



CITY OF REDMOND
Public Works Department

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PARK AMENITIES & SPORT FIELDS RESERVATIONS

The City of Redmond supports the opportunity to reserve eligible City park amenities and sports fields for private and public events. The administrative management, fees and guidelines for park use is overseen by the Parks Division of the Public Works Department. Reservations are required whenever a park amenity or sports field is used to coordinate maintenance schedules, prevent potential user conflicts, and protect parks from overuse.

The following park amenities and sports fields are available to reserve for events:

Amenities

American Legion Stage
Baker Park Pavilion
Sam Johnson Park Pavilion
Stack Park
Quince Park Pavilion

Fields

American Legion Multi-Purpose Fields
Bowlby Softball Fields (3)
Kalama Park Softball Field
Spud Bowl Soccer Field
Umatilla Baseball (3) & Soccer Field (1)
Kiwanis Field

Sport Courts: Tennis courts and pickleball courts are reservable for clinics or tournaments only. There is a reservation limit and entities are limited to five (5) days per year.

GENERAL RESERVATION INFORMATION

Registration: Reservations are made through a website application service provided by FMX. Registration with FMX at <https://redmondor.gofmx.com/register> is required before submitting a reservation request.

Reservations: Reservations are made on a first-come, first-served basis. Reservation requests shall be made at least two weeks prior to the event, but no more than six months in advance. Requests for park amenity or sports field reservations shall be made through the Parks Division FMX application website at <https://redmondor.gofmx.com/login>. Reservations shall apply to the specific dates, locations and times stated on the application only. Application is subject to approval by the Parks Division and will automatically be denied if applicant is not registered with FMX.

Public Assembly Permits: A Public Assembly Permit will be required if you anticipate that your event will have 100 or more people in attendance, is a sport tournament, crosses a public street, or involves large tents or heavy vehicles. Events that require a Public Assembly Permit are due a minimum of 90 days prior to the event if it is contained within a park and 120 days if there are any street crossings.

Hours: The hours of the reservation are stipulated on the reservation request. The requestor must adhere to the hours stated on the reservation, including the time necessary for setup and cleanup. Parks open at sunrise and close one hour after sunset. Reservation hours may not exceed these times including setup and cleanup.

Reservation Changes: Once the reservation has been approved, no changes in hours will be allowed less than five working days in advance of the scheduled use, except in emergency cases. Such exception must be approved by the Parks Division Manager or their designee.

The City reserves the right to cancel any reserved park or facility due to unforeseen circumstances or emergency situations. If the reservation is canceled by the City, the applicant may choose a full refund or request to be rescheduled.

Refunds/Forfeiture of Fees: If a reservation cancellation is made 30 days or more in advance of the reservation date, all fees will be returned to the applicant. If a reservation is cancelled less than 10 days before the reservation date, fees shall be forfeited. No refunds will be granted on or after the date of scheduled use, whether the facility was used or not.

Permits: Depending on the size and event activity, additional permits for alcohol, sound or vendors may be required. City staff will assist you to determine the permits that will be required.

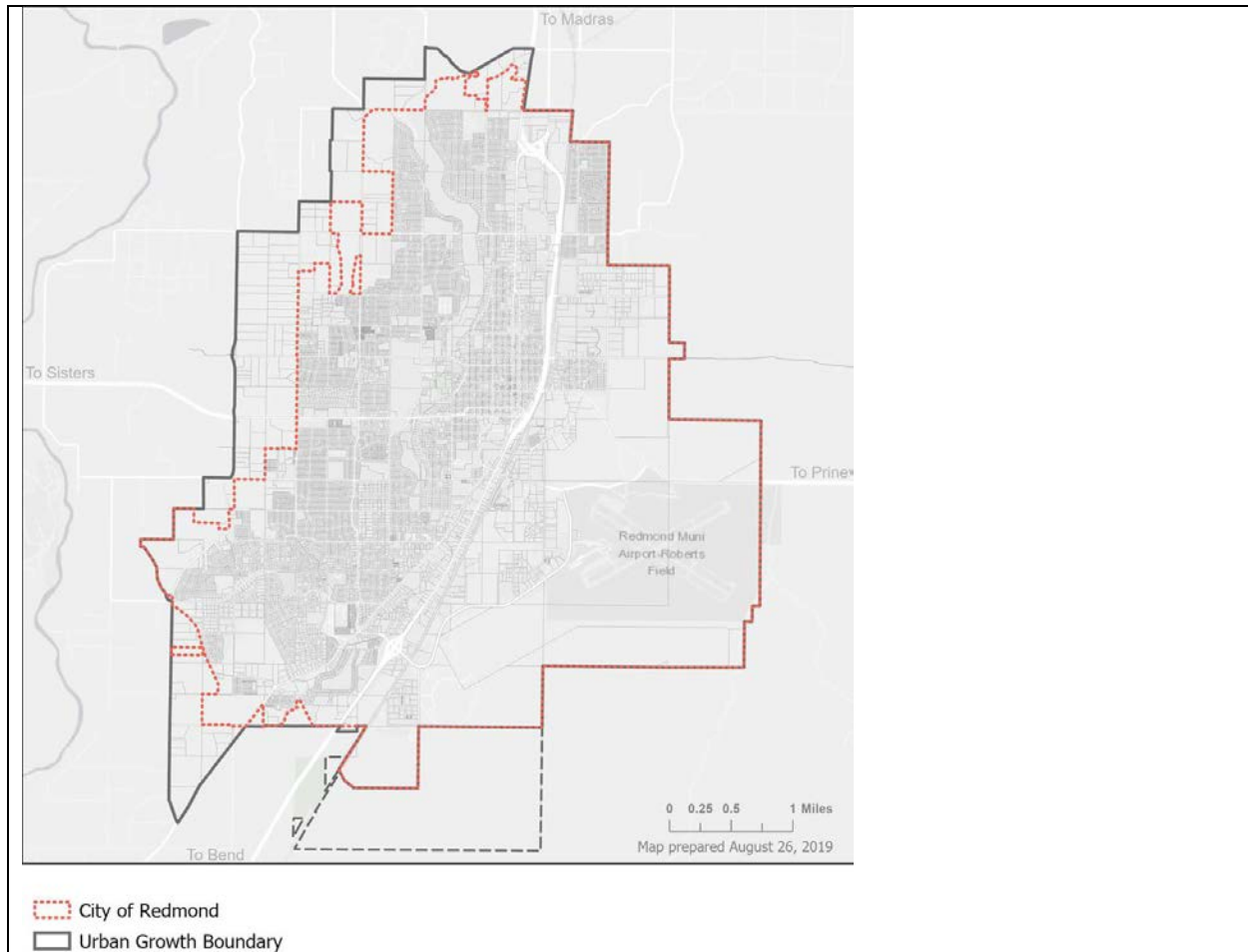
Not Included: Rental fees do not include electrical support, water access, restroom facilities, extra picnic tables, or trash removal. These items may be requested through the application and are subject to separate charges.

Insurance: Depending on the type, size, and nature of the activity, the City may require the user to provide proof of insurance in an amount specified by the City's Risk Management. Where insurance is required, it must name the City of Redmond, its officers, agents, employees, and volunteers as additional insured, and be evidenced by a Certificate of Insurance.

RESERVATION FEES

The City charges certain fees to help off-set costs incurred by the Parks Division through community reservation of City parks. Fees are based on user group classifications in accordance with the City's fee schedule.

<u>Amenities</u> American Legion Stage Baker Park Pavilion Sam Johnson Park Pavilion Stack Park Quince Park Pavilion	<u>Sports Fields</u> American Legion Multi-Purpose Fields Bowlby Softball Fields (3) Kalama Park Softball Field Spud Bowl Soccer Field Umatilla Baseball (3) & Soccer Field (1) Kiwanis Field
Reservation Fees	
Park Amenity Reservations	
Resident	\$40 per reservation
Non resident	\$60 per reservation
Sports Courts	
Resident	\$20/court/day
Non resident	\$30/court/day
Sports Fields	
Local nonprofit youth club sports, local nonprofits, government and education organizations and Redmond residents.	\$40/field/day
Local nonprofit youth club sports and rec league season rate	\$75/field/month
Commercial use	\$25/game/field
All other users	\$75/field/day
Additional Staff Support	\$50.17
Resident and Local – this is defined as an individual resident address or organization's incorporation address that is within the city limits of Redmond. This applies to individuals, nonprofits, sports clubs, businesses and all other reservations.	
Note: several outlying communities' postal codes list Redmond as the city but are outside of the limits and tax districts of the City of Redmond. See map below	



Deposit: A deposit will be required for all reservations. The deposit will be returned in full within 30 days of your event after a satisfactory review. Possible deductions to the deposit can include fees for turf damage, use of tent stakes, property damage, or unplanned staff support.

Prompt Payment: The user shall promptly pay the costs to reserve the use of the amenity or field. Failure to make payment may result in denial of future Park reservation requests.

Additional Fees: The user shall leave the event area in the same condition as found or better, otherwise the user will be subjected to additional fees incurred by the City for restoration.

GENERAL GUIDELINES FOR PARK USE

Access: Public access to parks cannot be restricted during an event. No roping or fencing of park areas is allowed, unless required by the City of Redmond Police Department and/or the Oregon Liquor Control Commission (OLCC).

Portable Toilets: Users may be required to have portable toilets placed in the parks that they are renting. It is the responsibility of the user group to facilitate arrangements for placement, payment and removal of these items. The user must contact the Parks Division to determine proper placement of portable toilets.

Setup: The user is responsible for setting up and coordinating any special needs prior to the event. Users shall consider setup time in considering reservation times.

Cleanup: It is the responsibility of the user to clean the reserved area and remove trash after each use. Failing to do so will subject the user to additional charges. Each user shall be fully responsible for the physical condition in which the facility is left. The expenses resulting from any damage or maintenance which is above the normal level of service shall be charged to the reservation. Failure of the user to meet this obligation within 30 days of billing will be cause for cancellation of future privileges, as well as legal action.

Barbeques: Privately owned gas barbeques may be used. A permanent charcoal barbecue is available at some picnic areas. No open fires are allowed in parks.

Tent Stakes: Use of tent stakes is strictly prohibited in all City parks. Tents may be secured using sandbags or water buckets.

Soccer Goals: Soccer goals must be moved off the fields and tied down after each use.

Vehicles on Fields: No vehicles will be allowed on City fields without prior written approval of the Parks Division.

Occupancy Capacity: User shall follow the posted Fire Marshal's occupancy capacity. Exceeding those limits is in direct violation of fire codes and may be cause for immediate evacuation and closure.

TERMS OF AGREEMENT

The City of Redmond agrees to allow use of Parks described in the approved reservation application and reserved amenities and fields will be in reasonable operating order.

Laws and Rules: The user shall observe all federal and state laws, as well as the policies, guidelines and administrative regulations of the City.

Revoking Privileges: Any violation of the terms and conditions for Parks use or variance from the original type of use proposed on the application shall constitute grounds for revocation of permission to use park facilities at any time.

Indemnification: User shall defend, save, hold harmless and indemnify the City and its officers, directors, agents, employees and volunteers from and against all claims, suits, actions, losses, damages, liabilities costs, and expenses of any nature resulting from or arising out of, or relating to the activities of User, its officers, employees, agents, volunteers, guests or independent contractors. It is further agreed that User

shall, at the sole option of the City, defend and bear all costs and expenses, including attorney fees, in the defense of any claim or action arising out of the use of the premises.

NOTICE: Oregon law (ORS 105.682) provides that the owner of land is not liable in contract or tort for injury or death or property damages that arise out of the use of the land for recreational purposes.

Damages: The user is responsible for any damages incurred during use of fields and/or park amenities.

Violations: Any person(s) or reservation group in violation of any applicable Oregon law or any ordinance or regulation pertaining to parks adopted by the City of Redmond shall be subject to ejection from any park, and to any and all available civil and criminal remedies.

Discrimination: The City of Redmond values all persons without regard to race, color, religion, national origin, sex, age, marital status, domestic partnership, disability, familial status, sexual orientation, gender identity or source of income. If you believe that you have been discriminated against in a program, activity, or facility or you desire further information, please contact the Public Works Department at 541-504-2000.

This agreement is authorized only after all approvals are obtained and full payment is received.