

**City of Cody
2014
Parks and Athletic Fields
Fees, Reservations, and Policy Manual**



CITY OF CODY
WYOMING

Fees and Charges Mission Statement

To develop policy and practices that help the City recover costs of providing quality of life services through Parks and Athletic Fields. To provide a fee and reservation framework that encourages individuals and groups to share in the cost and financial responsibility of using City QOL facilities, and programs.

General Guidelines

These are procedures and policies followed by staff on a daily basis. Park users and patrons can appeal any staff decisions to the City Council.

1. Parks and open space may be reserved for exclusive use and requires approval from the Parks, Recreation, and Public Facilities Director or his/her designee. Examples include shelters at Mentock Park, Hugh Smith Park, Ball fields at Hugh Smith Park, East Sheridan Softball complex, Soccer Fields at Holm View open space, Glendale Park, Dacken Park, Recreation Center grounds, Beck Lake Trail, River Walk and Paul Stock Trails, Mountain Bell Plaza, Downtown City ROW, Mentock Park Skate Park, trails, basketball courts, tennis courts and City owned open space.

Beck Lake Park including shelters (Lions Park) may be reserved as a whole (not individual shelters) under certain conditions as approved by the Director. If not reserved the shelters are available on a first-come-first-serve basis. A fee is charged and a park permit is required for large group functions such as race events and “dog walks.”

2. Park Permits: the Department will issue an exclusive use permit for an area of a park as availability allows. Applicable fees will be adopted by governing body by resolution following the fees and charges guidelines. The fee is based on the cost to the department, economic impact, and the public benefit to the City or community.

Special Event Permit	Fee
Race events and other fitness or walk type events held in a park. Other facility reservations may be charged if exclusive use required.	\$25 charge if in park, on a trail, or in City ROW for fitness/running events if exclusive use required.
Vendor Permit per year.	\$25
Transient Merchant License. Large events where merchants that do not have a residential or business address within Cody City Limits sell goods or services on public or private property.	\$300

3. Rental Fees will be charged for the exclusive use of a park facility. This fee gives the patron the right to use public property without injuring it in any way. City cost of repairs will be charged to event permit holder. This fee will be set based on regional market rate or cost to City. Rental rates will be charged to all commercial and/or non-commercial groups including non-profit organizations. Examples of non-profits include the following: Boy Scouts, Girl Scouts, any religious denominations, museums, youth sport leagues, service clubs, Chamber of Commerce, political rallies, etc.

State, Federal, School District and Park County government functions are exempt from rental charges. Fees may be charged to cover direct City costs associated with the School District or County function. Items such as cost of overtime, set-up, field prep, or other direct program cost may be charged a fee for reimbursement based on actual cost to the City.

4. Vehicles are not permitted on the grass or sidewalks in any park, except in designated locations, without prior written approval by the director or his/her designee.
5. Stakes entering the dirt deeper than eight inches are not permitted in any park. Stake permits are required to be obtained from the Parks, Recreation, and Public Facilities Director or his/her designee if stakes are required to be deeper than eight inches.
6. Amplified Sound and entertainment in parks requires prior approval from the Parks, Recreation, and Public Facilities Director or his/her designee. Permit will be granted for specific times; typically ending at 10:30 PM. Neighborhood impact and complaints will determine acceptable decibel levels at 100 feet from the sound source.
7. Parks Close at 11:00 PM and re-open at 5:00 AM; unless posted otherwise. All events must be concluded by 11:00 PM unless prior approval is granted by the City Council or Director. Beck Lake and Mentock Park including skate park feature opens at daylight and closes at dark.
8. Open container permits. Alcohol is prohibited in any park area without obtaining an open container permit from the Parks, Recreation, and Public Facilities Director or designee for Parks and Recreation facilities. Open container permits are only issued to individuals or groups that have a park facility reservation.
9. Catering permit. Application for a catering permit is available to be issued to any retail liquor license holder within the City of Cody. This catering permit authorizes the sale of both alcoholic and malt beverages for sales at meetings, conventions, private parties, dinners, and other similar gatherings within the City of Cody (W.S. 12-4-502a). No person OR organization shall receive more than a total of 24 catering permits for sales at the same premises in any one year. No licensee holding a catering permit shall sell or permit consumption of any alcoholic or malt beverages off the premises described in this permit.
10. Malt beverage permit. Application for a 24-hour malt beverage permit requires a nonprofit corporation organized under the laws of this State and qualify as a tax exempt organization under the Internal Revenue Code. The applicant must have been in continuous operation for not less than two (2) years. The malt beverage permit authorizes the sale of malt beverages only at public gatherings within the City of Cody (W.S. 12-4-502a). No person OR organization shall receive more than a total of 12 malt beverage permits at the same premises in any one year. No alcoholic liquor

other than malt beverages may be sold or consumed on the premises authorized by this permit and no malt beverages may be sold or consumed off the premises. By filling out the application, event coordinator agrees to operate in the City of Cody under the requirements of City ordinances and W.S. 12-4-502 and all other applicable Wyoming laws and rules, and to file required sales tax reporting documents and remit sales taxes.

Open container, catering, and malt beverage permit	Fee
Open container permit	\$50 each per day
Catering permit	\$100 each per day
Malt beverage permit	\$30 each per day

11. Concession and Sales in City Parks

Concession or novelty sales cannot take place in a City park, public facility or public right-of-way without prior approval of the Parks, Recreation, and Public Facilities Director or his/her designee. Fees are based on either a negotiated flat rate or an agreed to proportionate split of gross sales (such as 80/20 to 50/50.) The City of Cody may operate concessions either in-house or contracted out during Parks, Recreation, and Public Facilities programs or events. The Parks, Recreation, and Public Facilities Department will retain first right of refusal to provide concessions during “department and non-department” programs conducted on City property or facilities. City operated concession prices will be set at fair market rate and shall be intended to generate revenue for the City. The Parks, Recreation, and Public Facilities Department may also provide vending machines in Parks, Recreation, and Public Facilities. City operated concessions include mini golf.

12. Business Activity in City Parks and cross streets of Sheridan Ave.

In addition to applicable field, park, or facility charges, if a business type event (concert, tournament, festival, etc.) is held in a public area or right-of-way and ANY fees are collected by event promoter, the Department may collect a vendor permit, or a negotiated contract such as 80/20 of gross sales. The contract or vendor permit is established on the business revenue created from event admissions, registrations, or sales on publicly owned property. Solid waste, electric, water, sewer, etc. fees are charged to promoter if, as deemed necessary by the City, the event requires additional services created by the event. Solid waste fees are \$15 per pick up. Negotiated options are based on the best interest of the City.

13. City Sponsorship or Co-sponsorship

City sponsorship, if granted, must have a **community benefit**. Requests must be made do the Parks, Recreation, and Public Facilities Director in writing.

14. Reservations Time Table

Field rentals are not allowed more than one (1) year in advance of the event, without prior approval of the Director. Approval decisions will be based on promoters extenuating circumstances. For reservations more than twelve months in advance to be considered, the event must have a high public benefit and be in the best interest of the City, community, and/or the Parks, Recreation, and Public Facilities Department to be considered.

15. Evaluation of Fee Schedule

Staff shall periodically review this revenue policy and submit changes to City Council. Changes will be made by resolution.

14. Player Fees

The City has the authority to collect player fees from youth and adult sport leagues that use City facilities.

It is possible that City Council may wish to charge additional fees to players not residing within Park County School District #6 boundaries or Cody City limits.

15. Hugh Smith, East Sheridan Softball/Baseball Facilities, and Soccer (multipurpose) Fields

Rental fees shall be set based on the region's market rate or actual City cost. Tournaments may be scheduled at all City fields. The Cody youth athletic associations (soccer, baseball, and softball, etc.) receive second priority only behind the Parks, Recreation, and Public Facilities Department programs, and School District programs. Facility exchanges are utilized with School District and they will have second priority after City programs on City Fields.

A contract MUST be signed prior to tournament. The minimum tournament rate must be paid before the tournament to confirm reservation. Additional fees associated with the tournament (lights, diamond dry, vendor permit, etc.) must be paid within 10 working days following the tournament.

Certificate of insurance of at least \$1,000,000 general liability coverage is required. The City of Cody must be named as additionally insured and a copy must be kept on file at the Parks, Recreation, and Public Facilities office.

All information regarding the tournament (insurance, contract, contact information, dates and times) must be submitted to the Parks, Recreation, and Public Facilities office a minimum of seven days prior to the actual event.

16. Parks with special features, or services; Tennis, Skate Park, Basketball, Volleyball Courts

Rental rates are set based on market rate or City cost for exclusive use of courts during specific times. Rental charges apply for exclusive use of a court or tennis facility during a specified time and/or location. This will allow renters to "take priority" over open or public use.

Tennis based organizations may use courts without a charge provided they do not have/need exclusive use of the facility, the courts are not being used for City programs, and fees are not being collected from participants.

Exception: School District and/or other programs open to the public. Courts may be reserved on per hour/per court basis. Minimum reservations may be imposed. Court fees apply if exclusive use is required. Reservations will not be allowed unless the Parks, Recreation, and Public Facilities Department collect required court fees. Director retains right to deny reservation requests if there is a conflict of use with general public.

Outdoor Tennis Courts and other specialty features	Fee	Cost Recovery Level and Comments
Paul Stock, Highland Manor, Glendale, and City Park Tennis Courts Non City sponsored Tournament Play, Camps, Clinics, etc.	\$25 per day per court (Three courts equal \$75 per day) \$75 minimum Lights—No additional charge	Partial
Specialty park areas or park features such as Skate Park, basketball courts, volleyball court, horse shoe pits, climbing wall, dog park, trails, or park open space.	\$25 per event	Partial

17. Soccer/Multi-Purpose Fields (Mentock, Holm View, Dacken, Glendale)

Rental rates will be set based on market rate or City cost recovery. Any use including special events and non-athletic use of the facility must be pre-approved by the Department. The School District receives second priority only behind the Parks, Recreation, and Public Facilities Department programs. Excluding school district play, rental charges will apply for exclusive use.

Soccer type Facility	Fee	Cost Recovery goals and Comments
Dacken, Home View, Mentock, and other soccer/multi-purpose park areas	Practices are \$50 per week per field or \$10.00 per hour per field. And \$25 per league game except for leagues offered to children eight years or 3rd grade and under is no charge.	Partial

Field Prep Field lining charge. No less than 2 hours at current wage.	\$15 per hour plus materials.	Partial
Non City sponsored Tournament Play, Camps, Clinics, or other programs charging registration fees, etc.	\$175 per event includes one field on the first day. Additional fields \$50 per field per day.	Partial
Lights	No additional charge	Full

Baseball/softball Type Facility	Fee	Cost Recovery Level and/or Comments
Hugh Smith Baseball (Legion Field, Babe Ruth, Pee Wee, Little League)	Practices \$50 per field per week. And, Legion and Babe Ruth League Games \$75/game Other youth leagues \$50/game except for leagues offered to children eight years or 3rd grade and under.	Partial
East Sheridan fields A,B,C (Softball)	Practices \$50 per field per week or \$10 per hour per field. League Games \$50/game	Partial
Tournament Concession Stand Use	\$25 vendor permit per event.	Full
Non City sponsored Tournament Play, Camps, Clinics, etc.	\$175 per event includes one field on the first day. Additional fields \$50 per field per day.	Full
Lights	No additional charge	Full
Extra field prep case-by-case basis. No less than 2 hours.	Minimum of \$25 per man hour plus materials.	Full

18. Park Shelter Rental Policy

Shelter rental fees shall be set based on regional market rate or city cost recovery goals. Reservations for shelters will be taken on a first-come-first-served basis. Reservations can be taken 12 months in advance. All reservations must accompany payment. Reservations end when the park closes or if a predetermined time is given. Park patrons using shelters should have receipt and reservation information available.

Shelter Location	Fee	Cost Recovery Level
Hugh Smith, Mentock, City Park, Glendale	\$25.00/day	Full
Canal Park Amphitheater	<p>\$100 per event and \$50 per day for additional days.</p> <p>Small festivals or family type event. Special Event Permit required. Examples include weddings, reunions, family ceremonies, etc.</p>	Full
City Park Band Shell (Stage and Sound System)	<p>\$150 per event and \$50 per day after first day. (Does not include sound system)</p> <p>\$450 per event per day with PA and Sound system. Requires City staff technician for event to set up, operate, and tear down equipment.</p> <p>Commercial or not-for-profit type event. Examples include church services, non-city sponsored festivals, concerts, performances, political rallies, etc. or events that have sales or collect an admission.</p>	Full
Beck Lake Lions Club Picnic Shelters, Shoshone River Trail and Trailhead at Belfry Bridge, Paul Stock Trail.	\$50 for entire area for special events opened to the public only. Requires permit from park and rec department.	Full

Reviewed July 26, 2013 Department and City Review Team

Reviewed September 11, 2013 City Council/Shoshone Rec District Steering committee

Park Users and Administrative Review October 30, 2013

Reviewed by City Administrator, December

Approved by City Council January 7, 2014

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