

July 16, 2026
5:15 PM

**CITY OF CHELAN
PARKS AND RECREATION ADVISORY
BOARD AGENDA**

Parks and Recreation
Administration Building
Meeting Room

1. CALL TO ORDER AND ROLL CALL
2. AGENDA CHANGES
3. CITIZEN COMMENTS
Items not on the agenda. Time limited per the President.
4. OLD BUSINESS
 - A. Athletic Facility Use & Fees Policy
 - B. Chelan Gorge Park User Group Engagement Discussion
5. NEW BUSINESS
 - A. Parks and Recreation Month Proclamation
6. PARKS AND RECREATION DIRECTOR AND CITY STAFF COMMENTS
7. BOARD COMMENTS
8. ADJOURNMENT

City of Chelan

Athletic Facility Use & Fees Policy



1. Purpose

The City of Chelan owns and/or maintains athletic facilities at multiple park locations. The City recognizes the benefits of providing recreational facilities to the community. It is the goal and intention of the City for facilities to be equitably available for use in the promotion of health, education, and general welfare of the community and as a means of enhancing cultural, recreational, or intellectual opportunities.

Community property has expenses associated with its maintenance to protect the condition and longevity of City assets. The City recognizes the importance of considering the benefit to the community when assessing user/rental fees and remains committed to keeping such fees reasonable. Fees for use are intended to recover a portion of the costs associated with maintenance, staffing, and facility operations.

2. Definitions

- a. Applicant/User Group – Individual or organization requesting facility use
- b. Athletic Facility (Facility) – Baseball/Softball fields, Volleyball Courts,
- c. Resident – Individual with primary residence within Chelan city limits
- d. Youth Program – 75% or more participation under age 18
- e. Adult Program – 75% or more participation aged 18 and over
- f. Senior Program – 75% or more participation aged 55 and over
- g. Non-Profit Organization – Registered 501(c)(3), designated by the Internal Revenue Service, in good standing with Washington Secretary of State
- h. Commercial Use – Activities intended for profit, including camps, clinics, and private instruction
- i. League Play – Organized series of games under a recognized association or program
- j. Tournament – Multiple teams competing in a structured event over one more days
- k. Practice – Team or individual skill development session
- l. Season – The designated period of organized play
- m. Facility Closure – Temporary suspension of play due to maintenance, weather, or safety conditions.

Commented [AC1]: This definition could include all athletic facilities managed by the City (ie basketball courts & tennis court)? Those facilities don't have rates for scheduled use, but including in the policy could prepare the City if fees or requests for use do come later

3. Prioritization and Scheduling of Facility Use

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The following uses and users shall have priority in the listed order on the use of City facilities, and any other uses shall only be permitted to the extent they do not impair these uses.

- 1) Scheduled maintenance by City staff, agents, or city-hired contractors shall take precedence. However, the City shall make every effort to schedule maintenance in advance and to exercise this priority only in extraordinary circumstances where there is a risk of harm to individuals or property. City staff shall make every effort to provide maximum possible advance notice to affected parties.
- 2) Scheduled programs run directly by City Staff shall have priority over programs and activities run by other entities
- 3) Scheduled programs directly run by the Lake Chelan School District
- 4) Scheduled use by existing leagues and organizations that provide youth programs to local youth, 75% or higher of participation from the Lake Chelan Valley (Chelan, Manson, Lake Chelan School District)
- 5) Scheduled use by existing leagues or organizations that provide senior programs
- 6) Scheduled use by existing leagues or organizations that provide adult programs
- 7) Use by the General Public. Use by the general public shall be subordinate to the above-listed uses and shall generally be permitted on a first-come, first serve basis.

Reservations will be permitted up to one (1) year in advance.

4. Application and Reservation Process

All organized facility use requires a reservation and permit. Applications are completed online [here](#) and reviewed by City staff. Processing follows the prioritization system outlined in section 3. Reservations are confirmed only after fees are paid and permits issued. Transfers of subletting of reservations are prohibited.

5. Fees

Fees are intended to recover a portion of the City's costs associated with the management and use of the City's facilities. Fees are established by City Council through the Rate and Fee Schedule.

Fees and charges for use of City facilities may be discounted as follows:

- The Parks & Recreation Director can provide a XX% discount per request to any non-profit organization, as designated by the Internal Revenue Service, that is in good standing with the Washington Secretary of State

Commented [AC2]: Recommend 25%. Parks Board to discuss

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- Any discount request more than 25%, may be given to any non-profit organization, as designated by the Internal Revenue Service, that is in good standing with the Washington Secretary of State, that provides youth programs with a XX% or higher rate of participation from the Lake Chelan Valley (Chelan, Manson, Lake Chelan School District). Requests should be made in writing no less than forty-five (45) days prior to the event. Requests will be reviewed by the Parks and Recreation Advisory Board and the Parks & Recreation Director and recommendation made with discount percentage; final approval is given by the City Administrator.

Commented [AC3]: Recommend 75%. Parks Board to discuss.

Commented [AC4]: Recommended boundaries. Parks board to discuss. Alternate: Chelan City Limits.

Fee Waiver Request Forms, Appendix A, are available online here(link).

6. Facility Maintenance and Use Rules

City staff perform routine park maintenance at athletic facilities, such as mowing, general facility and irrigation maintenance, restroom cleaning, initial set-up of goals, and trash and litter removal. User groups are responsible for facility specific preparation, such as striping of fields, setting bases or goals, or infield and sand raking. Unauthorized facility maintenance or modification is prohibited.

All users must comply with posted park rules and Chelan Municipal Code. Users must leave facilities clean and free of debris. Facilities may be closed or play suspended at any time due to unsafe or unsuitable conditions, as determined by City staff. Damage beyond normal wear may result in additional charges or loss of facility use privileges.

7. Insurance

Commercial General Liability insurance in the amount of one million dollars (\$1,000,000) per occurrence, two million dollars (\$2,000,000) aggregate, Participant liability in the amount of one million dollars (\$1,000,000) per occurrence, and property damage in the amount of five hundred thousand dollars (\$500,000) shall name the City as an additional insured and proof of such insurance shall be provided to the City prior to the event.

8. Policy Updates

The policy may be reviewed and updated periodically, with recommendations by the Parks and Recreation Advisory Board and adoption by City Council.

Appendices

A. Fee Waiver Request Form