

Parks & Recreation

City of Missoula • 600 Cregg Lane • 721-PARK

Missoula Parks and Recreation Department

MASTER FEE SCHEDULE FOR FACILITY USE, RESERVATIONS, CONTRACTS, PERMITS & PROGRAMS 2023~~22~~

This document is to be reviewed annually by the City Parks & Recreation Board and the City Council.

Section 1 SPORT FACILITY RENTAL FEES

Missoula Parks and Recreation shall retain the ability to adjust policy and fees during emergency situations (such as a pandemic) and update the Parks and Recreation Board of those temporary policies or fee adjustments as needed.

Section 1.1 Softball Diamonds

Softball Facilities Rental Rates

Softball Facilities	Deposit Per Field	Fee-prepared field	Fee-no prep
McCormick, 2 lighted diamonds	\$100.00	\$20.75/hr plus \$54.50 one time prep fee/day Add \$12.00/hr/field for lights	\$20.75 per hour Add \$12.00/hr/field for lights

Note: 30% of each rental hour shall go to the Parks Enterprise Fund for Softball facility improvements.

Softball Facilities	Deposit Per Field	Fee-Prepared field	Fee-no prep
Fort Missoula Fields 1 - 5	\$100.00	\$20.75/hr plus \$54.50 one time prep fee/day Add \$10.00/hr/field for lights	\$20.75/hour Add \$11.00/hr/field for lights
Fort Missoula Fields 6 & 7	\$100.00	\$20.75/hr plus \$54.50 one time prep fee/day	\$20.75/hour

Softball Facilities Rental Rates - Leagues

League play will be no earlier than 6:00pm and end no later than 11:00pm.

Softball Facilities	Deposit Per Field	Fee-Prepared Field
McCormick, 2 lighted fields	\$100.00	\$ 168.50/night/field includes lights
Northside field		not available for league games

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Note: 40% of each rental hour shall go to the Parks Enterprise Fund for Softball facility improvements.

Softball Facilities	Deposit Per Field	Fee-Prepared Field
Fort Softball 1 - 5	\$100.00	\$ 164.50/night/field includes lights
Fort Softball 6 & 7	\$100.00	\$ 98.00/night

Note: 10% of each rental hour shall go to the Parks Enterprise Fund for Softball facility improvements.

Organization Deposit Fee - Organizations holding League and Tournament Play on Softball Fields. A Refundable **Seasonal Deposit Fee of \$1,000 will be required.** Season span April – June and July – October. For Organizations who span both seasons the Deposit Check will need to be renewed between seasons.

Softball Tournament Rental Rates:

Persons reserving softball fields for tournaments shall follow all of the general reservation guidelines for field reservations. Fee rates and deadlines are modified for tournaments.

McCORMICK SOFTBALL FIELDS NON-REFUNDABLE RESERVATION FEE: \$ 62.50 per field / day (fee equivalent to three hours of rental time)

Tournament field reservations for McCormick and Fort Missoula fields will be assessed a non-refundable per field reservation fee of \$62.50 per field per day. If a reserved field is turned in, the reservation fee of \$62.50/field/day is forfeited. Exceptions to be made on a case by case basis for environmental circumstances beyond the tournament organizers control. If field is used, reservation fee will count toward the total fee owed on that field. Regardless, fields not being used for the tournament must be turned in 5 working days prior to the tournament or the full rental fee for usage as per the reservation form rental agreement will apply.

DEPOSIT FEE: \$100.00 per field

ALL DAY RATES: 8:00am – 6:00pm (10 hours field time)

PARK	Per Field Per Day	Entire Complex Per Day
McCormick	\$207.50 no preps	\$415.00 no preps
	Per Field/Day with 1 Prep	Entire Complex/Day with 1 Prep
McCormick	\$262.00*	\$524.00*

*Additional Field Preparation fee will be determined per expectations of the Tournament Director at a rate of \$54.50/hour from 7:00am – 2:30pm, and \$82.50/hour after 3:00pm. Games played after Dusk will be assessed an hourly reservation fee in addition to a \$12/field/hour light fee.

PARTIAL DAY RATES: (8:00 am – 1:00 pm) Must be off fields no later than 2:00 pm

PARK	Per Field Per Day no prep	Entire Complex Per Day no prep
McCormick	\$ 103.75	\$ 187.50
	Per Field/Day with 1 Prep	Entire Complex/Day with 1 Prep
McCormick	\$ 158.25	\$316.50

*Field Preparation fee will be determined per expectations of the Tournament Director at a rate of \$54.50/hour

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from 7:00am –3:00pm,

NOTE: 40% of facility fees will be placed in the Park Enterprise Fund for Softball facility improvements.

ALL DAY RATES: 8:00am – 10:00pm (14 hours field time)

PARK	Per Field Per Day	Per Day with Prep
Fort Fields 1 - 5	\$ 207.50/field with no preps	\$ 289.25/field/day with 2 preps
Fort Fields 6 & 7	\$ 207.50/field with no preps	\$ 289.25/field/day with 2 preps

*Field Preparation fee will be determined per expectations of the Tournament Director at a rate of \$54.50/hour. GAMES PLAYED AFTER 6:00PM WILL BE ASSESSED AN HOURLY RATE OF \$18.00 FOR STAFF IN ADDITION TO A \$12/FIELD/HOUR LIGHT FEE

PARTIAL DAY RATES: (8:00 am – 1:00 pm) Must be off fields no later than 2:00 pm

PARK	Per Field Per Day	Per Day with Prep
Fort Fields 1 - 5	\$ 103.75/field no prep	\$158.25/field with 1 prep
Fort Fields 6 & 7	\$ 103.75/field no prep	\$158.25/field with 1 prep

Note: 10% of each rental hour shall go to the Parks Intraprise Fund for Softball facility improvements.

Section 1.2 Baseball Fields and Little League Diamonds at Playfair Park

Facilities	Deposit	Fee-prepared field	Fee-no prep
Diamonds 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12, 13, 14	\$25 per diamond	Based on MPR cost to provide	\$ 14.75 per hour adult \$ 8.50 per hour youth

Note: 25% of facility rental fees will be place in the Park Enterprise Fund for facility improvements.

Other Fees refer to Contractual Agreement with Mt Sentinel and Garden City Softball Little Leagues are due to expire December 2021. Little League Use Agreement – Plans to work cooperatively with stake holders to create a master plan for the little league facilities with the goal of substantially developing a shared vision and plan for future improvements, use recognition, compensation, and management.

Section 1.3 Multi Use Fields

Facility Rental Rates

DEPOSIT FEE: \$100.00 per field (for both large and small fields)

Full Size Fields

Facilities Available	Deposit per field	Fee-prepared field	Fee
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Play-fair E, W	\$100.00	MPR costs	\$18.50 per hour
Playfair South 1 & 2	\$100.00	MPR costs	\$13.50 per hour
FMRP Field 220'x 330'	\$100.00	MPR costs	\$32.00 per hour
FMRP Field 120' x 180'	\$100.00.	MPR costs	\$24.00 per hour
FMRP Field 60'x 90'	\$30 ea.	MPR costs	\$ 14.50 per hour
Sports Camps/Workshop	\$30 ea field	MPR costs	Hourly Rate x 3 per field

Belle Vista Turf Field - FMRP

Facilities Available	Deposit	Fee-prepared field	Fee
Bella Vista /no lights	\$200		\$ 50.25 per hour*
Bella Vista / with lights	\$200		\$ 61.25 per hour*

*Staffing cost of \$18.00 per hour will be added to all rentals for 2023.

Note: 80% of each rental hour shall go to the Parks Enterprise Fund for facility improvement.

The Pitch - FMRP

Facilities Available	Deposit	Fee-prepared field	Fee
Pitch Field	\$100.00	MPR Cost	\$34.00 per hour
Pitch Field – per day	\$100.00	MPR Cost	\$272.00 per day

Note: 10% per each hour of rental fees will go to the Park Enterprise Fund for facility improvements.

Multi Use Fields -Tournament Fees

SPECIAL REQUESTS – Field Lining: Any special request need to be submitted a minimum of 30 regular work days prior to the scheduled event. If fields are not already laid out and painted with goals in correct position, an initial set up fee reflecting Missoula Parks and Recreation Department direct costs will be charged. **If field lines already exist, the following rates will apply.**

ALL DAY FIELD RATES:

Full Fields: 8am – 6pm (10 hours field time)

Facilities Available	Deposit per field	Fee-prepared field	Fee
Play-fair E, W	\$100.00	MPR costs	\$185.00/day/field
Playfair South 1 & 2	\$100.00.	MPR costs	\$135.00/day/field
Note: 40% per each hour of rental fees will go to the Park Enterprise Fund for field improvements.			
FMRP Field 220' x 330'	\$100.00.	MPR costs	\$320.00/day/field
FMRP Field 150' x 240'	\$100.00.	MPR costs	\$240.00/day/field
FMRP Field 60' x 90'	\$100.00	MPR costs	\$145.00/day/field

Note: 10% per each hour of rental fees will go to the Park Enterprise Fund for facility improvements.

Section 1.4 Multi-Use Sports Fields/Areas in Neighborhood Parks

DEPOSIT FEE: \$25.00 per field area

To support the varied number of field sports, certain neighborhood park areas may be reserved for organized practices. These field areas are being made available for practice only and not meant to have official league games or sports events scheduled at each location. Reservation Fees are due to the Parks and Recreation Department 5 full working days prior to use unless other arrangements have been made with the Recreation Manager.

These practice fields will not be lined.

Fields: 8am – 10pm

PARK	Half Field / Full Field Rate Per Hour	Equipment on site
Maloney Ranch	\$11.50	Set of soccer goals
44 Ranch	\$11.50	Set of soccer goals
Elms Park	\$11.50	Set of soccer goals
White Pine Park	\$11.50	Set of soccer goals
McCormick Park	\$11.50	One soccer goal
Duncan Field	\$11.50	Set of soccer goals
Wapikia Park	\$11.50	One soccer goal in open area
Pleasant View Park	\$11.50	No soccer goals on site
Silver Park	\$11.50	No soccer goals on site
Jeffery Park	\$11.50	No soccer goals on site

Note: 25% per each hour of rental fees will go to the Park Enterprise Fund for additional required maintenance and improvements.

Section 1.5 Tennis and Pickleball Courts

TENNIS FACILITIES

School Use and other Tournament Events - ~~\$5.00~~4.00 per court per hour or ~~\$160~~28/day/4 court block - Fort Missoula and Playfair

NON-REFUNDABLE RESERVATION FEE: \$ 12.00 per court / day (fee equivalent to three hours of rental time)

Tennis/Pickleball Tournament court reservations will be assessed a non-refundable per court reservation fee of ~~\$10.50~~15.00 per court per day. If a reserved court is turned in, the reservation fee of ~~\$10.50~~15.00/court/day is forfeited. Exceptions to be made on a case by case basis for environmental circumstances beyond the tournament organizers control. If court is used, reservation fee will count toward the total fee owed on that court. Regardless, courts not being used for the tournament must be turned in 5 working days prior to the tournament or the full rental fee for usage as per the reservation form rental agreement will apply. Courts being turned in need to be outside courts and posted they are available for public play.

Note: 80% of fee to Park Enterprise account, 20% to general fund for routine maintenance.

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High School Use Fees*

For High School Competitive Program up to 4 hrs per day between the hours of 3pm and 7:00pm, Monday through Friday, March through May. Fee: ~~\$4.00~~5.00 per court per hour or ~~\$128~~160/day/4 court block - Fort Missoula and Playfair

Private For Profit Tennis Court Use

Hourly Rate for conducting lessons and/or private for profit events on courts.

\$ ~~10.00~~12.25 per hour per court

~~2.00~~2.25/hr/court to administration and ~~8.00~~10.00/hr/court to Park Enterprise Fund

Seasonal Rates for Tennis Courts Use Agreements

Should a private business or professional instructor enter into an extended agreement with Parks and Recreation for use of tennis courts, said business or individual may rent courts, with the permission of the Parks Department at the following rates:

	Two Court Block	One Court
April	\$ 132.00 <u>165.00</u>	\$ 65.00 <u>82.50</u>
May	\$ 263.50 <u>329.50</u>	\$ 131.50 <u>164.75</u>
June	\$ 395.00 <u>493.50</u>	\$ 197.50 <u>246.75</u>
July	\$ 525.00 <u>656.50</u>	\$ 262.50 <u>328.25</u>
August	\$ 525.00 <u>656.50</u>	\$ 262.50 <u>328.25</u>
September	\$ 263.50 <u>329.50</u>	\$ 131.50 <u>164.75</u>
October	\$ 132.00 <u>165.00</u>	\$ 65.00 <u>82.50</u>

Not to exceed ~~2000.00~~2500.00 for committing to all 7 months of use on a Two Court Block.

As part of this extended agreement, rates can be prorated at the discretion of the Recreation Manager to reflect full weeks during the month which courts are not being used by the individual renter or business. Or in the case that courts are not available due to special events.

Court privileges include priority use of a ***one court or two court block*** at an agreed upon site during all daylight hours during said month. High Schools retain their priority use during rented PE hours and for varsity practice times. **Variations** from this schedule will use the above fees as a basis to determine the exact fee due. Payment shall be due the first of each month to retain privileged court use.

Tennis Facilities Available

- FT. Missoula (courts 1 – 8)
- Playfair (courts 1 – 12)
- Kiwanis (courts 1 – 2)

Tennis Facilities Not Available for Rent

- Gregory (courts 1 – 2)
- Bonner (courts 1 – 4)
- Pineview (courts 1 – 4)

PICKLEBALL FACILITIES

- Designated Pickleball Courts (FMRP) ~~\$4.00~~5.00/court/hour
- Pickleball Courts at FMRP & Playfair /user supplied net ~~\$3.00~~3.75/court/hour

- FT Missoula (courts 1 – 4) Designated Courts with nets
- FT Missoula (courts 5 – 20 located on Tennis Courts 1-8)

Playfair (courts 1 – 8 located on Tennis courts 5 – 8)
Pickleball Facilities Not Available for Rent
 MRL Park 2 Designated Courts with nets

Note: 80% of fee to Park Enterprise account, 20% to general fund for routine maintenance.

Section 1.6 Football / Track Field

Flag football fields are painted for MPR use only and only during times scheduled for MPR flag football seasons. (generally Sept – Nov) These fields can be rented at the below stated fee. However, any field which is requested that is not already a part of a MPR program will be charged the hourly rental rate plus any additionally incurred direct costs for preparing the field, including turf repair.. **Rental requests may be accepted or denied by the MPR department as staff time, budget, and facilities allow.**

<u>Facilities Available</u>	<u>Deposit</u>	<u>Fee-no prep</u>
Flag Football Fields (any available open space site)	\$25/field area	\$17.25 per hr
Toole Park	N/A for games	\$17.25 per hr*

*(football field area only)

Note: At Toole Park, Hellgate High School has priority use of the football field and track per agreement. **All reservation for Toole Park must be approved by the P&R Department Director or designee.** No fee for MCPS during times stated under agreement.

Section 1.7 Horseshoe Pits / Croquet Area / Bocce Ball Courts

Deposit: \$100 per court or area

HORSESHOE PIT RATES: 8am – 6pm (10 hours field time)

<u>Rental Facility</u>	<u>Pit/Hr</u>	<u>Pit /Per Day</u>	<u>Complex</u>
Fort Missoula	\$ 2.00	10.00	\$20.00 both pits

CROQUET AREA

<u>Rental Facility</u>	<u>Per Hour</u>	<u>Per Day 8am – 6pm (10 hours)</u>
Fort Missoula	\$10.00	\$100

Bocce Ball

<u>Rental Facility</u>	<u>Per Hour</u>	<u>Per Day 8am – 6pm (10 hours)</u>
Fort Missoula Bocce Ball 2 courts available	\$2.00	\$20 per court

Note: 25% per each hour of rental fees will go to the Park Enterprise Fund for facility improvements.

- Other Individual horseshoe pits not available for rent are located in Northside, Franklin, and Greenough parks.

Section 1.8 Outdoor Volleyball Courts

<u>Facilities Available</u>	<u>Deposit</u>	<u>Fee</u>
Bonner, Franklin, Kiwanis	No reservations.	

Playfair complex (sand) \$50 nets and lines \$ 5.00 hr per court

Fort Missoula Courts (grass) \$50 nets \$ 5.00 hr per court

Note: 25% of rental fees will go to the Park Enterprise Fund for facility improvements.

Section 1.9 Outdoor Basketball Courts

<u>Facilities Available</u>	<u>Deposit</u>	<u>Fee</u>
Playfair,	\$25.00	\$ 13.50/hr/court
Fort Missoula Regional Park	\$25.00	\$15.00/hr/half court

Facilities Not Available for Rent located in Bonner, Boyd, McLeod, Northside, Gregory, Kiwanis, Skyview, Westside, Pineview parks.

Note: 25% per each hour of rental fees will go to the Park Enterprise Fund for facility improvements.

OTHER FACILITIES

Section 1.11 Fort Missoula Regional Park Dog Park Area (place holder)

Section 1.12 Moon-Randolph Homestead

Booking for Special Events and Overnight Use begins March 1, first-come, first-served basis.

Special Events (include Weddings)

- Fees & Deposits: \$460 full day fee (10 hours), \$230 ½ day (5 hours). \$300 deposit required for up to 40 people.
- For events with more than 40 people requires a \$600 deposit along with the additional \$10 per person.
- Pending benefit to Homestead 50% of fees (except deposits) can be covered with cash payment, in-kind materials donations, or volunteer labor. In-kind donations of labor and materials must be verifiable, accurate in value, and pre-approved by the homestead caretakers. Volunteer labor will be valued at \$8-\$10/hour, at the discretion of the caretaker.
- If alcohol is to be consumed, organizers must submit an alcohol permit and appropriate deposit to MP&R with a copy of their Special Use Permit. A \$10 fee is required to obtain an alcohol permit.
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Weddings

- Previous guidelines set for Special Events also pertain to Weddings.
- Full day (10am-10pm): \$1,150 fee and \$600 deposit required. Weddings with more than 75 people: \$10 per additional person.
- Ceremony only (applies to ceremony-only wedding events for not more than five (5) hours, including set-up and take-down): \$500 ceremony fee and \$300 deposit required. Weddings with more than 75 people: \$10 per additional person.
- Weddings with more than 40 people are required to provide portable toilets.

Overnight use

- Overnight use is limited to 21 days/year. \$800/week (\$160/night) with \$300 deposit (deposit retained in event of damage to vegetation, structures, facilities, and required clean-up, etc.).
- Payment accepted; cash or local check.
- 50% of fees (excepting deposits) can be covered with in-kind materials donations, or volunteer labor. In-kind donations of labor and materials must be verifiable, accurate in value, and pre-approved by the homestead caretakers. Volunteer labor will be valued at \$8-\$10/hour, at the discretion of the caretaker. A deposit of one half the total value of in-kind donations, or \$300, whichever is greater, shall be required.

Photography

- Professional photographers accepting payment for their services may use the Homestead for photo sessions by arrangement with the caretakers. \$35/session fee for commercial photographers, or \$115 for seasonal use.
- \$75/session for photography workshops, seminars, or classes

Public and School Tours

- \$60/tour. Maximum tour group size 30. Optimum 15 or less. Each additional person (exceeding 30) charged at \$2.00 per person.

Section 1.13 Currents – Aquatics Facility Rental Fees

Indoor Waterpark located in McCormick Park

Headwaters Community Room: \$24.00 first hour and \$19.00./hour for each additional hour. Available during regularly scheduled open hours. Non-profit organizational rate \$19.00 for first hour and \$14.00/hour for each additional hour. **\$100.00 deposit required.**

Note: 25% per each hour of rental fees will go to the Park Enterprise Fund for additional required maintenance and improvements

Section 1.14 Aquatics Facility Rental Fees

Private Group Rental Fees Before/After Public Hours

CURRENTS IN McCORMICK PARK

Groups can rent the facility after scheduled hours for exclusive use. These hours run:

Mon – Fri	After 8pm
Saturday	After 7pm
Sunday	Before 12pm and after 6pm

Rental Fees:

Any after or before hours rental requires a one hour minimum rental and any of these hours that do not take place immediately before or after the facility opens for the day also requires an additional \$75.00 startup fee.

Entire Facility Rental - Cost is based on # of people:

0 – 40	\$144.50/hour
41 – 80	\$172.50/hour

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81 – 120	\$201.75/hour
121 – 160	\$228.75/hour
161 – 200	\$255.00/hour

Commercial Program Rentals and Sports Groups (No Slides, Rec Swim, Spa or Unstructured Swim)

Deep (Lap Lanes) Area Rental	\$75/hour
Shallow Area Rental	\$75/hour

*These rates require coaches/instructors from the rental organization to be certified in their respective areas and to complete a facility training that includes facility rules, emergency action plan and communication methods.

Note: At Currents Indoor Waterpark as part of a negotiated agreement, rental rates can be prorated at the discretion of the Recreation Manager to reflect regularly scheduled use before or after hours by individual renter, organization, or business.

SPLASH MONTANA IN PLAYFAIR PARK

Without 50m pool

~~\$390.00~~\$29.00 = 1.5 hours & 7 Staff (Large groups (40 or more) may require additional lifeguards at ~~\$13~~\$18.00/hr/extra guard, at the discretion of the Aquatics Supervisor)

Available prior to opening and after closing to the public.

~~\$572.00~~\$629.00 rental for use of total facility including the 50m pool.

Splash Montana – 50m - Swim Team Rental Fees

\$ ~~96.00~~106.00 /hour or \$~~12.00~~13.25 /lane/hour

Rental time Monday – Friday 6:00am – 9:30am, Mid June – Labor Day

Swim meet rental times determined by agreement with Aquatics Supervisor, fee \$90.00/hour.

Swim meet organizers are responsible for fencing and their own staffing costs associated with the 50m separation from the facility for the duration of the swim meet. Concessions at the swim meet inside the 50m area only will be provided by swim meet organizers, for a flat rate fee of \$750.00 per event being paid to Splash Montana. The Crazy Creek Café will remain open and available to all swim team members and spectators.

Spraydecks Not available for rental.

Section 1.15 Park Shelters

Time Periods: (6:00 am – 11:00 am)(Noon – 5:00 pm)(6:00 pm – 10:00 pm)

<u>Facilities Available</u>	<u>Deposit*</u>	<u>Fee / Time Period</u>	<u>Fee All Day</u>
With Power			
Pineview, 44 Ranch, Lafray, MRL	\$100.00	\$51.75	\$129.25
Bonner	\$100.00	\$ 62.75	\$ 156.75
<ul style="list-style-type: none"> No Amplification allowed at shelters in neighborhood parks with access to power. 			
Without Power			
	\$100.00	\$46.25	\$115.50

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Greenough, Franklin, SS Lions,
 Playfair, Northside, Westside
 Maloney Ranch, Kiwanis

- City Council has approved a shelter reservation (one time period) for all Neighborhood Councils for an annual celebration, effective Jan 9, 2012.

Administrative Fee: A \$10 fee will be charged for changes to locations or dates for any shelter or special reservation.

Section 1.15a Bonner Park Bandshell

Time Periods: (6:00 am – 11:00 am) (Noon – 5:00 pm) (6:00 pm – 10:00 pm)

<u>Facilities Available</u>	<u>Deposit*</u>	<u>Fee / Time Period</u>	<u>Fee All Day</u>
Bonner	\$1000.00	\$ 62.75	\$ 156.75
Bonner Band Shell With Amplification	\$1000.00	\$ 62.75 + Special Use/Park Use Permit	\$ 156.75 + Special Use/Parks Use

Permit Amplification is permitted once per day for a 2 hour maximum time. Amplification time is determined and stated on the required permit. Time clock will be set to allow for a 10 minute grace period pre and post event. Power will be available only during specified time.

25% per each rental period will go to the Park Enterprise Fund for facility improvements.

Section 1.15b Silvers Park Pavilion & Shelter

Restrictions on Use of Silver Park include: amusement park events, or mechanized carnival type rides, vehicle or aircraft racing, rodeos, circuses, or livestock shows. Events involving more than 2,000 people at a time are not allowed at Silvers Park.

Time Periods: 6:00 am – 11:00 am; Noon – 5:00 pm; 6:00 pm – 10:00 pm

<u>Facilities Available</u>	<u>Deposit*</u>	<u>Fee / Time Period</u>	<u>Fee All Day</u>
Silver Park Shelter	\$200.00 \$1,000* w/Amplification	\$94.50	\$236.25
Silver Park Pavilion	\$200.00 \$1,000* w/Amplification	\$192.50	\$ 577.50

*Amplification is permitted once per day for a 4 hours maximum time per facility. Amplification time is determined and stated on the required permit and will not be permitted to overlap between the two facilities in Silvers Park.

Formal Events at Silver Park – may require an additional charge for on-site maintenance. Additional charge determined per event expectations. A Formal Event defined is as any private or public event with guests suggested wear of dress, dress casual, formal, or similar. WEDDING or similar ceremonial event. The timing and sequencing of event is critical to event success.

Section 1.15c Silver Summit All Abilities Playground Shelter Area in McCormick Park

Rentals limited to less than 25 people.

Time periods: 8:30am – 11:30am 12:00pm – 3:00pm 3:30pm – 6:30pm 7:00pm – 10:00pm

Rental Fee: \$40 per time period

Note: 80% of Rental Fee to be allocated to Silver Summit Enterprise Fund for improvements, repairs, and additional toys for the playground.

Deposit: \$100

Section 1.15d Fort Missoula Regional Park Shelters

Meadowlark & Bitterroot Shelters

Time Periods: 6:00 am – 11:00 am; Noon – 5:00 pm; 6:00 pm – 10:00 pm

<u>Facilities Available</u>	<u>Deposit*</u>	<u>Fee / Time Period</u>	<u>Fee All Day</u>
Meadowlark Shelter	\$200.00	\$165.00	\$425.50
Bitterroot Shelter	\$200.00	\$51.75	\$129.25

Bella Vista Pavilion & Overlook Shelter

Friday – Sunday Rentals

Time Periods: 6:00 am – 11:00 am; Noon – 5:00 pm; 6:00 pm – 10:00 pm

<u>Facilities Available</u>	<u>Deposit*</u>	<u>Fee / Time Period</u>	<u>Fee All Day</u>
Ft Missoula Overlook Shelter	\$200.00	\$94.50	\$236.25
Ft Missoula Park Pavilion	\$500.00 \$1,000* w/Amplification	\$365.00	\$912.50

Monday – Thursday Rentals (approximately a 15% discount non prim rental time)

Time Periods: 6:00 am – 11:00 am; Noon – 5:00 pm; 6:00 pm – 10:00 pm

<u>Facilities Available</u>	<u>Deposit*</u>	<u>Fee / Time Period</u>	<u>Fee All Day</u>
Ft Missoula Overlook Shelter	\$200.00	\$76.50	\$191.25
Ft Missoula Park Pavilion	\$500.00 \$1,000* w/Amplification	\$312.00	\$780.00

Amenities at Pavilion

Dance Floor Rental price* per 4x4 panel – includes set up & tear down \$8.50 per panel

* minimum dance floor size is 9 panels or 12'x12' maximum size is 20'x40'.

Tables	\$10.00 each
Chairs	\$2.00 each
Tables & Chairs (set up and take down for over 15 tables or 20 chairs)	\$55.00
Portable PA System (includes Amplification Permit)	\$120/day
Hand-Held PA (Includes Amplification Permit)	\$ 96/day
BV Synthetic Field PA w/ Wireless Mic (Includes Amplification Permit)	\$120/day
Fireplace	\$60/day
Exclusive Electric Cart Services	\$150/day
Drop-Down Stage	\$100/day
Mobile HQ	\$100/day

Rental Fees include facility only, large Special Events (more than 1,000 participants) will require a Special Event Permit. .

Note: 25% per each of each rental period will go to the Park Enterprise Fund for facility improvements.

*All amplification shall comply with the existing noise ordinance and shall not be eligible for "Permit for Relief from Noise Level." Section 9.30.070, MMC. All sound amplification shall cease at 9:00 p.m. Sunday through Thursday and 10:00 p.m. Friday and Saturday.

Section 1.16 FMRP Commons and Mac's Workout Stations

Time Periods: 6:00 am – 11:00 am; Noon – 5:00 pm; 6:00 pm – 10:00 pm

Commons Area	\$150 per time period*
Commons Lights	\$10/hour

*Depending on the Event a Special Use Permit maybe required, all equipment and staff time per hour will be charged on an as needed basis.

Mac's Workout Stations \$35/hour plus a Special Use Permit

Section 2 Special Events in Parks

Special Use Permit will be required with a \$ 60.00 or \$100 per day fee depending on group size in addition to other applicable fees. Group Size:

11 – 100	\$62.50/day in addition to other applicable fees
101 – 500	\$104.00/day in addition to other applicable fees
501 – 1,000	\$208.00/day in addition to other applicable fees
For each 500 participants the fee will increase in \$104 increments	

Special Use Permit for Small Groups

- \$ 10.00 per hour – Non Profit Organizations with groups of 10 or less people
- \$ 15.00 per hour - For Profit Businesses, or Individuals with groups of 10 or less people

Special Events require a \$100 refundable deposit with the exception of events using tents and or canopies. These events will be required to pay a \$ 400.00 refundable deposit.

Special Use Permitted Events are open to the public at large and require individual or organization provide liability insurance naming the City of Missoula and/or Missoula County as additionally insured.

Special Use Permit (Seasonal) events that request use of public parks for any ongoing business purpose; i.e. providing youth camps, or ongoing weekly lessons, youth or adult exercise programs, dog walking, etc. will be required to obtain a Seasonal Special Use Permit.

- Special Use Permit (Seasonal) Up to 9 days per month \$281/month
- Special Use Permit (Seasonal) 10 days and over per month \$385/month

It has been determined by the Montana Municipal Interlocal Authority (MMIA) that there is considerable risk associated with inflatable structures including bounce houses. Any group wishing to use these structures will be required to complete an INFLATABLE STRUCTURES – USER AGREEMENT. In addition, User will agree to contract with only those vendors who have completed and agreed to comply with terms and conditions of an INFLATABLE STRUCTURES – VENDOR AGREEMENT with the City of Missoula Parks and Recreation which includes required insurance per MMIA recommendations.

No motorized vehicles will be allowed to operate in parks, or on trails per City of Missoula Ordinance Section 3, 12.40.020 Parks, Trails, Conservation Lands – operation and parking of motorized vehicles. For events wishing to access parks by motor vehicle can submit a Vehicle Permit for Park/Conservation Lands Access Application for consideration and park access authorization.

Amplification permit accompanying a Special Use Permit at Fort Missoula Park will allow on 4 hour maximum time. Amplification time is determined and stated on the required permit.

Special Use Permits utilizing urban trails: 25% of Special Use Fee will be placed in the Park Enterprise Fund for facility improvements.

Section 2.1 Private Events in Parks

Park Use Permit will be required with a \$60.00 or \$100 per day fee depending on group size in addition to other applicable fees. Group Size:

1 – 100	\$62.50/day in addition to other applicable fees
101 – 500	\$104.00/day in addition to other applicable fees
501 – 1,000	\$208.00/day in addition to other applicable fees

For each 500 participants the fee will increase in \$104 increments

Park Use Permits require a \$100 refundable deposit with the exception of events using tents or canopies. These events will be required to pay a \$400.00 refundable deposit.

Park Use Permit Events are issued for groups or individuals requesting exclusive use of public park areas. These events are not open to the public and do not require liability insurance.

It has been determined by the Montana Municipal Interlocal Authority (MMIA) that there is considerable risk associated with inflatable structures including bounce houses. Any group wishing to use these structures will be required to complete an INFLATABLE STRUCTURES – USER AGREEMENT. In addition, User will agree to contract with only those vendors who have completed and agreed to comply with terms and conditions of an INFLATABLE STRUCTURES – VENDOR AGREEMENT with the City of Missoula Parks and Recreation which includes required insurance in accordance with Montana State Statute, Section 2-9-108 MCA.

No motorized vehicles will be allowed to operate in parks, or on trails per City of Missoula Ordinance Section 3, 12.40.020 Parks, Trails, Conservation Lands – operation and parking of motorized vehicles. For events wishing to

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access parks by motor vehicle can submit a [Vehicle Permit for Park/Conservation Lands Access Application](#) for consideration and park access authorization.

Amplification permit accompanying a Park Use Permit at Fort Missoula Park will allow on 4 hour maximum time. Amplification time is determined and stated on the required permit.

Section 2.2 Use of Livestock in Parks not associated with Special Use or Park Use Permit

Use of livestock in parks including but not limited to ponies, and llamas will be permitted in all community parks where there is a trail, except Bonner and Greenough Parks. Community Parks include McCormick Park, Playfair Park, Fort Missoula Regional Park and Caras Park (under separate agreement with the Missoula Downtown Association). Livestock users not associated with a Special Use or Park Use Permit will be required to obtain a Special Use or Park Use Permit (depending on proposed activity) from the Parks and Recreation Dept in order to run livestock in the parks.

Section 2.3 Alcoholic Beverages Permit Fees and Deposits

NOTE: Caras Park permits must be obtained through the Missoula Downtown Association, 225 ½ W. Broadway, 543-4238. Permits for all other Parks must be obtained at Parks and Recreation, 600 Cregg Lane., 721-7275. Replacement fee for lost permits: \$5.

Alcohol Permits will not be issued for Clark Fork Natural Area and along the River Front Park System, Greenough Park, Gregory Park, Jacobs Island Park, Kim Williams Trail and Park Area Pineview Park, Westside Park, Playfair at the Little League Baseball Fields, or any other park that does not have public restrooms available within the specific park, open space, or trial area. .

All other City of Missoula Parks require an Alcohol Permit be obtained.

<i>Small Group Event Permit</i>	Fee: \$10	Deposit: \$50	For 2 – 15 people
<i>Large Group Event Permit</i>	Fee: \$10	Deposit: \$200	For 16 + people
<i>Seasonal Permit</i>	Fee: \$50	Deposit: \$200	organized recreation programs

FORT MISSOULA REGIONAL PARK ALCOHOL PERMIT

<i>Small Group Event Permit</i>	Fee: \$10	Deposit: \$50	For 2 – 15 people
<i>Large Group Event Permit</i>	Fee: \$50	Deposit: \$200	For 16 + people
<i>Seasonal Permit per Team</i>	Fee: \$50	Deposit: \$200	Organized recreation program

Section 2.4 Wedding Ceremony Permit

Wedding Ceremony's being planned in public parks need prior approval with the Missoula Parks and Recreation Department. Submission of a **Wedding Ceremony Permit** will be required with a \$62.50 fee in addition to other applicable fees. Weddings in McCormick Park on Silvers Pond Island requires a \$130.00 fee. A \$100 damage deposit is required.

Wedding Permits issued for Silvers Pond Island requires a \$125.00 fee in addition to other applicable fees.

Section 2.5 Amplified Sound

Music/speech is limited: 2 hours/day at Bonner, Playfair, McCormick, Rose Memorial (speech only) Park, 4 hours/day at Silver Park. At Fort Missoula Regional Park Amplification can occur from 9:00am until 9:00pm Sunday – Thursday and until 10:00pm on Friday and Saturday. All Permits issued on a first come, first serve basis.

Amplification in Bonner Park requires rental of the Bonner Band Shell, or a Shelter in the above mentioned parks. If neither of these apply, a Special Use Permit/Park Use Permit is required.

Permit Fee is \$ 48.00 plus the fee associated with the Special Use Permit if event warrants.

Deposit for Amplified Sound: Bonner Band Shell, Fort Missoula Pavilion, and Silvers Park Pavilion a \$1000 deposit is required with the Amplified Sound Permit. The \$1000 deposit will be returned if the renter complies with the City Noise Ordinance. If police intervention is required and permit holder is found in violation, a minimum of \$500 and a maximum of \$1,000 of the deposit will be forfeit. Maximum allowable noise level between 7 a.m. and 7 p.m. in residential zones is 60 decibels, decreasing to 55 decibels (the level of noise or sound that interferes with normal conversation or requires you to “raise your voice” to be heard) from 7 p.m. to 10 p.m. (*Missoula Municipal Code, section number 9.30.*) ***Amplification only permitted until 9 pm in Bonner Park. Fort Missoula and Silver Park amplification permitted until 9:00pm Sunday – Thursday and until 10:00pm on Friday and Saturday***

Specific details of parks and requirements regarding amplified sound can be found in the Missoula Municipal Code, Title 12.40.065 (29).

Section 2.6 Use of Metal Detectors in Parks

It is the policy of the Missoula Parks and Recreation to permit the use of metal detectors in most City Parks so long as the activity results in no damage or loss to natural areas, highly maintained lawns, historical and archaeological sites. Specific areas where metal detectors are prohibited include undisturbed areas of Fort Missoula Regional Park that are within the historic landscape overlay, including but not limited to the 17 acre triangle parcel immediately west of Larchmont golf course, any area within the 82 acre parcel north of Fort Missoula Historical Museum, Parade Grounds, and Military Museum.

To regulate the use of Metal Detectors in parks, a Park Use Permit will be required with \$25 deposit (actual permit fee waived). Metal Detectors may be used to retrieve "finds" on the ground surface only. Absolutely no digging is permitted in any park, or natural area. Users of metal detectors may retain possessions of their "finds".

Section 2.7 Marshall Mountain Use Permits

The City of Missoula and project partners are embarking on a multi-year project to acquire and develop this unique Open Space project in Missoula. Over the next 18-24 months, project partners will focus on property acquisition, community planning and engagement, and fundraising to acquire and begin development of "Marshall Mountain Park." The Primary Project Partners include the City of Missoula, Missoula County, Five Valleys Land Trust, MTB Missoula, and Izzy Dog, LLC.

Permits for land use will be in place during the interim acquisition and development period, approximately 2 years. All permit fees and donations received during events at Marshall Mountain Park in will reimburse costs associated with management and help fund eventual public acquisition of the land.

Marshall Mountain Special Event Permit:

Event Size	Event Type	Number of Participants	Fee PER day
	Small	10-49	\$250.00
	Medium	50-299	\$500.00
	Large	300-599	\$750.00
	Extraordinary	600 or more	\$1500.00

Events requiring closure of any part of the trail system to the public will be assessed a surcharge of \$250/day, or \$750 if event requires closure of the entire base area and all trails.

Commercial, Outfitter, Educational:

Anytime seasonal repetitive use by a person or organization. This permit applies to outfitters who have seasonal recurring use as opposed to one time use. This includes: clinics, lessons, coaching, courses, education based camps for adults and children, tutoring, field-trips, seminars, and other similar uses.

Fees will be assessed and administered after approval of submitted actual use report (no later than Dec 1st of each year) \$2.00 per individual per use, or \$100 whichever is greater.

Youth Sport Team Permit:

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Defined as a group of organized and/or associated YOUTH (18 and under) on an official sports team utilizing the property for practice *NOT racing or timed events, which would qualify as a *SPECIAL EVENT*.

Fee: \$500.00 per season

Season Definition: (July 1 – December 31) and (January 1 – June 31)

Section 2.8 Special Use Permits for Conservation Lands

Commercial Events, and Group Activities/Gatherings on Conservation Lands.

Deposit: \$200 or \$600 depending on size of event is required. Organization is responsible for total restoration of damages to the land due to event or activity. If damage exceeds the deposit amount, permitted organization will be held financial responsibility.

Volunteer Work Days will be permitted at no charge if the program meets the goals and definition of a Volunteer Work Day and is approved by the Recreation Manager and Conservation Land Manager.

Conservation Lands Special Use Permit

Fee:

- **Small Event** (12-49 people)
 - A minimum fee of \$100, or \$5.00 per participant (whichever is greater).
 - 75% of fees will be used toward management of Missoula's Conservation Lands and permit administration. 25% used toward Recreation Division Permit administration.
 - A \$200 Deposit.

- **Large Event** (50-300 people)
 - Require MPR Staff to document pre & post-conditions and/or to staff the event
 - A cost will be established to recoup the direct expenses of MPR.
 - Additionally, 20% of entry fees plus 10% of net profits shall go toward management of Missoula's Conservation Lands.
 - Requires a \$600 deposit.
 -

- **School/Educational Non-Profit/Local Government Educational Event** – NO FEE FOR PERMIT IF NO FEE IS BEING CHARGED TO PARTICIPANTS, APPLICATION DUE MINIMUM OF 30 DAYS PRIOR TO EVENT.

- **Seasonal Outfitter Permit**
 - A minimum fee of \$100, or \$2.50 per participant (whichever is greater).

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- 75% of fees will be used toward management of Missoula’s Conservation Lands and permit administration. 25% used toward Recreation Division Permit administration.
- A \$200 Deposit.
- Allowing entities to be permitted as “outfitters” will be decided on a case by case basis depending on the mission/goals of the applicant, history of past use, and submitted use plan.

Section 2.9 Vehicle Permits for Park/Conservation Lands Access and Application Processing for Public Utilities Access.

Private citizens wishing to access private holdings via park or conservation lands may apply for a permit under the Vehicle Use Access Agreement. Permit fee is \$50 along with a minimum damage deposit of \$250, and maximum damage deposit will be determined based on time of year, location, equipment size, length of use, and value of potential impact to public resource; Not all requests will be permitted if damage to property or safety is a concern. Public Service Utilities or their agents that have an easement over or adjacent to park and/or conservation lands will be required to pay a \$100 application review fee, they are not required to pay a permit fee or deposit.

The Department shall regulate all non-park related access and construction activity on or across park property and provide conditions to assure preservation of the public’s interest and proper restoration of the parks. All Vehicle Use Access Agreements must be reviewed and approved by the Parks & Recreation Board. The permit fee and deposit will be refunded if the permit is not approved.

Section 2.10 Parking Fees in McCormick Park

Parking fee of up to \$20.00 per vehicle may be charged for vehicles who wish to use McCormick Park Parking Lot to attend Extraordinary Events at Ogren Park Allegiance Field. Use of McCormick Park Parking Lot will not be allowed if event interferes with regular business at Currents, or other events scheduled in McCormick Park. All revenue generated will be used to offset Aquatics operating expense.

Section 3 PROGRAM FEE POLICIES

Program fees determined by review of policy as set by Council and as listed below, determining all direct, indirect and variable costs, taking into consideration alternate funding opportunities such as donations, grants and in-kind products and service, comparing initial fee to area market, including opinions and desired options of participants, and by reassessing fee and program budget following each program.

Section 3.1 Adult Program Fees

The department goal is for adult programs to pay for their direct costs and any readily identifiable indirect costs including but not limited to: maintenance, administration, clerical, equipment, supplies, officials, instructors, awards and marketing. Maintenance fees per game or program session dependent on needs of particular program.

Section 3.2 Youth Program Fees

Ideally, youth programs will recover variable costs such as on site instructors, officials, consumable supplies, awards and t-shirts. Donations, volunteers, or sponsorships may help to defray youth program costs. Many youth/family programs will have a scholarship fund to assist in fee payment for those who cannot afford programs.

Local philanthropists provide scholarships for low-income individuals and families. No child will be turned away from the playground or youth sports programs which are sponsored by the Parks and Recreation because of inability to pay the program fee. Programs excluded from this policy include any program operating as a contracted program through an outside agency or business. These programs will depend on available scholarship funding through the Parks and Recreation and/or the agency contracting its services.

The Missoula County Parks, Trails and Open Space will contribute a \$3,000 scholarship each Fiscal year to be held in the Park Memorial account to be used exclusively for non-city residents residing in Missoula County who request assistance for any programs other than Sports Associations, Team Sports fees, or facility rentals.

Section 3.3 Resident Discount Program

CityCard Program will be administered through the purchase of a Resident Discount Card allowing the card holder up to approximately 20% discount on regular program fees. Exempted from discount are programs provided through contracted services or outside agencies, shelter reservations, ropes course rentals, sports facility rentals, and sports team fees, and non-swimmer fees...

The Missoula County Parks, Trails and Open Space has agreed to contribute \$3,276 each fiscal year for a Sport Associations and Team Sports subsidy covering non city resident use of parks facilities, sports programs, and sport facilities.

Section 3.4 Aquatics Daily Fees, Season and Annual Passes

Daily Admission at Splash Montana Aquatics Facilities

		Current
Adult	18+	\$ 8.00
Student	13 - 17	\$ 6.25
Youth	7 - 12	\$ 5.75
Pre-K*	6 & Under	\$ 4.75
Senior	60+	\$ 6.25

Daily Admission at Currents and Splash Montana Aquatics Facilities

Adult	18+	\$ 7.75 <u>8.00</u>
Adult Non-Swimmer		\$ 4.25*
Student	13 – 17	\$ 6.00 <u>6.25</u>
Youth	7-12	\$ 5.50 <u>5.75</u>
Pre K*	6 & Under	\$ 4.50 <u>4.75</u>
Senior	60+	\$ 6.00 <u>6.25</u>
Senior Non-Swimmer		\$ 3.50*

*No CityCard discount available

30 Swim Punch Card (Good for visits at both facilities)

Adult	18+	\$ 174.50 <u>180.00</u>
Student	13-17	\$ 135.00 <u>140.50</u>
Youth	12 & Under	\$ 123.75 <u>129.25</u>
Pre K*	6 & Under	\$ 101.25 <u>106.75</u>
Senior	60+	\$ 135.00 <u>140.50</u>

20 Swim Punch Card (Good for visits at both facilities)

Adult	18+	\$ 131.75 <u>136.00</u>
Student	13 – 17	\$ 102.00 <u>106.25</u>
Youth	7-12	\$ 93.50 <u>97.75</u>
Pre K*	6 & Under	\$ 76.50 <u>80.25</u>
Senior	60+	\$ 102.00 <u>106.25</u>

10 Swim Punch Card (Good for visits at both facilities)

Adult	18+	\$ 69.75 <u>72.00</u>
Student	13 – 17	\$ 54.00 <u>56.25</u>
Youth	7-12	\$ 49.50 <u>51.75</u>
Pre K*	6 & Under	\$ 40.50 <u>42.75</u>
Senior	60+	\$ 54.00 <u>56.25</u>

Annual Pass at Currents

Adult	18+	\$ 266.00 <u>274.00</u>
Student	13 – 17	\$ 206.00 <u>214.50</u>
Youth	7-12	\$ 188.75 <u>197.25</u>
Pre K*	6 & Under	\$ 154.50 <u>163.00</u>
Senior	60+*	\$ 206.00 <u>214.50</u>
Family		\$ 550.00 <u>605.00</u>

(2 adults, 4 youth/children) Each additional adult \$50.00, youth / student \$25.00

Currents Only (6 Month Pass)

Adult	18+	\$ 202.00 <u>208.25</u>
Student	13 – 17	\$ 156.25 <u>162.75</u>
Youth	7-12	\$ 143.25 <u>149.75</u>
Pre K*	6 & Under	\$ 117.25 <u>123.75</u>
Senior	60+*	\$ 156.25 <u>162.75</u>

Family \$ ~~417.00~~458.75

Currents & Splash (6 Month Pass)

Adult 18+ \$ ~~230.75~~238.00
Student 13 – 17 \$ ~~178.50~~186.00
Youth 7-12 \$ ~~163.75~~171.00
Pre K* 6 & Under \$ ~~134.00~~141.25
Senior 60+* \$ ~~178.50~~186.00
Family \$ ~~439.00~~567.00

Currents ONLY (3 MONTH Pass)

Adult 18+ \$ ~~149.25~~154.00
Student 13-17 \$ ~~115.50~~120.25
Youth 7-12 \$ ~~105.75~~110.50
Pre K* 6 and under \$ ~~86.50~~91.25
Senior 60+ \$ ~~115.50~~120.25
Family \$ ~~307.00~~344.00

Annual Pass at Splash Montana and Currents prices based on 104 swims per year

Adult 18+ \$ ~~362.75~~374.50
Student 13 – 17 \$ ~~280.75~~292.50
Youth 7-12 \$ ~~257.50~~269.00
Pre K* 6 & Under \$ ~~210.50~~222.25
Senior 60+* \$ ~~280.75~~292.50
Family \$ ~~650.00~~728.00

(2 adults, 4 youth/children) Each additional adult \$50.00, youth / student \$25.00

Splash Montana Season Pass (Summer only at facility in Playfair Park)

(based on 25 visits)

Adult 18+ \$ ~~195.50~~201.50
Student 13 – 17 \$ ~~151.25~~157.50
Youth 7-12 \$ ~~138.75~~145.00
Pre K* 6 & Under \$ ~~113.50~~119.75
Senior 60+* \$ ~~151.25~~157.50
Family \$ ~~439.00~~483.00

(2 adults, 4 youth/children) Each additional adult \$50.00, youth / student \$25.00

* Paying Adult Swimmer Required to accompany Pre K.
Passes Equal Savings of 25% to 55% off Daily Admission Fee

Section 3.5 Teams and Adventure Ropes Course

Fees are set at a base level. A custom designed program tailored for each groups goals and objectives will increase cost to recover all direct costs.

OPTION 1

High Adventure Ropes Course Programs

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<u>Group Size</u>	<u>Fee</u>
1-15	\$ 335.00
16-30	\$ \$557.00

OPTION 2

Build your own Adventure Programs

<u>Group Size</u>	<u>Fee</u>
1-15	\$ 246.00
16-30	\$ 368.00

OPTION 3

High Adventure Parties

<u>Group Size</u>	<u>Basic Fee*</u>
2-10	\$291.00
11-25	\$435.00

*Options can be added to the basic fee to include a Bakery, Ice Cream Cake and/or Pizza.

OPTION 4

Corporate Synergy –

\$65.00 per person minimum of 5

Note: As part of a negotiated agreement, rental rates can be prorated at the discretion of the Recreation Manager to reflect regularly scheduled use by individual renter, organization, or business.

Section 3.6 Parks and Recreation Special Events

Missoula Parks and Recreation Special Event Fees reflect the costs of the program. Some events may have low or no fees if held as a promotion for the Department, for low-income families or if sponsorship pays for the costs.

Section 3.7 Urban Forestry

The care and maintenance of trees located on the Public Right-of-Way ~~is~~ the responsibility of the adjacent property owner. Care and maintenance includes: maintaining a living landscape, watering, mowing, mulching and deer protection fencing. Trees located on Public Right-of-Ways may be maintained: pruned, treated for pests or removed by a third party tree service under the direction of a licensed and insured contractor with an ISA Certified Arborist on staff, after applying for and receiving a no-cost permit from the Urban Forester or ~~their his/her~~ designee. All costs associated with the hiring of a third party arborist will be incurred by the hiring property owner. Public trees ~~may from time to time be~~ also maintained or removed by Urban Forestry staff or hired contractor at no cost to the adjacent property owner depending on level of risk and available funding, and tree risk rating. City tree care and maintenance activities will only occur when tree condition warrants such activity, or at the request of the adjacent property owner.

The City ~~has several programs to address reforestation, will assist adjacent property owners in planting new trees in the boulevard if the property owner(s):~~

- ~~1-~~ Sign, date and return a New Tree Care Agreement to the Urban Forestry Office,
 - ~~2-1.~~ Some Right-of-Ways qualify for replacement trees after an existing tree has been removed at no cost to the adjacent property owner,
 - ~~3-2.~~ Some Right-of-Ways qualify for in-fill reforestation at no cost to the adjacent owner, but may be on varied

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schedule for planting,

3. All new trees requested by the adjacent property owner must have a signed and dated New Tree Care Agreement to the Urban Forestry Office.

4. Missoula's Urban Reforestation Program:

Fee will be \$750 per tree. This fee will pay for purchase price and planting of a tree in the public ROW adjacent to the resident's house, and will also help fund costs associated with installation of a tree in an underserved and/or unforested area of Missoula. A City resident who purchases a tree through Missoula's Urban Reforestation Program can choose their tree from the City's approved street tree list and receive priority planting in the next planting season. For each tree purchased, approximately \$200 (plus any excess funds not needed to reimburse labor for planting costs) will be deposited in a "sponsorship fund" to be used to increase reforestation rates in underserved areas of Missoula. The Sponsorship fund may also be used to purchase post-planting tree care items (hoses, gator bags, etc.) for residents that need financial assistance to insure successful tree establishment.

+ 5. Memorial Tree/Dedication Program:

Fee will be \$1500 for a traditional (new tree with on-site plaque) planting. Fees will support planting and the long-term care for each tree/plaque for many years. In 2022, Urban Forestry plans to review, and update policy related to the City's Memorial Tree Dedication Program.

Note-refer to city tree ordinance-MMC 12.32 and boulevard ordinance -MMC-12.48.

Section 3.8 Developed Parks – Memorial Bench Program

Park Memorial Program includes updated pricing reflecting current bench standard, as specified in the Parks and Recreation Design Manual. This is a change from the 2" x 4" green bench that exists throughout the parks system.

There are two categories, if there is a current bench that needs to be refurbished, or if it is a new installation.

Refurbished existing bench: Fee: \$ 500
Option of ADA pad to site (when accessible): Fee: \$ 105
Included lumber, hardware, supplies, new plaque, and labor.

New dedication bench: all new benches include lumber, hardware, supplies, mounting brackets, concrete site work to include ADA pad, 2 plaques, and labor. Also included is five (5) years of general maintenance.

Dedication bench backless, Series 105 Fee: \$2,000
Dedicated bench with back, Series 11 Fee: \$2,500

SECTION 4 CONCESSIONS IN PARKS

Section 4.1 Seasonal Concession Fees

Long Term Vendors at Sports Facilities Parks are required to pay a seasonal flat rate plus their deposit. Long Term is defined as anything over 30 days per season. Sports facilities include, McCormick parks.

Long-term Seasonal Fees: Deposit \$150 (Seasonal is the length of program concessionaire is servicing.)

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<u>Facility</u>	<u>For-Profit Org.</u>	<u>Non-Profit Org.</u>
McCormick	\$700	\$325

Long Term Permits for Fort Missoula Regional Park will be issued through a RFP process for 2020.

Section 4.2 Short Term / Event Concession Fees

Deposit \$50.00 At sporting or special events, regional or *community/neighborhood parks. Concession permits at Jacobs Island during UM Football season and for FMRP Pavilion Plus program will be issued through a RFP process for 2020).

<u># Days</u>	<u>For-Profit Org.</u>	<u>Non-Profit Org.</u>
1 – 9	\$ 33.25 /day	\$ 28.00 /day
10+	\$ 28.00 /day	\$ 23.00 /day
Fort Missoula Regional Park Permit	\$ 65.50/day	\$ 55.50/day

- Bonner Band concerts--concessionaires must meet same permit requirements as all other sites.
- Concessionaires will not be allowed to vend at special events used as fund-raisers for non-profit organizations, unless authorized to do so by the event organizers. Examples; Kids Fest, Fall Family Fest, Run For the Trees, Frost Fever, etc...
- Concessionaires INVITED to participate at SPECIAL EVENTS hosted by Parks and Recreation where all proceeds are used for the Youth Scholarship Fund are required to donate 10% of their net profit to the Scholarship Fund in addition to the \$31.50 per day concession fee or \$63.00 per day concession fee at Fort Missoula.
- Yard/Garage Sales activities are expressly prohibited in any City owned or managed Park.

Section 4.4 Special Site Concession Fees

Caras Park, by Park Board Policy allows only one concession site and is administered by competitive bid. All "Out to Lunch" and special events and activities held at the Caras Pavilion are administered through the Missoula Downtown Association in agreement with Missoula Parks & Recreation Department.

The Department may also enter into recreation instructor contracts with program providers, businesses or instructors to teach recreation programs. Said recreation programs must be in congruence with the mission of the Department as outlined in the Recreation goals and objectives of the annual budget and strategic plan. Program provider must meet all requirements of the contract. All other contracts require City Council approval as per ordinance.

Section 4.5 Concession Alcohol Sales

Alcohol may be sold or given away at special events in parks that allow alcohol consumption by caterer with a cabaret license, and must provide copy of permit of license from business. Concessionaires or renter selling or issuing the alcohol must have prior written approval from the Parks & Recreation Department. No drinking contests allowed. Only beer and wine allowed in parks. No glass containers. Sellers or renters issuing alcohol are responsible for all permits (including a state permit to sell or give alcohol), identification checks for proper ages, providing safe rides for alcohol consumers, and for park clean up.

Section 4.5a Alcohol In Parks

As per Missoula Municipal Code, Chapter 12, Sections 12.40.040, 12.40.050 & 12.40.060 alcohol possession and consumption is restricted or not allowed in City Parks. See addendum Alcohol in Parks for details of restrictions, fees, and deposits. Subject to change per Missoula Municipal Code update.

Section 4.5b Fort Missoula Regional Park

There will be locations and times where Alcohol permits will be denied depending on event being held. Alcohol and Tobacco Free Zones will include playgrounds, exercise equipment area, and dog park. MPR may choose to do a RFP for Alcohol Sales inside the Softball 5-plex. All Policies for Softball Complex will be announced upon completion.

Section 4.9 Other facilities and activities fees

Any facility or activity not covered in this document will be at the determination of the staff of Parks and Recreation. Such program, facility or fee structure would be included in the next annual review. Caras Park Plaza, Tent and Events Ring scheduled by Missoula Downtown Association and managed in cooperation with Parks and Recreation.

Section 5 Parks and Recreation Operated Concessions

Parks and Recreation shall have exclusivity to sell concessions, items for resale and rentals at aquatics facilities. This includes the parks area surrounding the aquatics centers; Currents Indoor Water park located in McCormick Park, and Splash Montana located in Playfair Park (east of the fields).

Concessions items are priced to recover all costs of concessions operation including overhead in addition to a 15 – 35% profit margin. Rental items priced to recover costs and replace item in 2 to 3 years. Costs include staff, inventory, preparation, accounting, marketing and display.

The intent of concessions, items for resale and rentals is:

- 1) To generate a profit for the operation of facilities such as pools, softball complex or to off-set the cost of a special event.
- 2) To provide a service for the users of facilities or participants of an event.
- 3) Create additional funding to be used for youth scholarships.
- 4) To subsidize cost of entry for general public.

Typical concessions items include coffee, cocoa, tea, soda, candy, fruit and snacks. Crazy Creek Café, Fireline Grill, and Home Plate have full service concession food service menu. Resale items include swim goggles, nose plugs, swim diapers, locks, sun screen, and swim caps.

Section 6 Partner In Parks Policies and Associated Costs

The Partner In Parks Program costs will be determined by analyzing all direct, indirect and variable costs, taking into consideration alternate funding opportunities such as donations, grants and in-kind products and service, comparing initial fee to area market, including opinions and desired options of participants, and by reassessing fee and each program budget annually.

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