

**McCLOUD COMMUNITY SERVICES DISTRICT**  
**Policy and Procedure Manual**

**POLICY TITLE:** Park Fee Schedule  
**POLICY NUMBER:** 1062  
**ADOPTED:** October 12, 2004  
**REVISED:** September 23, 2013; January 28, 2019; February 10, 2020  
**REVIEWED:** 07/25/11; 08/12/13; 01/09/19, 06/14/21, 8/10/23

**1062.10** The McCloud Community Park is maintained through annual property taxes. With the exception of the Scout Hall and concession stand all facilities are normally available on a first come basis. Those who wish to reserve the park facilities for special events are required to pay a fee based upon park facilities used.

**1062.10.1** The fee is based upon the cost to the District for preparation, maintenance and inspection of the facilities used for special events. Fees are for the most part established when the annual budget is approved and are not subject to waiver, except as noted in paragraphs 1062.20 and 1062.70.

**1062.10.2** Park reservation fees are listed herein.

**1062.20** The following organizations listed have an on-going need for the use of District sports fields located in Hoo Hoo Park to provide local youth sports activities. These organizations have agreed to assist in the setup, maintenance and inspection of sports fields thereby reducing the cost for the District to service such facilities during the sports seasons. The District may require a Memorandum of Understanding (MOU) clearly establishing the rights and responsibilities of the parties utilizing the Districts sports fields.

1062. 20.1 McCloud Recreation Council

1062. 20.2 McCloud Community Resource Center

1062. 20.3 McCloud High School

1062. 20.4 McCloud Elementary School

**1062.30** An application shall be submitted to the District for all event reservations. The following insurance requirements shall apply to all parties reserving the park or its facilities.

**1062.30.1** The General Manager may require a certificate of insurance naming the District as additionally insured for any event that is deemed to place the District at risk of liability. The General Manager may require a certificate of insurance with separate policy endorsement naming the District as additionally insured pursuant to

the provisions of Ordinance 10. Minimum insurance requirements are:

**1062.30.1.1** \$1,000,000 for higher-risk events such as organized sporting events and events at which alcohol is sold to the general public.

**1062.40** All reservations are deemed to be on a “per event” basis.

**1062.50** The capacity of the Scout Hall is 98 persons.

**1062.60** The use of tables and chairs in Scout Hall are included in the rental fee. However, they must not be removed from the building.

**1062.70** McCloud Scout troops are not charged for the use of the Scout Hall.

**1062.80** District staff shall inspect facilities before and after reservations and the renting party shall be charged the cost for any damage discovered to the facilities rented or cleanup required to return the rented facility to pre-rental conditions, other than the removal of normal refuse produced and placed in appropriate containers on site.

**Clean-up includes all areas of the park and removal of trash.**

**1062.80.1** Costs associated with District labor for cleanup and materials and labor for repairs shall be billed on a time and materials basis in accordance with the hourly rates detailed in Policy 1060, Miscellaneous Fee Schedule. The District reserves the right to contract with a third-party contractor for repairs caused by renter negligence and bill the renter the invoice cost of such repairs.

**1062.90** Reservations of District facilities may be made up to the last business day prior to the event as long as all the requirements have been met. Reservations are only confirmed once the reservation application, all payments and deposits are received.

**1062.90.1** Reservations may be cancelled eleven (11) working days or more prior to the event and a full refund of fees and deposits will be provided.

**1062.90.2** Reservations cancelled within ten (10) working days of the reserved event are subject to a 25% cancellation fee. In such cases, the District will return the deposit and 75% of the applicable rental fee.

**1062.90.3** To qualify for the residential rental fee, the person or organization paying and providing the insurance for the event must reside within the District boundaries.

### Hoo Hoo Park Rental Fee Schedule

<b>Facility</b>	<b>Resident</b>	<b>Non Resident</b>	<b>Deposit</b>
Scout Hall Meeting Rate (1-3 hours)***	\$30.00	\$75.00	\$100.00
Scout Hall Day Rate***	\$75.00	\$200.00	\$100.00
Scout Hall Day Rate for Out-of-Area Scout Troops***	0.00	\$75.00	\$100.00
Scout Hall Overnight Rate***	\$125.00	\$250.00	\$100.00
Scout Hall Overnight Rate for Out-of-Area Scout Troops***	0.00	\$100.00	\$100.00
Gazebo Area (Single Day/Night Use)	\$100.00	\$225.00	\$100.00
Single Gazebo (Single Day/Night Use)	\$25.00	\$50.00	\$25.00
Any Ball Field (Single Day/Night Use)	\$30.00	\$75.00	\$100.00
Ball Field Light (Single Night Use)	\$10.00	\$20.00	
Weekly Practice (Multiple Day/Night Use in One Week)	\$100.00	\$250.00	\$100.00
Concession Stand (Single Day/Night Use)***	\$40.00	\$80.00	\$100.00
Entire park (with Scout Hall – excluding playground area) <sup>i</sup> ***	\$800.00	\$1,500.00	\$600.00
Park Lawn Area Above Gazebos (Single Day/Night Use)	\$150.00	\$350.00	\$100.00
Park Lawn Area Above Fenced Field (Single Day/Night Use)	\$100.00	\$225.00	\$100.00
Pavilion Area	\$150.00	\$350.00	\$150.00
Bocce Ball Courts/Horse Shoe Pit	\$15.00	\$25.00	
***During Covid-19 restrictions these areas are subject to a \$42.00 sanitizing fee per rental area.			
<b>Board Approved Special Events</b>			
MCRC Summer Fun Program (Up to 32, 4-hour Events)	\$125.00		\$100.00
Recreation Council Fiesta 3 Days	\$300.00		\$600.00

<sup>i</sup> **The playground area of the park cannot be reserved and must remain open to everyone regardless of events and/or other reservations.**