

**CITY OF SNOQUALMIE
PARKS AND RECREATION DEPARTMENT**

ADMINISTRATIVE RULES AND REGULATIONS

SECTION 1 GENERAL PARK USE

Section 1.01 Purpose

Section 1.02 References

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1.01 PURPOSE

To establish policies and procedures for the City of Snoqualmie parks and recreation facilities in a manner to achieve maximum use of the facilities by the public while assuring equitable distribution to user groups and ensuring that all facilities remain in a safe and quality condition.

1.02 REFERENCES

The City of Snoqualmie Parks Code is contained in Chapter 12.12 of the Snoqualmie Municipal Code. Any violation of the Parks Code is a misdemeanor. Chapter 2.05 of the Snoqualmie Municipal Code provides authority for City of Snoqualmie Directors to promulgate administrative rules subject to a public comment period and Council denial. Section 1 applies to all park facilities, including all parks, fields, trails and pea patches. Other rules specific to certain facilities follow in separate sections.

1.03 DEFINITIONS

Unless clearly inconsistent with the context in which used, the following definitions will apply. Other definitions are contained in Snoqualmie Municipal Code 12.12.030.

- 1.03.01 "Covered structures" means all structures with a roof, including picnic shelters, gazebos, restrooms and concession stands.
- 1.03.02 "Department" means the Department of Parks and Recreation for the City of Snoqualmie.
- 1.03.03 "Director" means the Parks and Recreation Director for the City of Snoqualmie.
- 1.03.04 "Domestic animals" means dogs, cats and pets of any type excluding service animals.
- 1.03.05 "Park code" means Snoqualmie Municipal Code Chapter 12.12.
- 1.03.06 "Special event code" means Snoqualmie Municipal Code Chapter 12.20.

1.04 PARK USE RULES

The City restricts public use/activity within the athletic field/facility/park as necessary to preserve or protect the facility and to assure the safety of all citizens. The following rules apply to all parks in the City of Snoqualmie. Additional regulations are found in the Parks Code and

the Special Event Code, as well as other sections of the Parks and Recreation Administrative Rules and Regulations.

- 1.04.01 **Alcohol:** Alcoholic beverages, including unopened containers, are not permitted on City property unless a special event permit is obtained in advance (SMC 12.12.340). Special event permits require a 30-day processing period and payment of a fee to the City Clerk. If a special event permit is obtained, users will be required to obtain the appropriate permit from the Washington State Liquor Control Board, provide additional insurance evidence to include liquor liability, and follow all access and other requirements defined by the Liquor Control Board.
- 1.04.02 **Altering facilities:** Modifications to any facility, including but not limited to storage boxes, concession stands, bleachers, goal boxes and sanitary facilities are prohibited without prior written approval from the Director.
- 1.04.03 **Animals:** Domestic animals must be on a leash not more than eight feet in length (SMC 12.12.130). The City of Snoqualmie currently operates one off-leash dog area in Three Forks Park. Specific rules for the dog park can be found in Section 3.09.
- 1.04.04 **Assemblies:** Public assemblies are permitted in City parks during days and hours such parks are open to the public, provided, such assemblies shall not interfere with normal public use or pedestrian flow or otherwise meet the threshold for special event permits as established in SMC 12.20.020 and SMC 12.12.050. Notice shall be given and a written permit obtained at least seventy-two hours prior to the date established for such assembly, except where such notice is not possible. In such circumstances, as much prior notice as is feasible shall be given. Sponsoring organizations or individuals shall be responsible for the cost of clean-up of litter and repair of any damage to park property. Security may be required for furnishing waste and sanitary conveniences, providing a plan for traffic and crowd control, and giving security for post-assembly cleanup. Sponsoring organizations or individuals are encouraged to make arrangement with the City, to the extent feasible, for appropriate sanitary facilities, garbage collection and crowd control, and shall be responsible for the cost thereof. Public assemblies may be limited to specific areas within parks.
- 1.04.05 **Children's safety:** Adults are responsible for ensuring the safety of their children and other minors in their care while in Snoqualmie parks.
- 1.04.06 **Climbing:** Climbing any tree, structure, fountain, railing or fence or other property not designated for such purposes is prohibited.
- 1.04.07 **Concessions:** Food and beverages and any other merchandise shall not be sold in City parks without a special event permit except in the case of rental of established concession stands (SMC 12.12.050).
- 1.04.08 **Decorations:** Movable decorations such as flowers, vases, balloons, etc., shall be removed at the end of the event and all residue disposed of properly.
- 1.04.09 **Equipment:** Inflatable jump toys and other large pieces of equipment require prior approval by the Director before being brought into a park. They shall not be staked

or otherwise tethered to the ground—sand bags may be used to anchor equipment. Proof of liability insurance must be provided to the City of Snoqualmie.

- 1.04.10 **Erection of structures:** Construction or erection of any building or structure of whatever kind, whether permanent or temporary, or running or stringing any public service utility into, upon, or across park lands is prohibited except with prior approval.
- 1.04.11 **Feeding animals:** Leaving, placing or distributing food of any kind or nature in any park with intent to feed wildlife is prohibited.
- 1.04.12 **Fireworks and explosives:** Possessing, burning, discharging or otherwise exploding any firecrackers, torpedo, rocket, or other fireworks or explosives of inflammable material is prohibited. Discharging or throwing such objects into parks from adjacent areas is also prohibited except under the sponsorship of organized groups and with the permission of the City Council under a special event permit (SMC 12.12.330).
- 1.04.13 **Ground disruption:** Digging in, applying materials to and placing stakes or other objects into the ground is prohibited.
- 1.04.14 **Hours:** Unless otherwise posted by the Director, parks open at dawn and close at dusk. It is unlawful to be in a City park after it closes. Seasonal hours may be posted to reflect daylight hour or hours adjusted for specific facilities for safety or maintenance reasons.
- 1.04.15 **Interference with permit holders:** Disturbing or interfering unreasonably with any person or party occupying any area, or participating in any activity, under the authority of a permit is prohibited.
- 1.04.16 **Littering:** Littering is prohibited in all City parks (RCW 70.93.60). Trash shall be disposed of in trash receptacles. For major events, users may be asked to dispose of refuse off-site or provide for additional trash receptacles.
- 1.04.17 **Lost and found:** Lost articles found by park crew members or the public will be kept at the Parks and Recreation Department for owners to claim. All found items will be marked with the location and date found and retained for a minimum of 60 days.
- 1.04.18 **Photography:** The City of Snoqualmie reserves the right to photograph Snoqualmie Parks and Recreation Department activities and programs and all persons participating in such programs and activities wherever such activities and programs may occur. The City of Snoqualmie further reserves the right to photograph programs and activities sponsored by others occurring within City park facilities.
- 1.04.19 **Restricted areas:** Entering an area posted "Closed to the Public" or "For Employees Only" or any other otherwise restricted area is prohibited.
- 1.04.20 **Signs and banners:** Posting of any signage is generally prohibited except directional signage for picnics, weddings and other events may be posted during the event so as not to obscure park rules and official notes. Pickets, nails and staple

guns shall not be used to affix such temporary notices, and all notices—including adhesive materials—shall be removed at the close of the event. Banners affixed by string to gazebos are allowed as long as they do not contain advertising (SMC 12.12.100).

- 1.04.21 **Skateboarding:** Unless specifically allowed, operation of skateboards, rollerblades and scooters in such a manner as to interfere with other park patrons' use or damage City property is prohibited (SMC 10.35.030G). Such wheeled devices shall not be used on basketball and tennis courts or employ benches, tables, curbs and other park amenities for stunting.
- 1.04.22 **Smoking:** Smoking is prohibited on athletic fields and playgrounds, in picnic shelters and park restrooms, and in any other areas specifically posted as "No Smoking." Cigarette butts are considered litter and shall be disposed of properly.
- 1.04.23 **Storage:** Storage facilities shall not be used without prior approval of the Parks and Recreation Department. Users will be responsible for providing security for any items stored in City park facilities and the City will not be held liable for any theft, vandalism, damage or other loss.
- 1.04.24 **Unlawful conduct:** Engaging in loud, boisterous, threatening, abusive, insulting or indecent language or engaging in any disorderly conduct or behavior tending to a breach of the public peace is prohibited.
- 1.04.25 **Vandalism:** Removing or defacing any structure or part of a park is prohibited. That includes any amenities such as restrooms and gazebos, interpretive signage, picnic tables, benches and other seating, monuments, statues, vases, fountains, fire pits or barbecues, walls, fences, railings, vehicles, plantings, lighting systems, sprinkling system or any other property lawfully located within any park. Users shall not trim or cut any trees or plants or remove any planting materials.
- 1.04.26 **Vehicles:** Vehicles of any type are prohibited in all but the marked parking lot areas of any Snoqualmie parks. Vehicles include trucks, cars, quads and any motorized vehicle and prohibited park areas include sidewalks, fields, sport courts and trails (SMC 12.12.180).
- 1.04.27 **Wedding confetti:** Environmentally friendly wedding confetti is encouraged. Other confetti may cause the user to incur additional cleanup costs.

1.05 VIOLATIONS

- 1.05.01 **Law violations:** Conduct that would constitute a violation of civil or criminal law may result in: 1) citation or arrest as provided under applicable law; and 2) an authorized City employee's notification to a person that his or her permission to remain on the premises has been withdrawn for up to twenty-four (24) hours.
- 1.05.02 **Rule violations:** Conduct that would not constitute a violation of civil or criminal law but does violate these administrative rules may result in an authorized City employee's notification to a person that his or her permission to remain on the premises has been withdrawn for up to twenty-four (24) hours for a first offense, up to seven (7) days for a second offense and up to thirty (30) days for a third offense.

**CITY OF SNOQUALMIE
PARKS AND RECREATION DEPARTMENT**

ADMINISTRATIVE RULES AND REGULATIONS

SECTION 2 PARK/FACILITY RENTALS

Section 2.01 Purpose

Section 2.02 References

Section 2.03 Definitions

Section 2.04 Park Rental Requirements

Section 2.05 Fees and Deposits

2.01 PURPOSE

To establish policies and procedures for rental of City of Snoqualmie parks, including fields and picnic shelters, in a manner to achieve maximum use of the facilities by the public while assuring equitable distribution to user groups and ensuring that all facilities remain in a safe and quality condition. Unless a facility is rented, no use is guaranteed and parks will be available on a first-come, first-served basis. Some events require a special event permit in addition to park rental agreement.

2.02 REFERENCES

The City of Snoqualmie Parks Code is contained in Chapter 12.12 of the Snoqualmie Municipal Code. Any violation of the Parks Code is a misdemeanor. Chapter 2.05 of the Snoqualmie Municipal Code provides authority for City of Snoqualmie directors to promulgate administrative rules subject to a public comment period and Council denial. Section 1 of the Parks and Recreation Department administrative rules governs all park facility use. Section 12.12.050 of the Snoqualmie Municipal Code covers specific triggers for events in parks being required to receive an approved special event permit. Section 4 contains specific procedures for athletic fields and courts.

2.03 DEFINITIONS

Unless clearly inconsistent with the context in which used, the following definitions will apply. Other definitions are contained in Snoqualmie Municipal Code 12.12.030.

2.03.01 "Non-resident" means anyone applying for park rental who does not reside within the Snoqualmie city limits.

2.03.02 "Rental facilities" means any element of a park including a sports field, sport court, picnic shelter, viewing platform, stage, amphitheater, concession stand or other element available for regular rental in the Department's fee schedule.

2.03.03 "Resident" means a resident of the City of Snoqualmie.

2.03.04 "Special use or activity" means an organized use that limits general public access to any park facilities for more than one-half hour, including games, practices, weddings, family picnics and other gatherings.

2.03.05 "User" means an entity requesting use of an athletic field, park or facility, whether league, group, organization, association or individual.

2.04 PARK RENTAL REQUIREMENTS

2.04.01 **Facilities:** Rentals are only taken for rental facilities advertised in the Department's fee schedule. The addition of any other facilities to the rental schedule shall be made only once per year.

2.04.02 **Reservations:** Residents except for tournaments and leagues requesting use of athletic fields may apply for reservations one (1) year in advance and non-residents eight (8) months prior to the event. Unless otherwise indicated, reservations are taken on a first-paid, first-served basis. Refer to section 4 for specific athletic field reservation procedures.

2.04.03 **Revisions or denials:** The Director reserves the right to deny or revise reservations based on user needs and equitable practices, including the "Fair Play in Community Sports Act" of 2009 as it applies to community sports.

2.04.04 **Application required:** Users shall complete and have approved a Park/Ball Field Rental Application in a form acceptable to the Director prior to conducting any special use or activity in a park. A special use or activity is defined as any event where expected attendance will exceed 25 people for a mini-park, 50 people for a neighborhood park or 100 people for a community park.

2.04.05 **Application information:** Applications will include, at a minimum:

- a. The park or portion for which rental is desired.
- b. The day and hours for which the rental is desired.
- c. The nature of the event.
- d. The name, address and phone numbers of the applicant.
- e. The name and address of the organization sponsoring the activity, if any.
- f. An estimate of the anticipated attendance for both minors and adults.
- g. A signature of a qualified representative indemnifying and holding harmless the City, its officers, employees, agents and elected officials.

2.04.06 **Approval criteria:** The director may approve rental of parks if it is found:

- a. That the proposed activity or use of the park will not unreasonably interfere with or detract from the general public enjoyment of the park.
- b. That the proposed activity and use will not unreasonably interfere with or detract from the promotion of public health, welfare, safety and recreation.
- c. That the proposed activity or use is not anticipated to incite violence, crime or disorderly conduct.
- d. That the proposed activity will not entail unusual, extraordinary or burdensome allocation of City resources, including staffing.
- e. That the facilities desired have not been reserved for other use at the same time.
- f. That the users have properly submitted a Certificate of Insurance with the City listed as an additional insured two weeks prior to event/game/practice. General

- liability limits shall be at least \$1 million for single occurrence and \$2 million for general aggregate. This requirement may be waived by the City Clerk.
- g. That a special event permit has been obtained if required.

The Parks & Recreation Director retains the right to put certain conditions on park rentals to meet the above criteria.

2.04.07 **Parking/traffic/crowds:** Any event requiring additional parking or crowd control will be the responsibility of the user and a parking and traffic/crowd control plan shall be provided upon request or reservations may be cancelled.

2.04.08 **Cancellations:** Cancellations by users shall be made in person at least fourteen (14) days prior to the event in order to receive a refund minus processing fee.

2.05 FEES AND DEPOSITS

2.05.01 **Schedule published:** Regular rental fees, including field preparation fees and damage deposits, will be determined by the Director and made available to all users prior to scheduling. Fees may be charged hourly, by blocks of hours, or at half-day and full-day rates. Residents will pay lesser rates than non-residents and youth activities will be charged at lesser rates than adult activities. Non-profit concession stand users may be offered a lower rental rate. For-profit users must enter into separate agreements per 2.05.04.

2.05.02 **Fees due:** All fees are due at the time of application except in the case of tournaments, wherein the damage deposit is due at the time of application and rental fees 14 days in advance of the first game.

2.05.03 **Concession rentals:** Users of concession stands shall complete a rental application, obtain a business license from the Finance Officer (if required) and pay a fee in advance to the Parks and Recreation Department in addition to any regular ballfield rental fees. A damage deposit will also be required.

2.05.04 **For-profit:** If a park facility is used on for an admission-based or for-profit event (excluding use of concession stands with an approved ballfield rental agreement but including summer camps, lessons, clinics and special events), the user shall enter into an agreement with the City's Parks and Recreation Department for revenue sharing. A Certificate of Insurance, hold harmless agreement and special event may permit be required (SMC 12.12.050B), as well as registration for admission tax collection with the City of Snoqualmie's Finance Officer.

2.05.05 **Fee revisions:** In the case of a fee or deposit change after an event is scheduled, the fee in place at the time of the scheduling will be charged.

2.05.06 **Damage deposits:** Damage deposits will be determined by the Director and the fee schedule made available to all users prior to scheduling. All damage deposits will be paid before a reservation is made. Users with more than five scheduled practices or games at one time will be charged deposits at the full-day event/camp rate.

- 2.05.07 **Full refund:** If the park is left in good condition and there is no damage, the Director shall refund the damage deposit. Refunds may take up to six weeks.
- 2.05.08 **Partial refund:** In the event that a park facility is left in poor condition or damage is done, the Director shall retain damage deposit funds in an amount adequate to return the field to its prior condition and will provide a written explanation of the deduction to the user and refund the remaining amount.
- 2.05.09 **Additional charges:** In the event that a park facility is significantly damaged, the Director will notify the user and the user will be responsible for remitting additional charges within four weeks and prior to any future rental.
- 2.05.10 **Denial of requests:** In the event a user is found to significantly damage a park facility, repetitively leave a facility in poor condition, or fail to remit additional charges for repairs, the Director reserves the right to deny future rental requests.

**CITY OF SNOQUALMIE
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ADMINISTRATIVE RULES AND REGULATIONS

SECTION 3 USE OF SPECIFIC PARK FACILITIES

- 3.01 Purpose**
- 3.02 References**
- 3.03 Definitions**
- 3.04 Use of Picnic Areas**
- 3.05 Use of Trails**
- 3.06 Use of Bike Parks**
- 3.07 Use of Concession Stands**
- 3.08 Use of Pea Patches**
- 3.09 Use of Off-leash Dog Park**

3.01 PURPOSE

To provide administrative rules regarding use of picnic areas, trails, concession stands and pea patches to ensure their enjoyment by the community as a whole first and secondarily for community groups or others.

3.02 REFERENCES

The City of Snoqualmie Parks Code is contained in Chapter 12.12 of the Snoqualmie Municipal Code. Any violation of the Parks Code is a misdemeanor. Chapter 2.05 of the Snoqualmie Municipal Code provides authority for City of Snoqualmie directors to promulgate administrative rules. Section 1 of the Parks and Recreation Administrative Rules 2010 provides overall rules for use of all park property, including gazebos, shelters, fields and trails. Section 2 provides rules regarding park facility rentals.

3.03 DEFINITIONS

- 3.03.01 "Bike park" means a park specifically designed and designated by the City for use by bicyclists only.
- 3.03.02 "City trail" means any trail maintained by the parks and recreation department for use by pedestrians, cyclists and horseback riders.
- 3.03.03 "Cycle" means any device, other than a wheelchair, which is propelled by human power and has one or more wheels at least twenty (20) inches in diameter and a frame size of at least fourteen (14) inches.
- 3.03.04 "P-patches" means the City's community gardens.
- 3.03.05 "Picnic areas" means all picnic shelters, barbecues and gazebos available for use in the City of Snoqualmie's park system.

3.04 USE OF PICNIC AREAS

- 3.04.01 **Hours:** Use of picnic areas is confined to regular park hours, generally dawn to dusk.

- 3.04.02 **Availability:** Use of the individual fireplaces together with tables and benches follows generally the rule of "first-come, first-served," except in those cases where prior reservations have been made with the director.
- 3.04.03 **Non-exclusivity:** No one shall use any portion of the picnic areas or any of the buildings or structures therein for the purpose of holding picnics to the exclusion of other persons, or to use such area and facilities for an unreasonable time if the facilities are crowded, except in those cases where prior reservations have been made with the director.
- 3.04.04 **Duty of picnicker:** No person in a park shall leave a picnic area before the barbecue is completely extinguished and before all trash in the nature of boxes, papers, cans, bottles, garbage or other refuse is placed in the disposal receptacles where provided. If no such trash receptacles are available, then refuse and trash shall be carried away from the park area by the picnicker to be properly disposed of elsewhere.

3.05 USE OF TRAILS

- 3.05.01 **Designated trails:** No person may operate or use a motor vehicle, including a motorcycle, motorbike, mini-bike, or a bicycle on a trail or path not designated for the use with such vehicles.
- 3.05.02 **Walk to the right:** Pedestrians on a city trail shall remain as near to the right side of the trail as practical.
- 3.05.03 **Yield:** On multi-purpose trails, cyclists shall yield to equestrians, cyclists shall yield to joggers, joggers shall yield to equestrians and joggers shall yield to walkers. Trail users should not be more than two abreast when this action will impede other traffic on the trail. Trail users should leave ample room on the trail for other users to pass safely.
- 3.05.04 **Dogs:** Any person responsible for a dog on any city trail shall keep the dog on a leash reined in to within four (4) feet of the responsible person whenever it approaches or is approached by another trail user.
- 3.05.05 **Dog/horse waste:** Owners are responsible for disposing of all dog or horse feces on city trails, including soft surface trails. See SMC 12.12.130.
- 3.05.06 **Cyclists:** Cyclists shall follow the following rules when using city trails:
- Every person operating a bicycle on a city trail should give an audible signal, e.g., "passing on the left" before passing a pedestrian, horseback rider or other cyclist.
 - Cyclists shall remain on designated paths to avoid damage to vegetation.
 - Persons operating cycles upon a city trail shall ride single file when passing a pedestrian, horseback rider or other cyclist.
 - Every person operating a cycle upon a city trail shall ride as near to the right side of the trail as practicable, exercising due care when passing a pedestrian, horseback rider or other cyclist.
 - Every cyclist on a city trail shall wear a protective helmet.

- f. Unless otherwise posted, the speed limit for cyclists on trails is 10 miles per hour and shall at all times exercise the highest degree of care to avoid colliding with another trail user.

3.05.07 **Horses:** Horses are not allowed on trails in Snoqualmie except for multi-purpose trails in Snoqualmie Ridge or as specifically designated by the City Council. While using trails in Snoqualmie, the following rules shall be followed:

- a. Horses shall be bridled and otherwise under control at all times.
- b. Riders shall only use the trails between dawn and dusk.
- c. An equestrian shall only control one horse at a time.
- d. Riders shall ride no more than two abreast on a trail and yield to other users.
- e. Canter and gallop are prohibited.
- f. Grazing of horses or blazing new trails is prohibited.

3.06 USE OF BIKE PARKS

3.06.01 **Skateboarding:** Skateboards, roller skates and razorboards are prohibited within bike parks.

3.06.02 **Protection:** Bicyclists shall wear CPSC-approved helmets, elbow pads, knee pads and wrist guards at all times within bike parks.

3.06.03 **Prohibitions:** Pets, tobacco products and glass containers are prohibited in bike parks.

3.06.04 **Equipment:** The use of any equipment in the bike park without prior authorization from the Director is strictly prohibited.

3.06.05 **Competitions:** Competitive or demonstration events are prohibited unless prior written approval is granted by the Director.

3.06.06 **Age:** Bicyclists under 12 years old should be accompanied by an adult. Adult supervision is recommended for all riders, regardless of age.

3.06.07 **Non-riders:** No spectators or other non-riders are allowed on the track.

3.06.08 **Alterations:** Homemade or professionally constructed obstacles, ramps, jumps or other modifications may not be added to the track.

3.06.09 **Liability:** Use of the bike park is at the user's own risk. The City of Snoqualmie does not assume any responsibility for injuries.

3.07 RENTAL OF CONCESSION STAND

3.07.01 **Rental:** The Centennial Fields concession stand shall be available for uses that are compatible with the nature of the park.

3.07.02 **User Fee:** All fees and a damage deposit must be paid in advance. The deposit will be refunded to the user at verification by the City that no damage has occurred.

3.07.05 **User Responsibilities:** It shall be the responsibility of the user of the concession stand to conduct their concessions in a manner that does not interfere with use of

other sections of the park by other persons. It shall also be the user's responsibility to clean the premises upon the conclusion of their use.

3.07.06 **Prohibitions:** Smoking, pets and alcohol are prohibited within the structure.

3.07.07 **Occupancy:** Maximum occupancy as posted shall not be violated.

3.07.08 **Rules:** The City reserves the right to institute additional rules regarding use of the concession stand.

3.07.09 **Denial:** Failure to observe the use rules for the rental may result in denial of future use or the requirement for additional damage deposits prior to allowing future use.

3.08 USE OF P-PATCHES

3.08.01 **Opening day:** Gardeners shall begin working in their assigned plots by the second Saturday in May. To maximize use of limited space, plots that are not being worked by that date may be re-assigned.

3.08.02 **Recreational use:** Community p-patches are to be used for recreational gardening and for growing vegetables and flowers for personal or family use. Growing vegetables and flowers for commercial purposes is prohibited.

3.08.03 **Pesticides and herbicides:** The p-patch program is an organic gardening program. Use of pesticides, herbicides and insecticides made from synthetic materials. Slug bait is permitted only in enclosed containers and shall be removed from the site after use.

3.08.04 **Fertilizer:** Use of chemical fertilizers is prohibited. Use of raw human or animal waste is not allowed due to environmental and health concerns. Fully composted manures such as steer and chicken manure are allowed.

3.08.05 **Watering:** Gardeners shall be present at their plots while watering them. Drip irrigation cannot be left unattended.

3.08.06 **Weeding:** Gardeners are responsible for weeding during the season and for removing any weeds on the State's Noxious Weed List. No illegal plants may be grown, including noxious weeds.

3.08.07 **Prohibited activities:** Dogs, cats and other pets are not allowed in the garden at any time. Smoking is prohibited in the garden. Motorized vehicles and equipment, with the exception of small rototillers, mowers and weed eaters, are not allowed in the gardens.

3.08.08 **Clean up:** P-patch plots close the second Friday in November. Gardeners shall remove all non-plant material from their plots, including weed block fabric, plastic pots, wire tomato cages, stakes, tools, etc., by that date.

3.08.09 **Vandalism/theft:** The City of Snoqualmie is not responsible for vandalism or theft.

3.08.10 **Refusal:** Gardeners who fail to follow these rules may not be assigned a plot the following year.

3.09 USE OF OFF-LEASH DOG PARK

3.09.01 **Age:** Dog handlers must be 16 years or older. Children under 16 in the park must be accompanied by an adult.

3.09.02 **Animals allowed:** Only dogs over four months of age are allowed in the park. Female dogs in heat are prohibited.

3.09.03 **Collars:** Spiked, choke or pinch collars must be removed after entering the park.

3.09.04 **Prohibitions:** Food and drink and tobacco products are not allowed in the off-leash area.

3.09.05 **Licensing/shots:** Dogs without current licenses or up-to-date vaccinations are not allowed in the park.

3.09.06 **On leash:** Keep your dog leashed when not in the off-leash area, including in the parking lot and on streets and trails outside the park.

3.09.07 **Risk:** Users of the off-leash area do so at their own risk. Owners shall be liable for any injury or damage caused by their dog in the off-leash area.

3.09.08 **Supervision:** Owners must be in the park with their dog at all times. Owners must maintain control of their dog at all times. There is a maximum of two dogs per handler.

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SECTION 4 USE OF ATHLETIC FIELDS AND COURTS

- 4.01 Purpose**
- 4.02 References**
- 4.03 Definitions**
- 4.04 Scheduling Priorities**
- 4.05 User Obligations**
- 4.06 Field Allocations**
- 4.07 Tournaments**

4.01 PURPOSE

To provide administrative rules regarding use of athletic fields and courts to ensure their enjoyment by the community as a whole first and secondarily for community groups or others.

4.02 REFERENCES

The City of Snoqualmie Parks Code is contained in Chapter 12.12 of the Snoqualmie Municipal Code. Any violation of the Parks Code is a misdemeanor. Chapter 2.05 of the Snoqualmie Municipal Code provides authority for City of Snoqualmie directors to promulgate administrative rules. Section 1 of the Parks and Recreation Administrative Rules 2010 provides overall rules for use of all park property, including gazebos, shelters, fields and trails. Section 2 relates to park and facility rentals. Section 3 of the Parks and Recreation Administrative Rules provides rules for use of picnic areas, trails, concession stands and pea patches specifically.

4.03 DEFINITIONS

- 4.03.01 "Athletic field" means any type of field including baseball, softball, soccer/football, etc.
- 4.03.01 "Historical use" means uses that have been scheduled during the prior season.
- 4.03.03 "Park district" means the Si View Metropolitan Park District.
- 4.03.04 "Rain out" means an inability to proceed with scheduled play due to rain or other inclement weather.
- 4.03.05 "School district" means the Snoqualmie Valley School District.
- 4.03.06 "Sport courts" means any type of court, including outdoor basketball and tennis courts and multi-purpose courts.

4.04 SCHEDULING PRIORITIES

4.04.01 **League schedules:** For leagues requesting use, schedules must be submitted by the following days or the next business day:

Winter (December 1 to February 28/29): League requests due October 1

Spring/Summer (March 1 to July 31): League requests due January 1

Fall (August 1 to November 30): League requests due June 1

All schedules received by the above dates will be processed at the same time. Revisions and additions to the submitted schedules will be evaluated using the regular reservation process.

4.04.02 **Athletic field and court scheduling priorities:** Except as otherwise indicated in any appropriately approved agreement, the following field scheduling priorities will apply:

1. City of Snoqualmie
2. Interlocal Agreement Parties (park district, school district, other cities)
3. Snoqualmie Valley Youth Organizations
4. Snoqualmie Valley Adult Organizations
5. Snoqualmie Valley School District
6. Other Youth Organizations
7. Other Adult Organizations

4.04.03 **"No permit" priorities:** Users are required to carry their approved permit produced by the City to avoid any conflicts. If neither user can produce a permit, the following guidelines will be used to determine priority:

- a. Youth League Games – 1st priority
- b. Adult League Games – 2nd priority
- c. Youth Practices – 3rd priority
- d. Adult Practices – 4th priority
- e. If there are two users of equal priority with a desire to use a field, the user with the first submitted and fully paid rental application will receive priority scheduling.

4.05 **USER OBLIGATIONS**

4.05.01 **Maintenance:** All facility maintenance shall be performed by Department staff unless written authorization has been approved. Teams shall not be allowed to warm up or take the field while maintenance crews are working.

4.05.02 **Clean up:** Field and court users are responsible for clean up.

4.05.03 **Field preparation:** Fields are prepped for the first game of the day only. Additional fees are charged for additional games. Fields will not be prepped for practices.

4.05.04 **Bases:** Bases will be provided and will not be removed by users. No field striping will be allowed by users without the express permission of the Department.

4.05.05 **Vehicles:** No unauthorized vehicles are allowed on fields, courts or any park facility excluding parking lots, driveways and streets.

4.05.06 **Fencing:** Users are not to throw toward, hit or climb cyclone fencing or backstop. Portable fencing will not be allowed without written permission from the Director.

4.05.07 **Special events:** Additional conditions may be placed upon athletic field or sport court use with a special event permit.

4.05.08 **Parking/traffic/crowds:** Any event requiring additional parking or crowd control will be the responsibility of the user and a parking and traffic/crowd control plan shall be provided upon request or reservations may be cancelled.

4.06 **FIELD ALLOCATIONS**

4.05.01 **Allocation considerations:** The following considerations will be taken into account when allocating field time:

- a. The City will comply with all aspects of the Fair Play in Community Sports Act as passed by the Washington State Legislature 2009 and further authorized in Resolution 933 of the Snoqualmie City Council.
- b. A field's configuration and size will determine the age group scheduled.
- c. Highest quality fields will be reserved for game use during peak season.
- d. The number of teams requesting use of a field may force allocation of available time.
- e. A league's geographical location and/or boundaries, as practical, may determine which field is reserved.
- f. Historical use of a field will be used but does not guarantee use the following year.
- g. The City reserves the right to set deadlines for field rental applications for leagues, tournaments, camps and other major events.

4.05.02 **Unplayable:** If the field is unplayable due to weather, the user has 24 hours after the scheduled event to notify the Department to obtain a refund or credit.

4.05.03 **Closing of fields:** During periods of inclement weather, athletic fields and parks may close at the discretion of the Director.

4.05.04 **Trading times:** Trading of field time between Snoqualmie resident users is allowed but the Department should be notified. Damage deposits and other liabilities will accrue to the actual user of the field.

4.07 **TOURNAMENTS**

4.07.01 **Scheduling:** Request to schedule tournaments will be accepted February 1 (or next working day) of each year and will be accommodated on the basis of field and sport court availability.

4.07.02 **Rental fees:** Rental fees for the entire tournament will be collected at least fourteen (14) days in advance.

4.07.03 **Deposits:** All tournaments requests shall be submitted with a damage deposit to be scheduled.

4.07.04 **Cancellations:** Deposits will be forfeited if a tournament is cancelled after April 1. Refunds will be given for rained-out tournaments only. A rain out will be observed if

play has been stopped prior to the conclusion of more than one-half of all scheduled games on a single day.

**CITY OF SNOQUALMIE
PARKS AND RECREATION DEPARTMENT**

ADMINISTRATIVE RULES AND REGULATIONS

SECTION 5 ADOPT-A-PARK OR TRAIL PROGRAM

- 5.01 Purpose**
- 5.02 References**
- 5.03 Definitions**
- 5.04 Program Eligibility**
- 5.05 Volunteer Duties**

5.01 PURPOSE

To provide administrative rules regarding the Adopt-a-Park or Trail program so that citizens and citizen groups can contribute to the City by adopting a section of a City park, trail or open space in a safe and productive manner.

5.02 REFERENCES

The City of Snoqualmie Parks Code is contained in Chapter 12.12 of the Snoqualmie Municipal Code. Any violation of the Parks Code is a misdemeanor. Chapter 2.05 of the Snoqualmie Municipal Code provides authority for City of Snoqualmie directors to promulgate administrative rules. Section 1 of the Parks and Recreation Administrative Rules 2010 provides overall rules for use of all park property, including gazebos, shelters, fields and trails. Section 2 relates to park and facility rentals. Section 3 of the Parks and Recreation Administrative Rules provides rules for use of picnic areas, trails, bike parks and concession stands specifically. Section 4 provides specific rules for use of athletic fields and courts. On April 12, 2010, the City Council also adopted volunteer policies and procedures in Resolution 951. All requirements in those policies also apply.

5.03 DEFINITIONS

- 5.03.01 "Adopt-A-Park or Trail program" means a program whereby volunteer organizations and individuals may contribute to the maintenance and upkeep of parks, trails or open space by providing regular maintenance and litter control.
- 5.03.02 "Adopt-A-Park or Trail sign" means a sign on each park/trail/open space section referring to the Department's Adopt-A-Park program and identifying the volunteer organization responsible for that site.
- 5.03.03 "Adopt-A-Park or Trail application" means a document to be completed by a volunteer organization and submitted to the Department to apply for the Adopt-A-Park/Trail program.
- 5.03.04 "Adopt-A-Park or Trail agreement" means a contract agreement between the City of Snoqualmie and a volunteer organization participating in the Adopt-A-Park or Trail program that delineates the responsibilities of both parties.
- 5.30.05 "Program manager" means the Parks and Recreation Department employee assigned to oversee the Adopt-a-Park or Trail program.

5.03.06 "Volunteer organization" means any organization empowered by law to enter into contractual agreements which permits volunteers to participate in the Adopt-A-Park program.

5.04 ELIGIBLE VOLUNTEERS

5.04.01 **Eligibility:** Eligible volunteers include individuals, businesses and various organizations. Organizations shall not be eligible whose name endorses or opposes a particular candidate for public office, advocates a position on a specific political issue, initiative, referendum or piece of legislation or includes a reference to a political party.

5.04.02 **Application required:** Volunteers shall submit a completed Adopt-a-Park or Trail application package including appropriate hold harmless agreements, waivers and background check releases to the City.

5.04.03 **Designated representative:** Volunteers shall name a designated representative to act as the primary liaison to City staff and volunteers in scheduling activities and complying with all requirements, including safety rules.

5.04.04 **Activity commitment:** Volunteers shall commit to at least four activities a year for a minimum commitment of one year.

5.05 VOLUNTEER DUTIES

5.05.01 **Drugs/alcohol:** Volunteers will not show up for duty under the influence of drugs or alcohol.

5.05.02 **Vehicle insurance:** Volunteers who use personal vehicles for duty will provide personal vehicle insurance.

5.05.03 **Non-participants:** Volunteers will assume liability for any non-participants who accompany them.

5.05.04 **Dangerous items:** Volunteers will not pick up any heavy or hazardous materials, including large objects, syringes and glass.

5.05.05 **Photography:** Volunteers agree that any photographs, videotapes, motion pictures or recordings taken may be used for publicity purposes for the City of Snoqualmie.

5.05.06 **Emergencies:** Volunteers will immediately call 911 in case of an emergency.

5.05.07 **Signs:** The designated volunteer representative will provide the wording for the Adopt-a-Park or Trail program sign to the Program Coordinator.

5.05.08 **Safety:** The designated volunteer representative will provide training for all participants using safety information and training aides provided by the Program Coordinator.

- 5.05.09 **Coordination:** The designated volunteer representative will coordinate all activities on the adopted space with the Program Coordinator prior to that activity taking place.
- 5.05.10 **Hand tools:** The volunteer organization will provide all hand tools, which may include clippers, rakes, axes, hand sickles, saws, shovels, wheelbarrows, pruners, hoes, brooms and other appropriate tools.
- 5.05.11 **Power tools:** Unless specifically requested, volunteer organizations will not use power tools on City park property. Refer to the administrative rules for volunteerism for further guidelines on use of both simple and advanced power tools.
- 5.05.12 **Age restriction:** The designated volunteer representative will ensure that only appropriately trained volunteers 18 years old and over use power tools on City property.
- 5.05.13 **Heavy equipment restriction:** The volunteer organization shall not be allowed to use heavy equipment or install equipment, alter facilities or landscaping on City-owned property.

**CITY OF SNOQUALMIE
PARKS AND RECREATION DEPARTMENT
ADMINISTRATIVE RULES AND REGULATIONS
SECTION 6 EVENT SPONSORSHIPS**

- 6.01 Purpose**
- 6.02 References**
- 6.03 Definitions**
- 6.04 Applications and Fees**

6.01 PURPOSE

To provide administrative rules regarding City of Snoqualmie Parks & Recreation Department event sponsorships to provide consistency and predictability for local businesses and others interested in supporting such events.

6.02 REFERENCES

The City of Snoqualmie Parks Code is contained in Chapter 12.12 of the Snoqualmie Municipal Code. Any violation of the Parks Code is a misdemeanor. Chapter 2.05 of the Snoqualmie Municipal Code provides authority for City of Snoqualmie directors to promulgate administrative rules. Section 1 of the Parks and Recreation Administrative Rules 2010 provides overall rules for use of all park property, including gazebos, shelters, fields and trails. Section 2 relates to park and facility rentals. Section 3 of the Parks and Recreation Administrative Rules provides rules for use of picnic areas, trails, bike parks and concession stands specifically. Section 4 provides specific rules for use of athletic fields and courts. Section 5 provides rules for the Adopt-a-Park or Trail program.

6.03 DEFINITIONS

- 6.03.01 "Event" means an activity organized by the City of Snoqualmie's Parks & Recreation Department at a City park, on a City trail or other City-owned property.
- 6.03.02 "For-profit vendor" means an entity that does not have 501(c)3 status.
- 6.03.03 "Non-profit participant" means an organization with confirmed 501(c)3 status.
- 6.03.04 "Service provider" means anyone providing a service or activity for a fee.

6.04 APPLICATIONS AND FEES

- 6.04.01 **Rate cards provided:** Sponsorship and booth rental fees will be determined by the Director and made available to all users prior to application. Fees may be set according to estimated attendance or type of event. Benefits will be set for various levels of sponsorship commensurate with the fee paid. Non-profit organizations or those offering a free service or activity at the event may have fees waived.

- 6.04.02 **Fees due:** All fees are due at the time of application. No refunds will be given after the application deadline. Refunds may be given before the deadline minus a \$5 processing fee. In the case of a fee change after an application is approved, the fee in place at the time of the application approval will be charged.
- 6.04.03 **Additional charges:** In the event that a park facility is significantly damaged, the Director will notify the user and the user will be responsible for remitting additional charges within four weeks.
- 6.04.04 **Food booths:** Depending on menu items, vendors may be required to apply for a temporary food service permit or plan review and must contact the Seattle-King County Department of Public Health for information. Washington State Law requires food vendors to provide a recycling station. A Certificate of Insurance may be required or the requirement waived by the City Clerk.
- 6.04.05 **Activity booths:** Activity providers at the event may be required to submit a certificate of insurance naming the City as additional insured.
- 6.04.06 **For-profit businesses:** For-profit businesses selling services or products at retail at the event shall be responsible for obtaining a City of Snoqualmie temporary business license. Those participating for advertising purposes only will not be required to obtain a City of Snoqualmie business license.
- 6.04.07 **Equipment:** Vendors are responsible for providing all of their own equipment. Additional fees will be charged if City water and electricity are provided for vendors at the event. Vendors are responsible for disposing of all waste.
- 6.04.08 **Set up and removal:** Times for set up and removal shall be set by the Director for each event and must be followed. Booths must be staffed for the duration of an event.
- 6.04.09 **Hold harmless:** Each vendor shall be required to sign an application with a hold harmless clause.
- 6.04.10 **Denial of requests:** In the event a user is found to be inappropriate for a family setting, significantly damage or otherwise fail to properly maintain a park facility during an event, or fail to remit additional charges for repairs, the Director reserves the right to deny the request.