Resolution No. 2024-4
EXHIBIT A

CITY OF OKANOGAN
CENTRAL VALLEY SPORTS COMPLEX
USE POLICY
(Resolution 2024-4)

1. General Rules

a. Use Application: A Sports Complex use application must be submitted to Okanogan City Hall prior to any organized use of the Sports Complex. Use of the field includes any event, such as practice, games, tournaments, reunions, etc. An application is required whether or not a fee is charged.

b. Certificate of Insurance: A certificate of insurance evidencing general liability insurance with limits no less than $1,000,000 per occurrence and $2,000,000 aggregate listing the City of Okanogan as an additional insured is required prior to organized use of the field. (The requirement for a Certificate of Insurance may be waived by the Mayor for private events upon request.)

c. Fees: The Okanogan City Council determines the fees for the Sports Complex. Refer to the current fee ordinance for appropriate fees.

d. Appeals: Any appeals related to monies or rules pertaining to the Sports Complex may be brought before the City Council.

e. Alcohol: The consumption of alcohol at the Central Valley Sports Complex is prohibited, unless the appropriate permits are obtained and provided to the City.
See OMC 12.04.130.

f. Trash: All litter and trash must be picked up and placed in the dumpster at the Sports Complex following any event.

g. Key Checkout: Keys for the Bathroom and Utility Room may be obtained at Okanogan City Hall prior to the scheduled event. Concession Keys may be obtained at Okanogan City Hall after payment for the Concession stand is made. Duplication of any key is prohibited.

h. Emergency Contact List: A list of emergency contact personnel will be provided for your convenience.

2. Scheduling

a. Meeting: A Scheduling Meeting will be held in February each year. Anyone wishing to utilize the facility is asked to attend this meeting and provide the City of Okanogan with a schedule of events for their organization.

b. Calendar: No event will be scheduled on the permanent Calendar of Events until paid in full. Exceptions to this requirement are events that are not charged fees.

c. Priority of Events: Events scheduled on the Calendar of Events have priority over all other events. Maintenance of the field, such as watering, conditioning, weed spraying etc., has second priority of the facility. All other citizens wishing to use the facility may do so on a first come first serve basis at their own risk. *Note: Paying events do not take priority over non-paying youth events*

3. Payment

a. Use Fees: Use fees are due three working days prior to the event. Fees must be paid prior to the organization being issued keys or given access to the facility. Checks are made payable to the City of Okanogan.

b. Fee Adjustment Requests: Requests for fee adjustments may be made to the Mayor in writing for consideration.

c. Cancellation/Refund: The City Council authorizes the City Clerk/Treasurer to provide a refund of all or an amount equal to the portion of the facility that will not be needed when the following criteria are met:

1. The request is in writing
2. The refund is to the person or organization that paid the fees.
3. The request is received by City staff a minimum of ten (10) calendar days prior to the first day of usage under the rental agreement.

The City Council reserves the right to provide a full or partial refund under other circumstances upon written request which explains the reasons for the request and the amount being requested for refund.

4. Field Preparation

a. Authorized Personnel: Organizations will establish a list of authorized individuals to operate City equipment or private equipment for field preparation. The City is available to provide guidance to ensure that the fields are not inadvertently damaged.

b. Fees: The field use fees do not include any field preparation costs. The cost for the City authorized individuals to prep the fields is a matter between the individual contracted to prep the fields and the organization.