



City of DuPont

Park Facility Use and Reservation Policies

User Guidelines and Information

**City of DuPont Policies
Relating to Reservation of Parks, Recreational Facilities & Fields**

Table of Contents

General Policy Statement	Page 3
Definitions	Page 3
Park Facility Use Policies	Page 4
City Park Sites, Facilities & Uses	Page 5
Applicant/User Responsibilities	Page 8
Scheduling Procedures	Page 9
Application Procedures	Page 9
Denial/Appeal	Page 10
Deposit & Payment	Page 10
Hours of Operation	Page 11
Cancellation & Refunds	Page 11
Fees	Page 12
City of DuPont Park Code	Page 13
Contact Information	Page 15
SUPPLEMENTAL FACILITY USE POLICIES	
Alcohol Use Policy & Requirements	Page A (i)
Volunteer Rental Points	Page VRP (i)

City of DuPont
Park, Facility & Field Rental Procedures & Policies

General Policy Statement

It is the intent of the City of DuPont to make areas of DuPont's parks, recreational facilities and fields available for use and reservation for private events. Priority scheduling for use of facilities will be given to events and programs that are sponsored or co-sponsored by the City of DuPont.

This document establishes general policies and guidelines for the reservation of City-owned parks, recreational facilities and fields.

Definitions

"Applicant" refers to individuals or groups reserving a facility and completing and signing a park facility or sports field reservation application.

"Director" refers to the City Administrator, or designee.

"Facility or Facilities" will include any City park property owned and made available for public use, to include: public park areas, picnic shelters, ball fields, park buildings or structures, open spaces and grounds.

"DuPont Resident" refers to any individual who resides within the City of DuPont municipal boundaries.

"Non-DuPont Resident" refers to any individual who resides outside the City of DuPont municipal boundaries.

"DuPont Community Group" is any organization based in the City of DuPont whose major purpose is to provide support and service to the community, is open in membership to DuPont residents, has an adult DuPont resident as a board member, and the membership majority is based in the DuPont area.

"Non-Profit Organization" means any group chartered, organized and acting as a Washington State non-profit corporation and showing proof of 501 C3 status, governments or School Districts.

"User" will include any group, organization or individual who use space in City owned facilities.

General Park Facility Reservation and Use Policies

- A. Facilities will not be closed to the general public for exclusive use. Certain areas may be reserved and/or designated for a special period of time or use. Fees will be assessed to users who want to reserve park facilities, areas, or fields.
- B. If the City deems it necessary, based on the type of event, number of participants, or other unusual conditions, a Special Event Permit may be required. This permit will outline special conditions for use, including facility areas, liability insurance requirements, security or staff support, fees and/or other protective measures that may be required.
- C. Unreserved park areas are open to the public and may be used on a first come first served basis.
- D. City of DuPont scheduled events will take precedence over non-City events. Other events and reservations may be scheduled on a first come first come served basis.
- E. Facility use hours are consecutive and must include time for delivery of supplies, set-up, take-down and clean-up.
- F. User/Applicant and all facility users shall comply with the terms and conditions of the rental agreement, all facility policies and procedures, City codes and ordinances.
- G. The City of DuPont reserves the right to cancel a reservation for use of park facilities as determined necessary, such as in the case of damage or disrepair of facilities or for other unforeseen factors or circumstances.

Violations of these policies may result in the immediate termination of the reservation and use agreement to include the immediate discontinuation for use of City facilities. No refund of deposits, use fees, or refund for time left on the reservation will be granted when terminated for such causes.

City Park Sites, Facilities and Uses

Park Facilities and limited portions of City parks may be reserved upon approval of a park facility reservation application. Play structures may not be reserved for private or restricted use and must remain open to the public at all times. A separate application is required to reserve City-owned sports fields.

Chief Leschi Park- West DuPont, Hoffman Hill (Northwest Landing) Located at: 1755 Ridgeview Drive

Amenities: 4.7 Acres
Picnic Benches
Basketball Courts
Open Turf Area
Play Structure
Rocks for Climbing
Path system (asphalt)

Clocktower Park- Central DuPont (Northwest Landing) Located at: 1401 Palisade Boulevard

Amenities: 2.3 Acres
Pergolas
Picnic Tables
Covered Stage Structure
Open Stage Area
Play Structure
Limited Electricity
Open Turf Area
Site Amenities

DuPont PowderWorks Park Located at: 1775 Bob's Hollow Lane

Amenities: 23.8 Acres
3 Play Structures (2 Tot and 1 Youth)
Lighted Picnic Shelter
Open Turf Area (100 X 200)
Paved Path (asphalt)
Basketball Court
Softball Field
Multi-use Field (Soccer, Lacrosse)
Oak Preservation Area
Off-Street Parking

(City Park Sites, Facilities and Uses cont'd)

Edmond Village Park- North DuPont (Edmond Village)

Located at: 1395 Griggs Street

Amenities: 1.6 Acres
Wooden Play Structure
Half Court Basketball Court
Limited Amenities, Includes Water Fountain
Path System (asphalt)

Ethel Lumsdon Park- East DuPont (Historic Village)

Located at: 601 Louviers Avenue

Amenities: 0.6 Acres
Tot Play Structure
Youth and Tot Swings
Open Turf Area
Limited Amenities (picnic table, bench, water fountain)

Garry Oaks Park- Central DuPont (Hoffman Hill; Yehle Village)

Located at: 2000 McNeil Street

Amenities: 0.6 Acres
Play Structure
Site Amenities
Path System
Open Turf Area (linear)

Iafrati Park- East DuPont (Historic Village)

Located at: 120 Barksdale Ave

Amenities: 0.3 Acres
Open Turf Area
Pathway (Ross Trail) - unpaved
Monument (Nisqually School District)
Limited Site Amenities (picnic table, bench, water fountain)

Robinson Park- East DuPont (Historic Village)

Located at: 205 Barksdale Ave

Amenities: 0.4 Acres
History Museum (Adjacent)
Gazebo
Open turf area
Limited amenities (picnic table, bench)

(City Park Sites, Facilities and Uses cont'd)

Ross Plaza- DuPont Business District

Located at: 1500 Ross Loop

Amenities: 0.8 Acres
Pergola Structure
Open Turf Area
Limited Electricity
Path System
Landscaped Beds and Planters
Site Amenities (picnic tables, benches)

Sellers Park- Historic Village

Located at: 600 Barksdale Ave

Amenities: 7.2 Acres
Play Structure
Covered Wood Picnic Shelter (Limited Electricity)
Open Turf Area, Horseshoe Pit
Basketball court
Freestanding Volleyball Standards (no net)
Site Amenities (picnic tables, and water fountain)

Tract "I" Park - West DuPont (Hoffman Hill)

Located at: 1895 Ridgeview Drive

Amenities: 1.0 Acres
Path System
Open Turf Area
Site Amenities (picnic tables and benches)

Village II, Div. 5- West DuPont (Yehle Village)

Located at: 2850 McNeil Street

Amenities: Play Structure
Path System
Open Turf Area
Site amenities (picnic tables and benches)

Applicant/User Responsibilities

1. Applicant/user shall complete the appropriate park/ facility reservation form and comply with the terms and conditions of the use agreement, all facility and park policies and procedures, renter responsibilities, City codes and ordinances.
2. Applicant/user is responsible for (1) supervision and control of group or individuals to prevent injury and ensure safety, before, during and after use of City facility, (2) payment of all applicable fees and charges, and (3) any damage or loss to equipment, property or grounds which may be incurred as a result of the scheduled activity.
3. Applicant/user will be responsible for set-up, break down and general clean-up of their space. Removal and proper disposal of garbage, decorations and miscellaneous materials must be completed at the conclusion of the event.
4. The City of DuPont is not responsible for storage of articles or supplies associated with a planned reservation or special use.
5. The City of DuPont is not responsible for loss or theft of articles that may be stored or kept on site during use or left in a park or park facility.
6. Applicant/user will be responsible for any and all loss or damage to facilities, equipment or grounds. If loss or damage occurs, the City will obtain estimates and bill the group or individual at the lowest responsible estimate amount. In the event that additional cleaning or facility repairs are needed as a result of an event and can be performed by City staff, then the total hourly staff charges for services will be assessed against the deposit or billed to the user. Up to a 15 percent (15%) administrative charge may be added to the costs associated with cleaning or repairs.
7. Applicant/user agrees to indemnify, defend and hold harmless the City of DuPont, its officials, employees and volunteers from and against all claims, suits, actions or liabilities for injury or death of a person, including injury or death to any employees of user/applicant or subcontractors, or for loss or damage to property which arises out of the use of the facilities or its adjoining walkways or from activity, work or things done, permitted, or suffered by, in or about the facility, except only such injury to persons or damages as shall have been occasioned by the sole negligence of the City of DuPont.

Scheduling Procedures

- A. Scheduling for all facilities will be done through City Hall, located at 1700 Civic Drive, DuPont, WA 98327 PH (253) 912-5381.
- B. Scheduling of public facilities shall be based on the following priorities:
 - 1. Programs, government functions, recreational activities or special events sponsored by the City of DuPont will have first priority in scheduling.
 - 2. Activities sponsored by the Steilacoom Historical School District.
 - 3. Non-Profit Organizations or DuPont Community Groups serving the DuPont community will have third priority.
 - 4. Residents of the City of DuPont.
 - 5. Employees and employers based in the DuPont area.
 - 6. Non-profit groups, organizations and individuals who reside outside of the City of DuPont.
- C. Every effort will be made to accommodate existing established schedules. Conflicts in scheduling will be decided by the Director.
- D. Reservations for consecutive day activities will be based on the activity and availability of the requested space.

Application Procedures

- A. Facility reservation forms are available at City Hall, or available to download from the City's website. To reserve, schedule or view a facility and/or pay fees, contact staff at the City of DuPont during regular business hours.

To ensure your reservation, it is recommended that reservations be made at least 30 days prior to the planned event. All applicants must be 18 years or older. The person signing the application request must be present at all times (unless otherwise authorized) and will be considered the responsible party in the case of damage, theft or unlawful disturbance during facility use. All minors must have adequate adult supervision. **All reservations over 50 guests, activities impacting City streets or services, or requiring special set up may also require a Special Event Permit to be obtained through the City of DuPont, with the exception of field rentals for league play.**

- B. Facility reservation and special event forms will contain the following information: applicant name, address, phone number, organization name, date and time requested, areas or items to be used, user fees, staff fees (if applicable), deposit amount, other miscellaneous fees particular to

special event or activity, occupancy levels and permit requirements (as applicable), and hold harmless and liability statement.

- C. All application requirements must be met and all fees and deposits must be paid to complete and secure your reservation.
- D. Cancellation of confirmed reservations is subject to a cancellation fee.
- E. All applications must be approved by the Director.

Denial/Appeal

An application may be denied or cancelled if the Director feels that the requirements are not satisfied by the applicant, or in the Director's judgment, time scheduling, capacity, or other factors conflict with the interest of City sponsored programs or facilities, or for concerns with facility security or maintenance, or participant safety. Appeals can be made to the Director.

Deposits and Payment

- A. No refund of rental fees for use of a park facility will be given due to poor weather or adverse conditions.
- B. Security deposits and applicable rental fees will be refunded, minus a 25% administration fee, for cancellations made at least 14 days prior to the date of scheduled use. Special event permit fees will not be refunded.
- C. No refund of rental fees will be given for cancellations made **less** than 14 days prior to the date of scheduled use. 50% of the security deposit will be refunded. Special event permit fees will not be refunded .
- D. A certificate of general liability insurance naming the City of Dupont as additionally insured shall be provided for reservation/use of City sports fields. The insurance requirement shall be a minimum of \$1,000,000. The City may also require provision of a certificate of insurance prior to authorizing use of other park facilities, as may be determined necessary by the Director due to the nature or character of a proposed event.
- E. All organizations will be assessed fees for staff time whenever functions or activities require City services beyond normal hours of operation.

Hours of Operation

All City parks are open from dawn to dusk (DMC 10.03.080). All activities held in park facilities must cease by dusk, unless otherwise approved prior to the use.

Cancellation and Refunds

- A. No refund of rental fees for use of a park facility will be given due to poor weather or adverse conditions. No refunds of rental/user fees will be given for facility or picnic shelter reservations cancelled less than (14) days before the scheduled use.
- B. If a reservation is cancelled (14) or more days prior to the date of scheduled use, a full refund of security deposits and a partial refund of applicable user fees, less an administrative fee of 25% will be provided upon request. In the event that the City determines a cancellation of a scheduled use is necessary, such as for unforeseen facility damage or disrepair, a full refund of user fees and security deposits may be requested by the applicant.
- C. If a special event permit has been issued and a security deposit for use is made, a 50% portion of the deposit may be forfeited if the reservation is cancelled less than (14) days prior to an event.
- D. All user fees (including security deposits) will not be refunded if any activity is terminated by the City before the end of the scheduled time due to excessive noise or disorderly activities. The security deposit will not be refunded if a user does not have miscellaneous items removed and the site cleaned up by the assigned ending time. The security deposit will not be refunded if the user group exceeds facility capacity.
- E. Refund of Security deposits (less any applicable fees or charges) will be mailed from the Finance Department within 30 business days following scheduled use of the facility upon the recommendation by the Director.

Park Facility Reservation/Use Fees

General Park or Park Shelter Facility Rental Fees & Deposits:

There is a 4-hour minimum charge to rent these facilities. Reservations beyond the 4-hour minimum must include time needed for set up and clean up.

\$36.00 for 4-hour rental (DuPont Resident)
Additional hours are billed at \$9.00 per hour

\$52.00 for 4-hour rental (Non-DuPont Resident)
Additional hours are billed at \$13.00 per hour

Security Deposit: \$50.00 (refundable)
(A larger deposit may be required, if deemed necessary for a specific use.)

Non-profit organizations are eligible to receive a 10% discount off the rental rate provided the organization is a 501-(c) 3. (To receive discount, organizations must provide a letter with proof of non-profit status at the time of booking.)

Clock Tower Park Covered Stage Facility Rental Fees & Deposits

Reservations and fees associated with use of the Clock Tower Covered Stage must include any time needed for set up and clean up for your planned event.

\$75.00 per hour for use of the Clock Tower Stage (DuPont Resident)

\$100.00 per hour for use of the Clock Tower Stage (Non-DuPont Resident)

Security Deposit: \$200.00 (refundable)
(A larger deposit may be required, if deemed necessary for a specific use.)

Sports Field Hourly Reservation/Use Rates:

A Sports Field Reservation application must be completed for City sports fields.

Category	Resident Team/Group	Non-Resident Team/Group
Youth/Practice	\$4.00/hr	\$5.00/hr
Youth/Games	\$4.00/hr	\$5.00/hr
Adult/Practice	\$5.75/hr	\$5.75/hr
Adult/Games	\$5.75/hr	\$5.75/hr
Tournament/Camps	\$15.00/hr	\$15.00/hr
Fundraising/Non Profit Event	\$15.00/hr	\$15.00/hr

A \$100.00 deposit and Certificate of Insurance is required (minimum coverage of \$1 million) for use of sports fields.

DuPont Municipal Code
Chapter 10.03 - Park Code

Sections:

- 10.03.010 Chapter 10.03 DMC constitutes park code.
- 10.03.020 Exercise of police power.
- 10.03.030 Definitions.
- 10.03.040 Alcoholic Beverages
- 10.03.050 Fires.
- 10.03.060 Firearms, weapons.
- 10.03.070 Fireworks.
- 10.03.080 Park hours.
- 10.03.090 Disposal of trash.
- 10.03.100 Animal control.
- 10.03.110 Overnight use.
- 10.03.120 Damage or removal of plants.
- 10.03.130 Vehicular standards.
- 10.03.140 Special regulations.
- 10.03.150 Emergency conditions.
- 10.03.160 Penalty for violation.

10.03.010 Chapter 10.03 DMC constitutes park code.

This chapter shall constitute the park code of the City of DuPont and may be cited as such. Conduct in all public parks of the City of DuPont shall be subject to all the general police power regulation of the City of DuPont and not exclusively to the provisions of this chapter. (Ord. 00- 674 § 1).

10.03.020 Exercise of police power.

This chapter is hereby declared to be an exercise of the police power of the City of DuPont for the public peace, health, safety and welfare, and its provisions shall be liberally construed. (Ord. 00-674 § 2).

10.03.030 Definitions.

The terms used herein shall be construed as follows:

(a) "Park" means and includes all land areas, open space, trails, and facilities designated for passive and/or active recreation, which are owned by the City of DuPont. (Ord. 00-674 § 3).

10.03.040 Alcoholic Beverages.

The display, possession or consumption of any intoxicating liquor alcoholic beverage is prohibited in any City park except in particular areas or facilities which may be expressly designated from time to time by the City of DuPont. (Ord. 00-674 § 4, Ord. 08-865).

(DuPont Park Code cont'd)

10.03.050 Fires.

Fires are prohibited in any park except for equipment used for cooking or in park facilities specifically designated and authorized for camp fires. (Ord. 00-674 § 5).

10.03.060 Firearms, weapons.

The display or use of all firearms and other weapons, including, but not limited to, BB guns, pellet guns, slingshots and archery equipment, are prohibited in all parks, except where necessary in the defense of self or others, or where conducted by a person engaged in military activities sponsored by the federal or state government, law enforcement personnel, or security personnel while engaged in official duties. (Ord. 00-674 § 6).

10.03.070 Fireworks.

The display, possession and use of fireworks is prohibited in all parks except with prior written permission from the City of DuPont. (Ord. 00-674 § 7).

10.03.080 Park hours.

Parks shall be open at dawn and close at dusk. Use of a park during hours of closure requires prior written permission from the City of DuPont. This section shall not apply to those trails designated as such in the City of DuPont Parks, Recreation, and Open Space Plan, or to those trails or other areas as may be further designated through the land use and development process. (Ord. 00-674 § 8, Ord. 08-863).

10.03.090 Disposal of trash.

No person shall deliberately break glass in any park, or throw or leave litter on park property and equipment. All bottles, cans and trash of any kind shall be placed in receptacles provided for that purpose or taken off park property for proper disposal. The dumping of any unwanted item or any household or commercial refuse, rubbish or trash in any park is prohibited. (Ord. 00-674 § 9, Ord. 08-865).

10.03.100 Animal control.

All pets must be on a leash while on park property, except that dogs may be off-leash in any designated off-leash area. Pet feces must be immediately removed from park property. It is unlawful for any person accompanied by a pet not to have in his or her possession the equipment necessary to remove that pet's feces from park property. Failure to comply with this section is a Class 4 civil infraction pursuant to RCW 7.80.120. (Ord. 00-674 § 10).

10.03.110 Overnight use.

No person shall camp, set tents or shelters for overnight use, or sleep on seats or benches in any park, except as may be expressly authorized by the City of DuPont. (Ord. 08-865)

(DuPont Park Code cont'd)

10.03.120 Damage or removal of plants prohibited.

Unauthorized cutting, removal, or destruction of any turf, tree, plant, shrub, or flower on park property is prohibited. While inside any park, having in one's possession any newly-plucked branch, tree, plant, or shrub without specific permission may be deemed presumptive evidence of such cutting, removal, or destruction. (Ord. 08-865)

10.03.130 Vehicular standards.

It is unlawful for any person operating a motor vehicle to enter or leave a park by other than established vehicular entrances and exits. The parking of vehicles in any park other than in designated parking areas is prohibited. Except for authorized maintenance vehicles and equipment, no person shall drive or park a motor vehicle on grass or landscaping within park property unless prior approval has been obtained from the City of DuPont. It is unlawful for any person to park a vehicle along roadways or in parking areas in a manner that impedes the normal flow of traffic or that causes conditions that are hazardous to public safety. All vehicles, including bicycles, shall obey posted regulatory signs. (Ord. 08-865)

10.03.140 Special regulations.

The City of DuPont may post special regulations on any park property where such regulations are necessary for the public peace, and the health, safety and welfare of park users. Violation of such regulations shall constitute a violation of this chapter. (Ord. 00-674 § 11).

(DuPont Park Code cont'd)

10.03.150 Emergency conditions.

In case of an emergency, or where life or property are endangered, all persons, if requested to do so by an employee of the City of DuPont, shall immediately leave the specified area and remain off the premises until permission is given by the City to return. (Ord. 00-674 § 12).

10.03.160 Penalty for violation.

Any violation of any provision, or failure to comply with any of the requirements of this Chapter, shall be subject to the terms and conditions of Chapter 1.17 ("Enforcement") in the DuPont Municipal Code. (Ord. 08-865)

Contact information:

Tiffany Graves
City of DuPont
1700 Civic Drive
DuPont, WA 98327
(253) 912-5381
www.ci.dupont.wa.us