Parks and Recreation Division policy and procedures. The Parks and Recreation Manager will have the authority to waive the yearly fee in cases of contracted services or a one time special event. A list of parks that are available for concessionaires will be provided to the applicant.

REFUND POLICY

If the Parks and Recreation Division needs to cancel an activity, staff will notify registered participants and provide a 100% refund. If a participant needs a program refund, a receipt must be presented to staff three (3) days prior to the activity registration deadline, unless otherwise stated. If the registration was paid by check or cash, a refund will be given minus an \$8 processing fee that will be processed by the City of Yakima Finance Division and a check will be mailed within 30 days. If the fee was paid by credit card, the refund will be credited to the original cardholder minus an \$10 processing fee. Fees of less than \$5 will not be refunded. There are no refunds on team sports.