



City of Medical Lake
124 S. Lefevre St.
P.O. Box 369
Medical Lake, WA 99022-0369

City Hall: (509) 565-5000 Fax: (509) 565-5008

Parks & Recreation: (509) 565-5007

Police: (509) 565-5003 Fax: (509) 565-5005

April 3, 2008

Dear Park User:

The City of Medical has recently approved a revision to the Park Rules that may or may not affect your event. The City of Medical Lake now prohibits the use of alcohol in all City parks, except when approved through a Special Event Permit. If this affects your reservation, please contact the City and a full refund will be granted. If you have any questions, please contact Recreation Coordinator Jessica Roberts at (509) 565-5007, or myself at (509) 565-5050.

Sincerely,

Doug Ross
City Administrator

Mayor
John Higgins

Administrator
Doug Ross

Finance Director
Pam McBroom

Public Works Director
Doug Ross

Interim Police Chief
Joseph Mehrens

Interim Fire Chief
Bryan Musser

Rules Regulating the Use of All Medical Lake City Parks and Facilities

The following rules are set forth and shall govern the use of all City facilities. No person or group shall hold any meeting or conduct recreation activities in the facility except by permit and by the below terms and conditions. Such requirements shall not apply to scheduled City sponsored activities. The following rules shall apply to all City Parks and Facilities:

1. Applications must be completed by a qualified member of the requesting organization who is at least 18 years of age.
2. No Alcoholic beverages are allowed unless a Special Event Permit Application and proof of Commercial General Liability and Liquor Liability insurance in the amount of \$1,000,000 have been provided and approved by the City Administrator. A liquor permit may be required as mandated by the State Liquor Control Board.
3. Cancellations should be made at least 72 hours in advance of the scheduled event. Fees, less a \$10.00 administrative charge, will be refunded after such cancellations. One half of the use fee will be refunded when cancellations are made less than 72 hours before the scheduled event. The City will keep the entire fee when no cancellations are made.
4. The applicant shall restore facilities to the conditions in which they were found. No group shall conduct any activity causing extra work over and above the normal routine maintenance or over the scheduled hours of the maintenance provided, unless previous agreement has been made to pay for such work. Each group will do their own clean up and if not done in a satisfactory manner, the applicant will forfeit any and all damage deposit(s) and may be billed for any additional costs accrued by the City to return the facility to a satisfactory condition.
5. The applicant may be required to defend, indemnify and shall hold the City, its officers, employees and volunteers harmless from any and all claims, suits, actions or liabilities for injury or death of any person, or for loss or damage to property that may result from any use, act or omission on the part of the applicant or its agents while on City property. The City is not responsible for applicant's property or preparations.
6. If the facilities are needed for a City sponsored activity, applications may be revoked up to five (5) days before the scheduled event.
7. Any time the facility is used for any purpose except those sponsored by the City of Medical Lake, an employee of the City may be required to be present. A fee determined by the City's Finance Director to cover the cost of that supervision shall be charged against the applicant for each hour the facility is open and supervision is required.
8. In the event a dance is the purpose for renting the facility, a police officer may be required at the expense of the applicant. The Chief of Police will determine how many officers will be needed.
9. All City Police Officers shall have the responsibility and authority to order any group to cease operation of any activity conducted where a non-compliance of the rules, as set forth under this policy guide, is in evidence and cannot be controlled by those sponsoring the event.

10. Profane or disruptive language and behavior is prohibited.
11. Discharges of firearms, fireworks or any type of explosive devices are prohibited.
12. Gambling will be permitted only upon prior approval of the City Administrator. Applications for such approval must be accompanied by a state gambling permit when appropriate. Applicants must also agree to abide by all State, Federal and Municipal Laws pertaining to gambling activities.
13. Activities open to the general public may require liability insurance approved by the City and naming the City as an additional insured.
14. Exceptions to these rules may only be made by the City Administrator or the City Council.
15. Fees and Deposits:
 - A. Deposits will be required of all users.
 - B. A group sponsored by a City Department or an Interlocal Cooperation Agreement or its equivalent; are exempt from user fees.

The Following Additional Rules Shall Apply to Indoor City Facilities:

1. Use of the kitchen and utensils requires that dishes be washed, dried and stored after use.
2. The placing of any object, such as chairs, tables, benches, etc., that cause an obstruction to any exit door in any part of the building is prohibited.
3. The burning of candles or the use of an open flame is not permissible unless prior approval is granted.
4. The use of existing or additional appliances shall be permitted only upon prior approval.
5. Any decorations, signs, or other materials brought into City Hall must be approved prior to installation or set-up. No nails, tacks, staples or tape are to be used to hang any decoration on walls, ceiling, or equipment in the building without prior approval. All materials used for any decorations are to be flame resistant. Fire extinguishers shall not be covered by decorations or obstructions which will prohibit their use in case of an emergency.
6. Due to limited space in City facilities, storage is not available for groups other than authorized City programs.
7. Any organization using the kitchen facility must provide its' own towels and dishwashing detergent for the cleanup of the Kitchen (counter, floor, dishes and silverware washed, dried and put away, etc.). All appliances must be cleaned and use-ready.

The Following Additional Rules Shall Apply to Outdoor City Facilities:

1. Groups of 25 persons or more, commercial, and fund raising activities must obtain a City Use Permit for use and conduct their event as described on the permit. Failure to obtain authorization to use City Facilities may result in infractions or misdemeanor citations.
2. Glass beverage containers are prohibited.
3. Parks may be used only during open days and times.
4. Vehicles may be used only in designated areas and driven only on designated roadways, and shall observe the posted speed limit (5 mph).
5. Tents, temporary shelters and/or overnight camping are prohibited.
6. Open flames and/or burning is prohibited. Charcoal barbeques are allowed.
7. Pets are prohibited in City parks. Leashed pets are allowed on City walking trails.
8. Picking flowers or cutting of shrubs or trees is prohibited.
9. Swim at your own risk. Non-swimmers should wear a Coast Guard approved personal flotation device when in the water.
10. Bicycles on ball fields or the beach are prohibited.
11. Children must be supervised at all times when in the park and in the water.
12. Appropriate attire must be worn in the park, on the beach, and in the water.
13. Active games such as Frisbee, ball tossing, running, etc. are not permitted in the beach area.
14. Other actions which are generally not compatible with the enjoyable use of a park or a public place are prohibited by City Ordinance and State Law and are the responsibility of the park user to be familiar with and in compliance with (ie. littering, use of firearms, offenses addressed in Title 9A of the Washington Criminal Code, etc.)