

# MUNICIPAL FACILITIES COMMITTEE AGENDA

July 24, 2014 - North Conference Room

21630 11<sup>th</sup> Avenue South – Des Moines 98198

5:30P – 6:30P

1. Approve minutes 6/26/2014 meeting
2. 2015-2020 Draft MCI & Marina CIP Budgets  
(Staff will provide preliminary budget information on potential projects. Staff will be seeking initial direction from the committee in order to further develop the budget).
3. Fund 506 Facilities Projects  
(Staff will provide preliminary budget information on potential projects. Staff will be seeking initial direction from the committee in order to further develop the budget).
4. Non-Profit Facilities Fees  
(Staff will provide discussion of issues regarding the use of City Facilities by Non-Profit organizations.)
5. Dining Hall Update  
(Staff to provide update on the status of the project, and will be seeking concurrence on the scope of work to be included in the bid package.)

## **Draft Minutes – Des Moines City Council Municipal Facilities Committee – 6/26/2014**

Meeting called to order at 6:00 PM on June 26, 2014 in North Conference Room at 21630 11<sup>th</sup> Avenue South Des Moines, WA 98198.

### **Council Members Present:**

Melissa Musser – Chair  
Matt Pina  
Jeremy Nutting

### **City Staff Present:**

Tony Piasecki- City Manager  
Patrice Thorell – Director Parks & Recreation  
Joe Dusenbury – Harbor Master  
Scott Romano – CIP Project Manager

Minutes of the 4/24/14 meeting were approved as written unanimously.

### **Agenda:**

Dining Hall Project Update  
Park, Recreation & Senior Services Master Plan Process  
South Marina Parking Lot Storm Water Project

1. Dining Hall Project Update:

The Dining Hall Project, CIP Project Manager Scott Romano reported that volunteer demolition and asbestos abatement are complete. The structural engineer recommended and our demo volunteer installed, temporary shoring of several beams. Midway Sewer approved grease interceptor and King County Water District approved water and hydrant forms. City has paid \$11,375 in connection and review fees. Ninety percent of the design is complete and permits will be ready in mid July. With a clear view of the flooring and internal wall structures, the architect & design team have cost concerns about newly revealed features - flooring is severely deteriorated in kitchen area. Wall to floor sill plates are also severely deteriorated. Temporary shoring of beams will need to be incorporated permanently. The windows were not framed in yet set in place and trimmed around – they continue to be an issue. Staff plans to consult the State and County historical preservation offices again for guidance. Otherwise, the design team will evaluate what project elements can be constructed within the approved budget. Advertisement for bids was scheduled for July 10, 2014 with a tentative award date of August 14. The bid may be delayed dependent on the window decision.

2. Parks, Recreation and Senior Services Master Plan Process:

In order for the City to comply with the Growth Management Act and to continue qualifying for State funding opportunities such as Department of Commerce and Recreation Conservation Office (RCO) Funding Board grants, it must update its Master Plan every six years. The current plan expires December 31, 2015. Parks, Recreation, & Senior Services Director Patrice Thorell recommended establishing an Ad Hoc Parks, Recreation & Senior Services Master Plan Advisory Committee appointed by the Mayor and City Council. The group would contain a diverse membership from the community

so that all citizens are represented. Beginning in October of 2014, the planning process will take approximately one year to complete. The Metropolitan Park District (Mt. Rainier Pool) has asked to collaborate with the City on the 2016 - 2012 Master Plan so may share in the cost of a survey and work related to the pool. The 2015 financial impact to the City for its work is \$50,000 that would come from the General Fund to pay for public surveys, architectural design, cost estimates, project maps, graphics and printing.

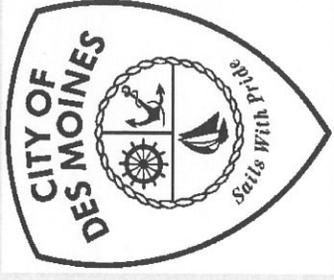
3. South Marina Parking Lot Storm Water Project:

For the future South Marina Storm Water Project, Harbormaster Joe Dusenbury provided 2 options for parking schemes. Scheme 2 was preferred by the committee.

Meeting Adjourned 6:45 PM

Minutes submitted by: Janet Best, Admin. Asst. P & R





# City of Des Moines

## 2015 – 2020 CIP Municipal Capital Improvement Proposed Projects

## 2014 CIP



### **2014 Projects Status:**

#### **Des Moines Beach Park Dining Hall Rehabilitation Project \$1,247,623**

The following grants provide funds for  
The completion of the Beach Park  
Dining Hall in 2014/15:

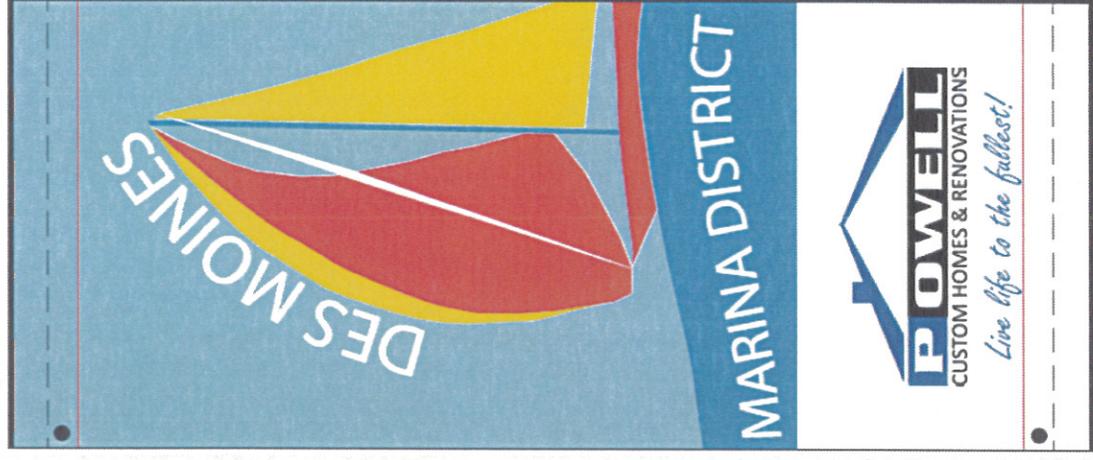
- Recipient of \$850,000 2014-2015 Washington Heritage Capital Grant
- Re-appropriation of \$128,062 remaining from 2006-2007 Washington Heritage Capital Grant
- Recipient of \$12,000 2012 4Culture Heritage Grant for Beach Park Dining Hall Windows
- Recipient of \$60,000 2014 King County appropriation for Beach Park Dining Hall Windows

2014 CIP

**Marina District Banners**

**Project-**

This 2<sup>nd</sup> year banner project totaling 37 banners (4 new businesses at \$200 and 33 business renewals at \$100)



## 2014 CIP

### **Civic Reader Board Project—**

The City's first Civic Reader Board located at the Des Moines Senior Activity will be installed in August 2014. The following funds were secured in 2013/2014 to provide matching funds for the \$24,000 project:

- Recipient of \$7,000  
Puget Sound Energy  
Foundation Grant
- Recipient of \$9,000  
Des Moines Legacy  
Foundation funds
- City MCI \$16,000



	2014	2015	2016	2017	2018	2019
<b>Lifecycle Park Replacement Projects</b>						
Expenditure	\$ 20,000	Wooton	\$ 234,200	\$ 123,300		
Funding Sources:						
REET	\$ 20,000		\$ 117,100	\$ 61,650		
Park in Lieu						
MCI						
KC Youth Sports (Unconfirmed)			117,100	\$ 61,650		
	\$ 20,000		\$ 234,200	\$ 123,300		
<b>Parkside Playground Repair &amp; Replacement</b>						
Expenditure		\$ 514,499				
Funding Sources:						
DOE (Confirmed)		\$ 119,499				
CDBG (Unconfirmed)		395,000				
		\$ 514,499				
<b>Wooton Park</b>						
Expenditure		\$ 181,225				
Funding Sources:						
REET		\$ 93,062				
City MCI		66,513				
Park in Lieu		21,650				
		\$ 181,225				

	2014	2015	2016	2017	2018	2019
<b>DM Beach Park Rehab-Dining Hall Rehabilitation</b>						
Expenditure	\$ 1,247,623					
Funding Sources:						
REET (2013 Tsf from Auditorium Roof Project)	\$ 42,274					
REET (2013-14 Tsf from BP Interim Repairs)	125,454					
REET	55,832					
4Culture Arts Capital Grant (Confirmed)	12,000					
Recipient of King County appropriation for BP	60,000					
MCI - Reappropriation Heritage Capital Grant	128,062					
Washington State Heritage Funds (Confirmed)	824,000					
	\$ 1,247,622	\$ -				
<b>DM Beach Park Rehab-Picnic Shelter &amp; Restroom</b>						
Expenditure		\$ 586,487				
Funding Sources:						
REET		\$ 40,000				
MCI		28,530				
RCO (Unconfirmed)		291,399				
King County Levy		226,558				
		\$ 586,487				
<b>Playground at Beach Park</b>						
Expenditure			\$ 199,375			
Funding Sources:						
REET			\$ 24,375			
RCO/KCYSF (Unconfirmed)			175,000			
			\$ 199,375			

	2014	2015	2016	2017	2018	2019
<b>Pay Parking Stations at Beach Park</b>						
Expenditure		\$ 40,000	Keep In?			
Funding Sources:						
MCI		\$ 40,000				
		\$ 40,000				
<b>Marina District Banners &amp; Civic Readerboard</b>						
Expenditures	\$ 25,273	\$ 31,000	\$ 31,000	\$ 6,000	\$ 6,000	\$ 6,000
Banners-	\$ 2,271	\$ 6,000	\$ 6,000	\$ 6,000	\$ 6,000	\$ 6,000
Readerboard-	\$ 23,002	\$ 25,000	\$ 25,000			
Funding Sources:						
MCI	16,000					
Puget Sound Energy	7,000					
Des Moines Legacy Foundation	9,000					
Banners - New and renewing businesses	3,775	\$ 6,000	\$ 6,000	\$ 6,000	\$ 6,000	\$ 6,000
TBD		\$ 25,000	\$ 25,000			
	\$ 35,775	\$ 31,000	\$ 31,000	\$ 6,000	\$ 6,000	\$ 6,000





**2014 CIP BUDGET REQUEST  
Municipal Capital Improvement**

**CAPITAL IMPROVEMENT PLAN  
REQUEST FORM**

<b>CATEGORY</b>	General Government	<b>PROJECT NO.</b>	
<b>PROJECT</b>	2014 Projects	<b>PROJECT STATUS:</b>	Preliminary Estimate Plans in Preparation P.S.E. Complete
<b>LOCATION</b>			
<b>DESCRIPTION:</b>	MCI Projects completed or underway in 2014		

**EXPENDITURE SCHEDULE**

COST ELEMENT	2014		2014 Banner/Reader
	TOTAL*	Dining Hall	
ADMINISTRATION	\$ 25,000	\$ 25,000	
CIP PROJ MANA	40,373	40,373	
DESIGN / ENGIN	62,887	62,887	
CREEK HPA	-		
BUILDINGS	827,500	827,500	
BANNERS			2,981
IMPROVEMENTS	26,000		26,000
PROJECT ADMIN	21,788	21,788	
CONTINGENCY	143,000	143,000	
SALES TAX	78,375	78,375	
TESTING	7,500	7,500	
LEAD/ASBESTOS	-		
DEMOLITION	-		
PERMITS	21,200	21,200	
EQUIPMENT	20,000	20,000	
<b>TOTAL</b>	<b>\$ 1,273,623</b>	<b>\$ 1,247,623</b>	<b>\$ 28,981</b>

FUNDING SOURCE	TOTAL*	Dining Hall	Banner/Reader
REET		223,560	
City MCI	\$	128,063	\$ 16,000
WA Heritage	\$	824,000	
King County	\$	60,000	
4Culture	\$	12,000	
KC Youth Sports			
King County Levy			
Park In Lieu			
Sponsorship- Banners			\$ 3,600
Sponsorship- Sign	16,000		16,000
<b>Project Total</b>	<b>\$ 1,283,223</b>	<b>\$ 1,247,623</b>	<b>\$ 35,600</b>

# 2015 CIP BUDGET REQUESTS

## 2015 CAPITAL IMPROVEMENT PLAN REQUEST FORM

CATEGORY: General Government  
 PROJECT: Proposed 2015 MCI Projects  
 LOCATION:   
 DESCRIPTION:   
 PROJECT NO.   
 PROJECT STATUS: Preliminary Estimate  
 Plans in Preparation  
 P.S.E. Complete

### PROPOSED 2015 CAPITAL IMPROVEMENT PLAN

COST ELEMENTS	2015				2015		2015	
	TOTAL*	Picnic Shelter/Restroom	Parkside Park	Wooton Park	Banners/ReaderBoard			
ADMINISTRATION	\$ 16,850	\$ 5,000	\$ 10,000	\$	1,850			
CIP PROJ MANAGEMENT 6%	\$ 59,474	\$ 23,274	\$ 32,500		3,700			
DESIGN / ENGINEERING	108,490	56,090	52,400					
CULTURAL SURVEY	2,000	2,000						
BUILDINGS	311,994	311,994						
BANNERS	6,000						6,000	
IMPROVEMENTS Utility	522,500	7,500	345,000		145,000		25,000	
PROJECT ADMIN. (CONST.)	-							
CONTINGENCY	82,499	56,875	12,624		13,000			
SALES TAX	85,300	36,850	32,775		15,675			
TESTING	1,000	1,000						
LEAD/ASBESTOS	24,500	24,500						
DEMOLITION	51,404	51,404						
PERMITS/KC Environ	41,200	10,000	29,200		2,000			
EQUIPMENT	-							
<b>\$</b>	<b>1,313,211</b>	<b>\$ 586,487</b>	<b>\$ 514,499</b>	<b>\$</b>	<b>181,225</b>	<b>\$</b>	<b>31,000</b>	

FUNDING SOURCES	2015				2015		2015	
	TOTAL*	Picnic Shelter/Restroom	Parkside Park	Wooton Park	Banners/ReaderBoard			
REET	133,062	40,000			93,062			
City MCI	\$ 28,530	\$ 28,530						
KC Youth Sports	\$ 66,513							
King County Levy	\$ 226,558	\$ 226,558						
RCO	\$ 291,399	\$ 291,399						
DOE	\$ 119,499	\$	\$ 119,499					
CDBG	\$ 395,000	\$	\$ 395,000					
Park In Lieu	\$ 21,650			\$ 21,650				
TBD/Outside Funds	31,000							31,000
<b>Project Total</b>	<b>\$ 1,313,211</b>	<b>\$ 586,487</b>	<b>\$ 514,499</b>	<b>\$</b>	<b>181,225</b>	<b>\$</b>	<b>31,000</b>	<b>\$ 31,000</b>

## MUNICIPAL FACILITIES COMMITTEE MEETING

July 24, 2014

### Marina Capital Improvement Program

The following projects are smaller, single phase projects that were completed in 2013 or early in 2014.

1. Activity Float Canopy – The canopy was built to use as a wind and rain shelter for visiting boating clubs. The Canopy or pavilion is also available to rent to other non-boating individuals or groups. The total cost for the pavilion was approximately \$39,000.
2. 6<sup>th</sup> Avenue Stairway- When the Waterford Condo was built the City required that the developers build the stairway as part of the project. Part of the deal was that the City would gate the stairway and close the gates at night. The condo HOA asked the City to install the gates and the project was completed in 2013. The final cost for the gates was about \$16,000.

Small, single phase projects that are needed in the near future.

1. New gate security system - The existing gate security system was installed in 1998 and the hardware and firmware is now functionally obsolete. A new system will cost about \$50,000.
2. Fiber Optic Connection- Currently the Marina's computer network is a stand-alone system that connects to the City's servers via a phone line or Comcast coaxial cable. Both have been unreliable in the past and the connections are a significant expense. Now that overhead cables are allowed in some cases, there is a complete pathway from the Marina office to the City's mainframe. A fiber optic connection would be faster, more reliable and much cheaper. Installation cost is estimated to be \$80 - \$100,000.
3. Off-Site Storage Yard. Currently the Marina stores large, expensive items like concrete floats in an un-fenced area next to the Public Works Service Center. Last year funds were budgeted to grade and fence the area but that project was put on hold because of zoning issues and because the funds had to be diverted to the 6<sup>th</sup> Ave. Stairway project. The storage area is essential but it needs to be upgraded to comply with City codes.

The following projects are smaller, multi-phase projects that had some part completed in 2014 or early 2014.

1. Redondo Boarding Floats – The staff built two more new boarding float sections for Redondo last winter. The material for the floats cost about \$10,000 each and they are assembled by the Marina staff. There is only one of the old floats left and replacing the final float will require replacing the concrete approach. This will be a significant project for which funding is not available at this time.
2. Security Cameras – In 2014 five CCTV cameras were installed at the Redondo Facility. There is enough recording capacity to add several more cameras in the Marina and more cameras are needed, especially in the parking lots. At this time there are no future phases of this project planned.

#### Active Large Projects.

1. Site Management Project / Pay Parking - In October of 2012 the City Council directed the staff to develop a program to address the issues of inappropriate use and low-level criminal activity in the Marina parking lots and the Des Moines Beach Park. The first phase of this project was going to be the installation of parking pay stations in the Marina and Beach Park. There was no public support for this project and the effort was suspended. Of the \$80,000 allocated for this project approximately \$75,000 is left.  
Currently the staff is waiting for the results of the parking and traffic study being done in the Redondo area. The staff anticipates that the remaining funds will be re-directed to upgrading the parking system in the Redondo pay parking lot.
2. Master Plan Update – Conceptual Design and Permitting for Future Projects. The goal of this project is to update the 2007 Marina Master Plan and secure the Federal, State and local permits for the reconfiguration of D, E & F Docks, the renovation of the Public Fishing Pier, replacing the timber breakwater and replacement of the North Parking Lot bulkheads. At this time there has been a small amount of work done on this project, mainly related to the reconfiguration of the small docks. There is a small budget of \$5,000 for this project.

#### Inactive-Unfunded Large Projects

1. Reconfiguration of D, E & F Docks
2. Public Fishing Pier & Restroom Renovations
3. Timber Breakwater Replacement
4. North Parking Lot Bulkhead
5. Redondo Boardwalk Renovations
6. New Tenant Restroom The material for the floats cost about \$10,000 each plus staff labor to build

# MARINA CIP

2015 – 2020

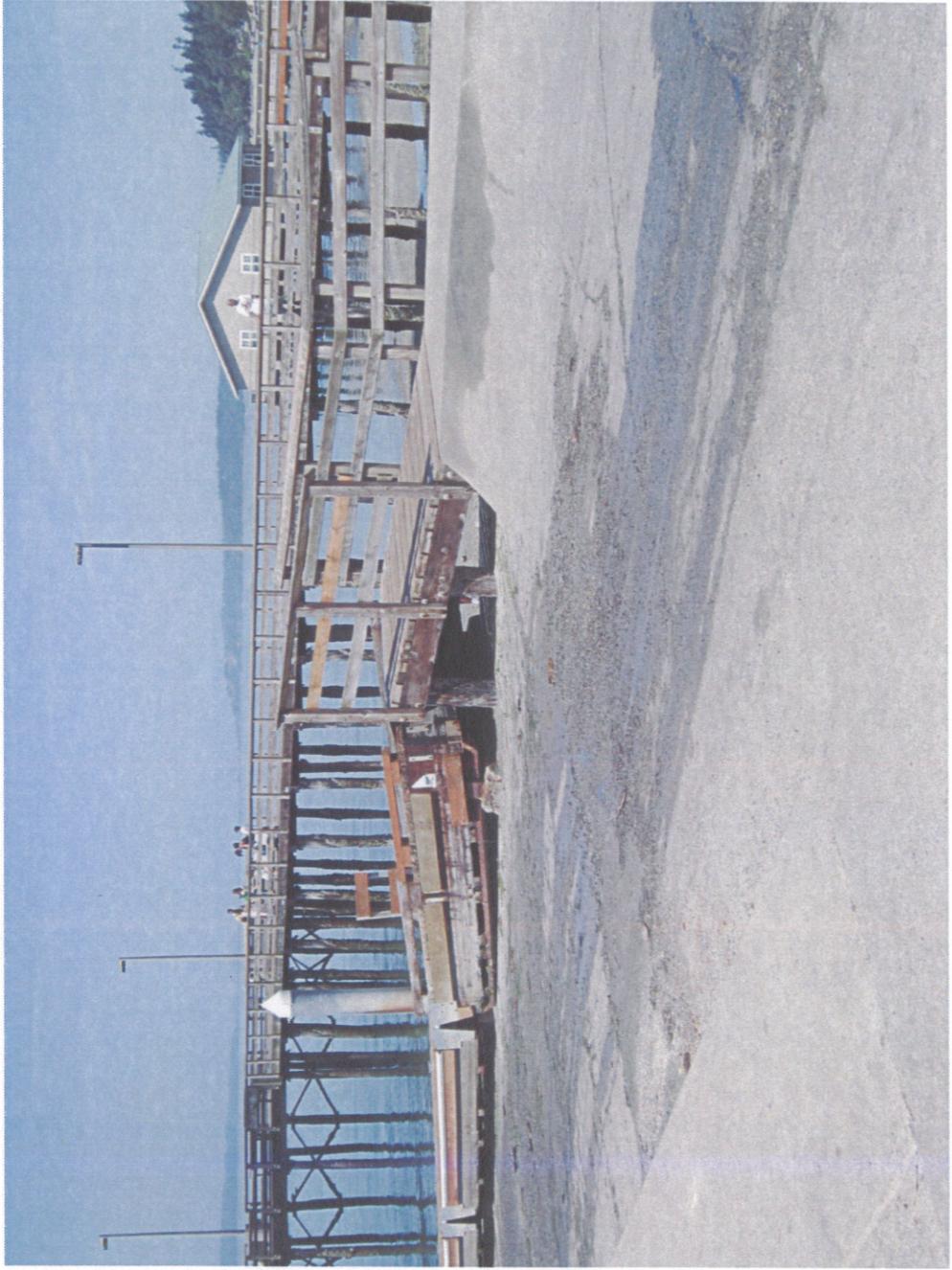
# ACTIVITY FLOAT CANOPY



# 6<sup>TH</sup> AVE. STAIRWAY GATES



# REDONDO BOARDING FLOATS



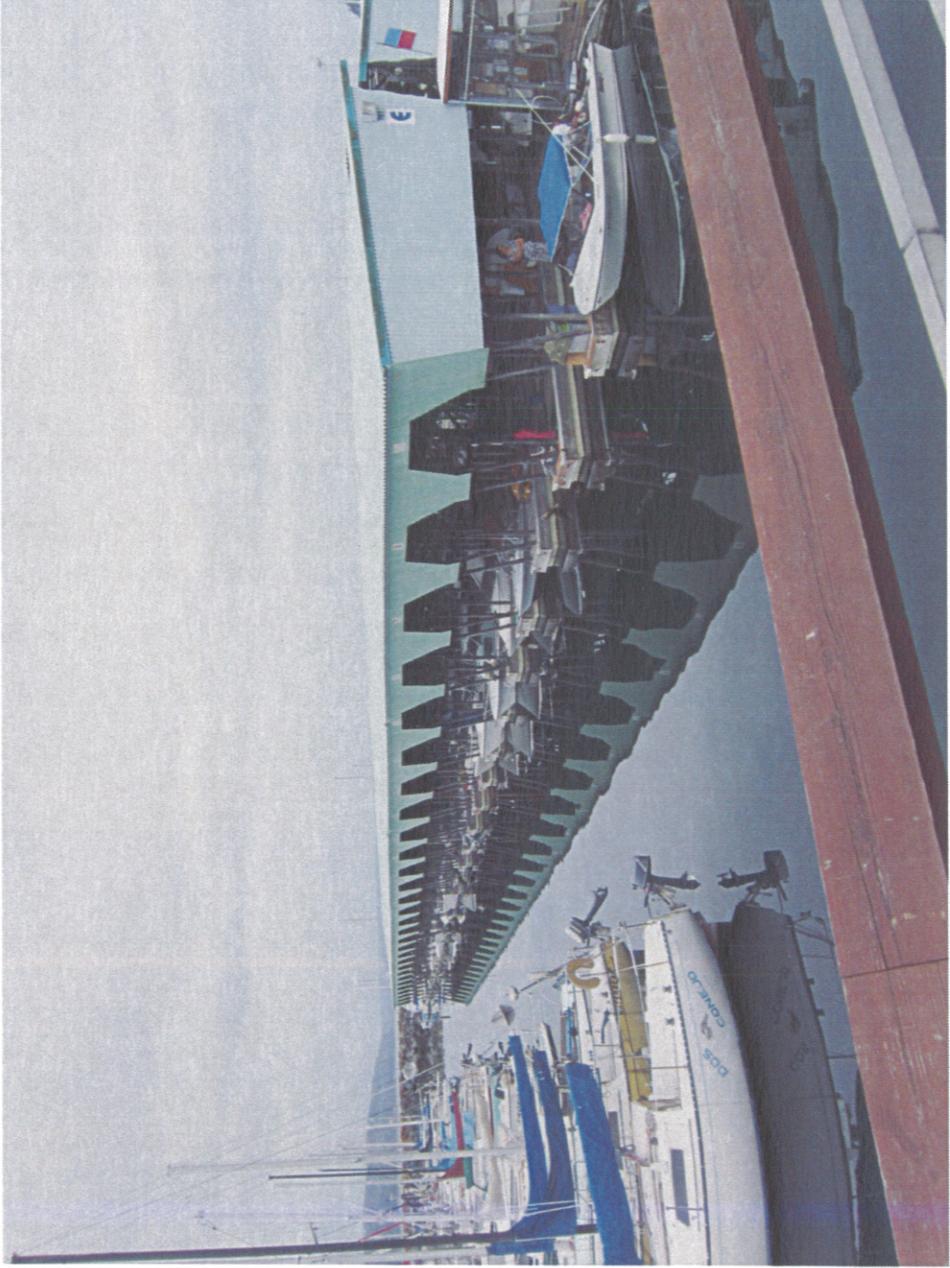
# GATE SECURITY SYSTEM



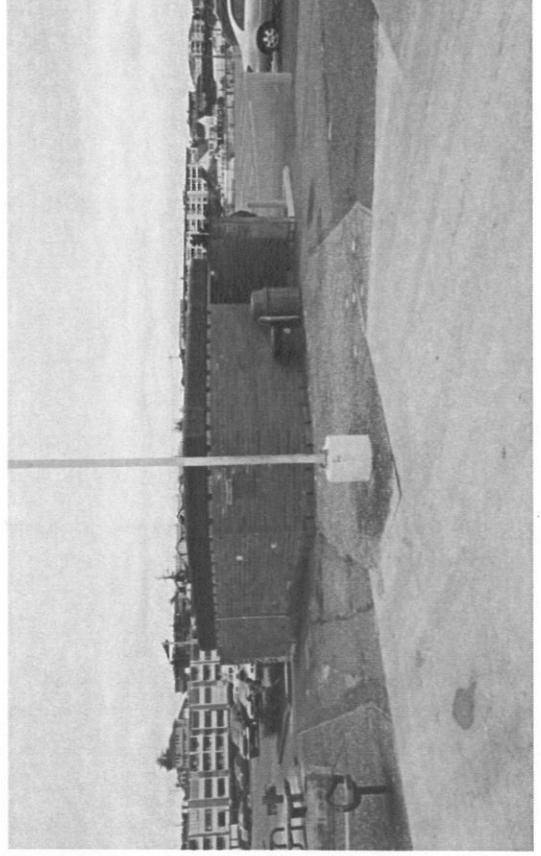
# OFF-SITE STORAGE YARD



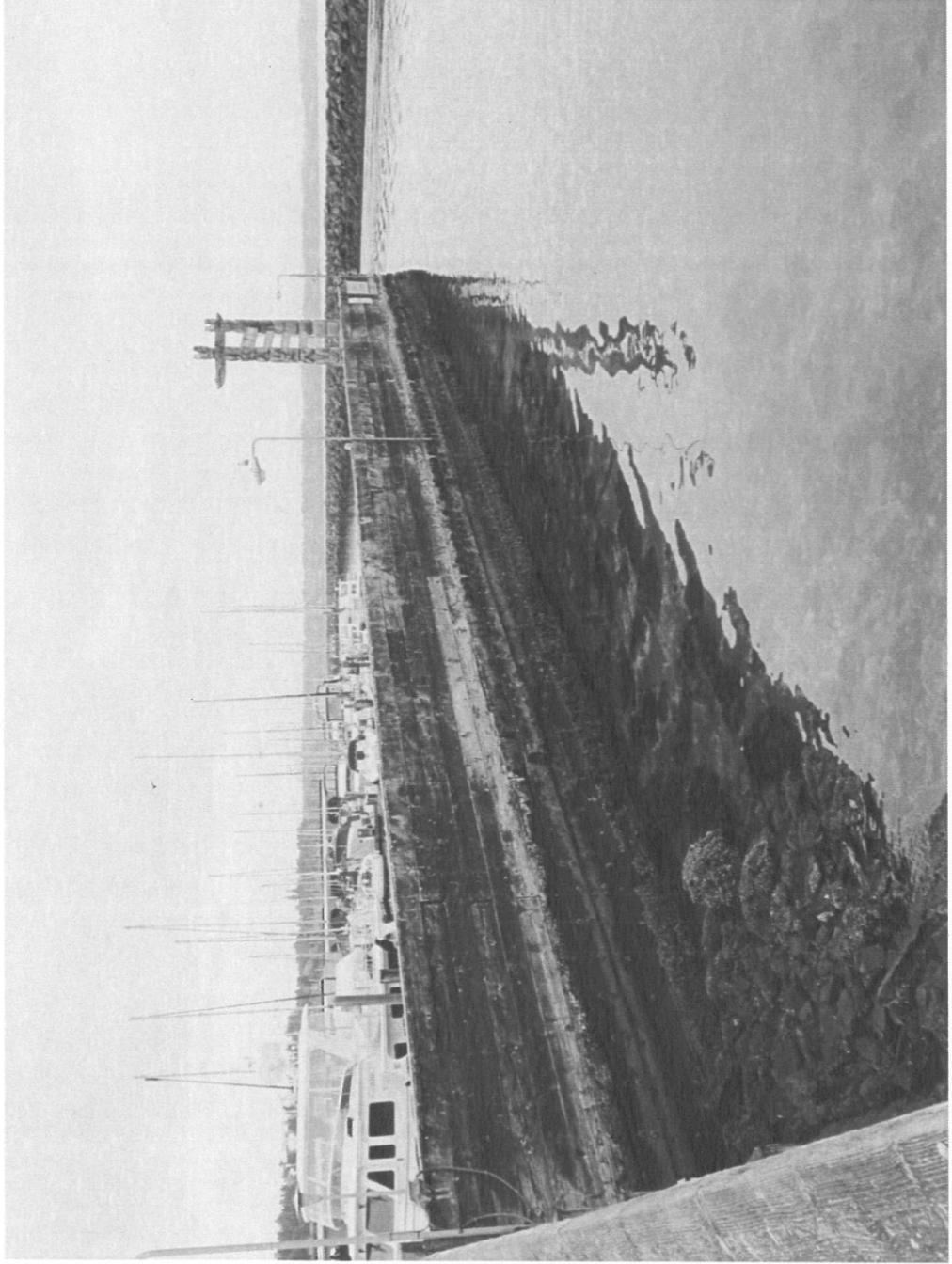
# RECONFIGURATION OF SMALL DOCKS



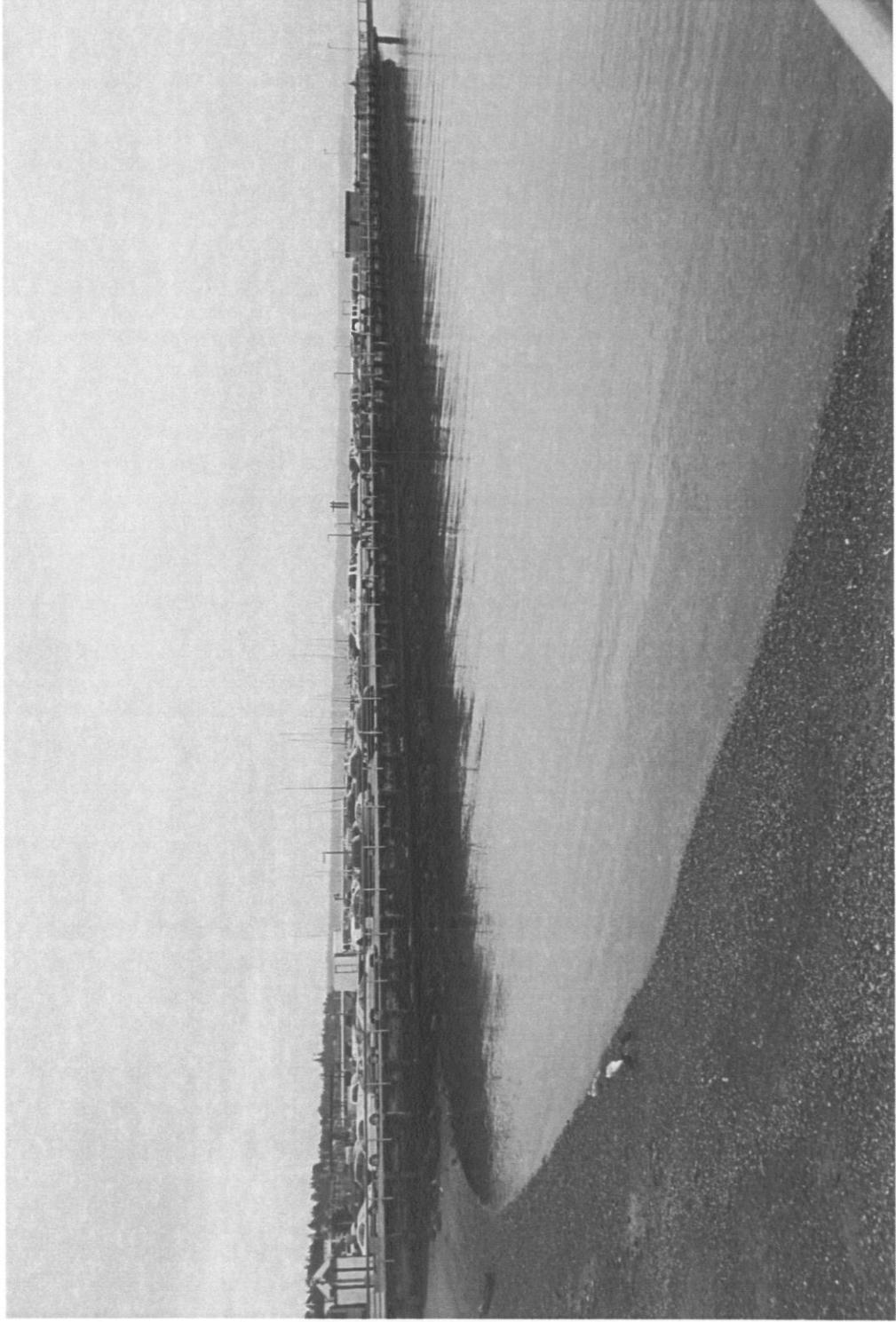
# PUBLIC FISHING PIER & RESTROOM RENOVATION



# TIMBER BREAKWATER REPLACEMENT



# NORTH PARKING LOT BULKHEAD



# NEW TENANT RESTROOM





7.24.2014 MFC Agenda Item #3

MCI & FUND 506 PROPOSED PROJECTS FOR THE 2015-2020 CIP  
 REVISION DATE: 07/17/2014

BUILDING NAME	PROJECT DESCRIPTION	2014		2015		2016		2017		2018		2019		2020	
		MCI	506	MCI	506	MCI	506	MCI	506	MCI	506	MCI	506	MCI	506
Activity Center	1 -- Interior Repairs to Car Decking Floor 2 -- Sheetrock Repair from Roof Leak 3 -- Interior Painting 4 -- Exterior Painting 5 -- Emergency Generator 6 -- LED Exterior Lighting 7 -- Irrigate and Landscape Front Lawn Area	\$16,500	\$8,500 \$25,000				\$29,750								
Public Works Service Center	1 -- Repairs to Upper Roof Wall CMU Joints 2 -- Exterior Painting 3 -- LED Exterior Lighting 4 -- Interior Painting 5 -- Keyless Entry System (City Hall, PW Service Ctr, PW Eng Bldg)		\$15,000		\$48,000 \$6,000				\$38,200						
City Hall	1 -- Keyless Entry System (Suites A & C) [SEE ABOVE LISTING] 2 -- LED Exterior Lighting 3 -- Walkway Canopy Repair 4 -- Emergency Generator for City Hall/Engineering 5 -- Parking Lot Rebuild				\$7,500			\$44,500							
Public Works Engineering	1 -- Exterior Fascia Repairs and Painting 2 -- LED Exterior Lighting 3 -- Upstairs Window Replacement/IT Dept. Windows 4 -- Paint Garage Doors of Storage Building 5 -- Keyless Entry System [SEE ABOVE LISTING] 6 -- Emergency Generator for City Hall/Engineering [SEE ABOVE LISTING] 7 -- PD Storage Building for Seized Property		\$4,000		\$4,200 \$2,300 \$19,100								\$367,000		
Police Services Center	1 -- Interior Painting 2 -- LED Exterior Lighting				\$46,500 \$4,300										
Field House	1 -- New Roof with Fall Protection 2 -- Resurface Tennis Court 3 -- LED Exterior Lighting 4 -- Interior Painting			\$22,000	\$2,800	\$100,000									
Founder's Lodge	Exterior Painting						\$27,000								
Sonju Park	Demo Outbuildings						\$69,000								\$54,100
Steven J. Underwood Park	1 -- Relamp Ballfield Lights 2 -- Irrigate and Landscape Area Behind Field #1 3 -- LED Exterior Lighting 4 -- Install Play Equipment	\$20,925			\$1,550			\$59,750							
Picnic Shelter/Restroom	New Interior/Exterior LED Lighting				\$8,000					\$117,500					
<b>TOTALS:</b>		\$161,385	\$52,500	\$244,000	\$153,500	\$386,600	\$125,750	\$104,250	\$38,200	\$117,500	\$0	\$367,000	\$0	\$0	\$54,100

2014 MCI TOTAL: \$161,385  
 2014 FUND 506 TOTAL: \$52,500  
 2014 COMBINED TOTAL: \$213,885

6-YEAR MCI TOTAL: \$975,350  
 6-YEAR FUND 506 TOTAL: \$218,050  
 6-YEAR COMBINED TOTAL: \$1,193,400

Long Painting  
 Long Painting  
 MacDonald-Miller  
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 Stevenson Roofing  
 MacDonald-Miller  
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 MacDonald-Miller



## **Municipal Facilities Committee July 24, 2014**

### **Discussion Item: Discounted Facility Rental Rates**

At the June 26, 2014 City Council meeting Council expressed interest in the establishment of a policy for the use of City facilities by non-profit organizations and remanded the issue to the Municipal Facilities Committee for review...

City Council established Special Event policy requiring that events drawing more than 100 people, using City facilities (other than City recreation facilities) or wishing to sell tickets or to serve alcohol in outdoor settings other than those defined in the City Code would make the request to City Council for approval. There is a Special Event Permit Application and an interdepartmental review process for each of these events (Attachment A). The City's facilities have become popular venues for many community events and a growing number of requests are being made to City Council for free, in-kind or reduced City facility rental fees. The use of City facilities almost always includes the need for other City's resources including personnel, equipment and marketing tools. Although there is no defined budget to which departments can charge their in kind services costs, the costs for services still impact the City's bottom line.

The City's facility rental fees are based on current market rates for "like" facilities in King County and the fees approved by the City Manager. City Council has set a 2014 revenue goal of \$160,635 for the Parks, Recreation and Senior Services Department based on the rental of its recreation facilities (Beach Park, Field House and Activity Center). These revenues cover the direct costs of facility operations such as: program, rental and parking management personnel, equipment (tables, chairs, computers, sound equipment, staging, tents and etc.), garbage collection, janitorial, and other city services as required but at this time they do not cover the indirect costs such as: administrative and building overhead, utilities and facility repair and replacement.

Currently the City of Des Moines Parks, Recreation and Senior Services follows the procedures attached (Attachment B). Applications and payment of fees are required for users wishing to rent the department's recreational buildings, park buildings and spaces and ballfields.

A 20% reduction of the rental fees are provided to City residents with proof of residency and to local non-profit groups. We also partner with program instructors, non-profit groups and others whose programs or services help to further the mission of the City especially in the areas of economic development, recreation and human services. A professional services agreement is created to define the responsibilities of each party. If a fee is charged for the program or event, the amount going to each party to cover its costs for services is identified.

Many Cities offer a reduced facility rental rate for residents and/or non-profits. The typical reduced rate is 10% to 20% for local non-profit groups and some Cities do not provide differing rates to user groups.

Examples:

- A. The City of Burien offers its local non-profits a discounted rate of 20% if renting during their regular business hours. This discount is only effective for the first 4 hrs. of the rental. For non-profits requesting usage of a facility for the purpose of offering a community event that matches Burien's mission, they allow the event to apply for an Event Co-Sponsorship. If approved, Burien doesn't charge a rental fee.
- B. The City of Issaquah offers its local Issaquah nonprofit organizations 50% off the rental rate with evidence of a 501(c)3 certificate and giving 60 percent of their profits back to the Issaquah community. Reduced rates are not given on Saturdays. A nonprofit organization can still book an event on a Saturday, but must pay full price for the rental. On any day of the week, a nonprofit group would pay a full price deposit, labor fee and insurance fee. Non profits, like all other groups, must supply or purchase adequate insurance. This discount is not available to private individual's events such as weddings or celebrations.

The Landmark on the Sound has rates that are very similar to those charged and the Beach Park. They have offered reduced rates of 10% for residents and military, 25% to 50% for non-profit groups and 25% for members. All other charges such as holiday rates, additional staffing requirements, deposits and insurance still apply.

Parks, Recreation and Senior Services Director Recommendations:

- 1) City Council continue to support the current City policy that provides 20% reduction of the City's rental fees are provided to City residents with proof of residency and to local non-profit groups.
- 2) City Council may wish to implement a new City policy that provides 50% reduction of the City's rental fees to Des Moines non-profits with evidence of a 501(c)3 certificate and giving 60 – 75% percent of their profits back to the Des Moines community.
- 3) City Council may wish to continue its unofficial policy that provides free use of the City's rental facilities to organizations that partner with the City for the provision of community events whereby all fees and charges raised by the event are reinvested back into the event and/or community.

## FACILITY RENTAL POLICIES & PROCEDURES

### Facility Use Application:

- A damage deposit and Facility Use Application are required to book reservations.\*
- Reservations are accepted on a first paid/first served basis. We cannot hold dates.
- Reservations are accepted up to two years in advance.
- Booking requests less than 30 days in advance are booked at the city's discretion.
- If approved, full payment of all fees is due at the time of booking.
- Parties on the application must be at least 21 years of age and present during the event.
- Up to 2 adults may be listed on the Facility Use Agreement as applicants.
- Only applicants are authorized to sign rental checklists or make changes to your booking.
- Applicants assume full responsibility for their party and guests in case of damage, theft or disturbances during the event.
- Facility Use Applications are available upon request from the Facility Office. Please call 206-870-9370 to request the form, or visit the office in the Founders Lodge located at Des Moines Beach Park - 22030 Cliff Ave South, Des Moines WA 98198

\*\*\*\* Note: City of Des Moines reserves the right to adjust deposit amounts based on party size and activities.

### Deposit amounts:

- 100% of the Damage Deposit is due at time of submitting Facility Use Application to secure a facility and reserve a date.
- **DAMAGE DEPOSITS ARE REFUNDED LESS A \$100.00 BOOKING AND MAINTENANCE FEE.**
- Refunds are contingent upon the condition of the building following your event.
- Rentals forfeit all deposits if a disturbance of the peace is determined.
- Refunds will be processed within **30 days** of the use of the rental. Please note that it can take up to 6 weeks for a check to be received or a credit to show on a Credit Card Statement.
- Payment methods accepted are: Visa/MasterCard, Cash, Check or Money Order.

\*\*\*\*Note: Deposits paid by Credit/Debit card typically speed up the refund process.

### Rental Fees:

- Rental fees must be paid in full thirty (30) days prior to the event.
- Payment methods accepted are: Visa/MasterCard, Cash, Check or Money Order.
- Bookings made less than 30 days prior must pay **ALL fees** in full at the time of booking.
- You are required to have one staff member on site for every 100 guests attending your event.
  - All facility rentals come with one attendant with the exception of the Auditorium. The Auditorium comes with two attendants. Additional attendants are billed at a rate of \$40.00 per hour and are required for the full party hours only.
- Additional Staff and/or security may be required for groups that are serving alcohol in our facilities. See 'Security Policy.'
- Cancellation Policy and Fees:

In the unfortunate that an event must be cancelled, the renter agrees and understands that the facility has been turned down to other prospective renters. For this reason, the below cancellation fee schedule will apply

  - Cancellations made 91 or more days before the reservation will be charged a \$500 cancellation fee (\$100.00 Cancellation fee for Picnic Shelters.)

- Cancellations made 90 days or less of the reservation will be charged 50% of the rental fee and forfeit all of their damage/security deposit.

### Day of Details:

The day of your event is all about the details, and we're here to help you know what you'll be responsible for, and what we will take care of. To help answer your questions, here are some general expectations and housekeeping items.

### What We Do:

- Provide one on-site staff person for the duration of your event. Two for the Auditorium.
- Walk through of the facility to show the areas and supplies you have access to.
- Provide tables and chairs at each facility - call for exact tally.
- Assist in answering questions and troubleshooting during your event.
- Guide your clean up and walk through the building to inspect prior to your departure.
- Maintain restrooms and ensure they are stocked and clean throughout the event
- Monitor the parking lot to ensure all cars are parked legally.
- Ensure that alcohol is only consumed at events with proper permits and ensure that all alcohol stays within the facility. **NO ALCOHOL IS ALLOWED OUTSIDE IN OUR PARKS.**

### You should expect to:

- Arrive at your scheduled start time. **We do not allow early drop off or set up.**
- Set up tables, chairs and other supplies as needed for your event, unless set up fee has been paid.
- Maintain control of your group and ensure recreation policies are enforced.
- Clean up following your event, finishing by the end of your rental, unless tear down fee has been paid.
- Go through a Rental Inspection Checklist with Recreation Attendant before and after event.

### Building Security:

Groups greater than 100, estimating 100 or more guests or parties open to the public (**regardless of size**) will require additional staff and/or police supervision at an additional cost. Security and staff are assigned at discretion of the City. Applications are reviewed by Police Dept; officers are assigned per the Chief. Call for current rates.

### Rate Definitions:

City of Des Moines residents contribute to Parks, Recreation and Senior Services Department programs through the payment of city taxes. Effective January 1, 2010, the City of Des Moines implemented a Resident Discount Policy offering residents discounted fees for recreation programs. Non-residents and city residents who do not provide proof of residency will be assessed the full fee for programs. The Resident Discount ("RD") Fee is available to residents living within the City of Des Moines' jurisdictional boundaries. To qualify for the "RD" Fee participants must provide proof of residency such as:

- **Valid picture ID with a Des Moines Address.**
- **Valid picture ID accompanied by a utility bill with their Des Moines Address.**

**\*\*\*\*Note: Questions related to residency should be directed to 206-870-9370.**

## Group Classification Definitions:

- Group 1: Non-profit groups with proof of non-profit (501(c) 3) or similar status, who pay taxes to the City of Des Moines.
- Group 2: Open membership groups: Non-profit in nature and/or private parties.
- Group 3: For Profit Public Events

**\*\*\*\*Note:** Fee waivers are available for qualifying organizations at the discretion of the Parks and Recreation Director

For information on waiver requests, call (206) 870-9370.

## Use of Alcohol:

Alcohol is only permitted inside rented facilities. Alcohol is not permitted in parks or picnic shelters in the City of Des Moines. If you plan to host a party with alcohol in a city building, here are some things that you'll need to provide:

- All security deposits, security personal payment, and rental fees paid in full, in advance.
- Provide a Certificate of Insurance naming the City of Des Moines as additional insured for a minimum of \$1,000,000.00. Please see 'Insurance Requirements' below.
- Purchase an appropriate State Liquor permit, display at your event. Please provide either:
  - A Banquet Permit (to serve alcohol)
  - Special Occasion Liquor Permit (to sell alcohol)

## Items to Note with Alcohol at an event:

- Insurance costs vary per event type and size. See 'Insurance Requirements,' for details on getting a quote.
- Rental clients are responsible for the behavior of their party.
- Alcohol is not permitted outside, in parking lots, parks or similar at any time.
- Underage drinking in a city facility is never permitted, and results in termination of the rental agreement.
- If an event is booked as a non-alcohol event and improperly serves alcohol, the rental will be terminated and all damage deposits will be surrendered.
- Expulsion from a city facility, for any reason, results in forfeiture of all fees and deposits with no refund.

## Insurance Requirements:

Insurance is required for the following types of events:

- Events serving alcohol.
- Events involving 'high risk' physical activity as determined by the City of Des Moines.

**\*\*\*\*Note:** Bounce houses are a 'high risk' activity, and require proper insurance and must be staffed by the rental company when inflated. NO EXCEPTIONS

- Events that are selling food in a city facility.

**\*\*\*\*Note:** The required insurance policy is: Commercial General Liability insurance with limits of \$1 million combined single limits per occurrence naming the City of Des Moines as an additional insured.

Renters may obtain insurance by contacting their own insurance agent or through the Washington Cities Insurance Authority (WCIA) carrier.

Insurance quotes are available by visiting Washington Cities Insurance Authority at: [www.ebi-ins.com/tulip](http://www.ebi-ins.com/tulip). The site will prompt you to input a building code for the facility you have booked. Codes for City of Des Moines facilities are:

Des Moines Activity Center: 0465-039

Des Moines Field House: 0465-044

Founders Lodge: 0465-047

Auditorium: 0465-040

### Rental Rules and Regulations:

- Bookings are accepted (pending availability) between 8am-12am. All cleaning must conclude by 12am.
- Rental hours are consecutive and include time for delivery of supplies, set-up, take down, and clean-up.
- If an event is booked as a non-alcohol event and improperly serves alcohol, the rental and damage deposit will be surrendered.
- Set-up begins at the agreed upon start time for your rental. Early delivery of supplies is not permitted.
- All items brought into a facility by the renter are to be removed by the end of the rental period.
- Renters will place garbage in the outside dumpster located in a gated area near each building.
- City-owned equipment made available and used by the rental group must be thoroughly cleaned. This includes tables, chairs, kitchen facilities, floors, sinks, restrooms, and hallways.
- Cleaning supplies (mops, brooms, cleansers, trash bags, etc.) are available. Ask staff for supplies.
- If additional facility cleaning is required by City or custodial staff, it will be deducted from the damage deposit.
- It is the responsibility of the rental group to set up and move furnishings as desired.
- Renters will be asked to replace all furnishings to their original position before leaving the facility unless the tear down fee has been paid.
- Applicants are the only individuals allowed to sign the Rental Inspection Checklist before/after the rental.
- Rental clients that do not sign the Rental Inspection Checklist forfeit their damage deposit in full.
- We do not allow throwing rice, birdseed, or confetti inside or outside of the buildings.
- We do not allow helium balloons in our facilities.
- Decorations on walls or windows are allowed with non-marring tape. No tacks, staples, glue or similar.
- Use of illegal drugs, smoking, or gambling is not permitted in any City facilities.

- Smoking is NOT permitted within 25 feet of City buildings. Renters are responsible for picking up refuse.
- Renters must keep their party in the areas rented and out of other spaces in the building.
- All minors on the premises must have adult supervision at all times.
- Event participants must park in designated parking areas only. Please do not park illegally or in fire lanes.
- Additional parking can be arranged at the Des Moines Field House. Call at least 2 weeks in advance.
- Parks open to the public cannot be reserved. Building and/or shelter space is available. All other spaces in parks are available to the general public on a first come–first served basis.
- Please be aware that fires are not allowed in City of Des Moines parks per Des Moines Municipal Code Chapter 19.08 CITY PARK USE REGULATIONS, Section 19.08.030 Regulations and prohibited activities (16) No person shall build fires in a park except in areas designated by the division.
- Families, user groups or community events wishing to have a Barbeque (open propane or charcoal flame) at a City of Des Moines Park or Facility must have an approved Facility Use Application and Agreement issued by Parks, Recreation and Senior Services Department. All activities with open flames will be monitored by a City representative and facility use fees apply.

### Frequently asked questions:

- **How do I reserve a facility:** A completed Facility Use Application and the appropriate damage deposit is due to our Field House office to book your desired facility and date.
- **How do I pay for my reservation:** We accept credit (Visa or MasterCard), debit, check, cash, or money order. Generally, deposits made with a credit/debit card are refunded more quickly.
- **When would I get my damage deposit back:** If the facility is left in good standing expect to see your deposit refund within 30 days. Note that deposits are refunded less a \$100 booking and maintenance fee.
- **Do I need to book rental time for set up and cleaning:** Yes, all reservations must be booked to include the time that you'll need to set up and the time that you'll need to clean afterwards. Rental hours are between 8am–12am.
- **Can I serve alcohol at my event:** Yes. Note that we require a higher damage deposit, and that it is mandatory to purchase a banquet permit and Commercial General Liability Insurance to host with alcohol in a City building. More details are inside this guide.
- **Can I have decorations at my event:** We allow decorations, provided anything on walls or windows are hung with non–marking tape. Most light tapes (i.e. painters tape) work fine.
- Here are a few things that we do NOT allow:
  - Helium balloons in facilities
  - Birdseed, confetti and/or rice
  - Staples, thumbtacks or nails
- **Are there salmon in the creek that runs under the Founder's Lodge:** Yes! Des Moines Creek is a salmon habitat, and it is important to keep people and debris clear of the creek.
- **Can I have a DJ or a live band:** Yes, music is allowed at indoor facilities. Amplified sound must not be audible from 20 feet away, and it must be off by 11:00pm. Amplified sound is typically NOT allowed in Des Moines Parks.

- **How do I know what my price will be:** Pricing is based on two separate criteria: the type of event (non-profit, private or for-profit/corporate events) and residency (resident or non-resident of Des Moines). Generally, most private events fall into the 'Group Two' category. New accounts must provide address verification for resident rate.

#### **GENERAL RENTAL POLICIES:**

- Des Moines Parks & Recreation does not assume responsibility for personal property left unattended in City Facilities. Lost & Found items are held 30 days and then donated to charity or disposed of.
- Limited Liability: The City of Des Moines cannot be responsible for accident, injury, or loss of property.
- City Events: The City of Des Moines scheduled events will take precedence over non-city events.
- Music played at any indoor facility or outdoor picnic shelter area must not be audible from 20 feet away.
- Amplified sound (band, DJ, etc.) is not allowed in parks without city approval.
- Guest Conduct: Renters are responsible for the conduct of all members of their party. Disorderly conduct, intoxicated people, or disturbance of the public peace will result in being required to vacate the premises.
- Misuse of any park facility or the failure to comply with these regulations will be sufficient reason for forfeiture of damage and/or denial of further reservations.