



**Missoula Parks and Recreation Department
MASTER FEE SCHEDULE FOR FACILITY USE,
RESERVATIONS, PERMITS, PROGRAMS, & POLICY 2026**

This document is to be reviewed annually by the City of Missoula - Parks & Recreation Board.

Table of Contents

Section 0	Introduction	4
Section 1	Facility Rental Fees and Policies	4
Section 1.1	Field Allocation Process	4
Section 1.2	General Sports Reservation Requirements	5
Section 1.3	Seasonal Facility Rentals / Leagues	7
Section 1.4	Tournament Rentals	7
Section 1.5	Softball Diamonds	8
Section 1.6	Diamond Fields at Playfair Park	10
Section 1.7	Multi Use Fields	10
Section 1.8	Multi Use Fields in Neighborhood Parks	11
Section 1.9	Tennis and Pickleball Courts	12
Section 1.10	Football / Track & Field	12
Section 1.11	Horseshoe Pits / Croquet Area / Bocce Ball Courts	13
Section 1.12	Outdoor Volleyball Courts	13
Section 1.13	Outdoor Basketball Courts	13
Section 1.14	Place Holder	14
Section 1.15	Place Holder	14
Section 1.16	Moon-Randolph Homestead Fee Schedule and Use Policy	15
Section 1.17	Currents and FMRP– Headwaters and Ponderosa Community Room	18
Section 1.18	Aquatics Facility Rentals	18
Section 1.19	Park Shelter Rentals	20
Section 1.20	FMRP Commons	23

Section 2	Special Events in Parks	23
Section 2.1	Private Events in Parks	25
Section 2.2	Extraordinary Events in Community Parks	26
Section 2.3	Use of Livestock in Parks	29
Section 2.4	Alcoholic Beverages Permit Fees and Deposits	29
Section 2.5	Wedding Ceremony Permit	30
Section 2.6	Amplified Sound Permit	30
Section 2.7	Use of Metal Detectors in Parks	31
Section 2.8	Policy for Use and Permits for Conservation Lands	31
Section 2.9	Vehicle Permits for Park/Conservation Lands Access and Application Processing for Public Utilities Access	33
Section 2.10	Parking Fees in Community/Regional Parks	37
Section 3	Program Fees and Policies	37
Section 3.1	Adult Programs	38
Section 3.2	Youth Programs	38
Section 3.3	Resident Discount Program	38
Section 3.4	Aquatics Daily Fees, Season and Annual Passes	38
Section 3.5	Teams and Adventure Ropes Course	41
Section 3.6	Parks and Recreation Special Events	42
Section 3.7	Urban Forestry	42
Section 3.8	Developed Parks	43
Section 3.9	Program Registration, Credit, Refund Policies	43
Section 4	Concessions in Parks	45
Section 4.1	Seasonal Concession Fees	46
Section 4.2	Short Term / Event Concession Fees	46
Section 4.3	Special Site Concession Fees	47
Section 4.4	Concession Alcohol Sales	47
Section 4.5	Penalties	47
Section 4.6	Enforcement	48
Section 4.7	Permits / Agreements	48
Section 4.8	Other facilities and activities fees	48

Section 5	Parks and Recreation Operated Concessions	48
Section 6	Partner in Parks Policies and Associated Costs	49
APPENDICES		49
Appendix A	Criteria for Field Use and Opening Dates	49
Appendix B	Standard Care of Softball Fields	51
Appendix C	Standard Care of Multi Use Fields	52
Appendix D	Alcohol Permits	53
Appendix F	Good Standing Status Requirements	59
Appendix G	Terms and Conditions for Permits	60
Appendix H	Park Enterprise Request	62
Appendix I	Developmental Youth* Program Multi Use Field Fee Discount	64

Section 0 Introduction

The City of Missoula Parks and Recreation Department (MPR) provides a wide range of parks, facilities, programs, and services designed to support active, healthy, and connected lives in our community. This Master Fee Schedule establishes the fees, policies, and procedures governing the rental and allocation of sports facilities, park shelters, aquatics facilities, special use areas, recreational programs, and related permits. These guidelines ensure consistent and equitable access, support responsible stewardship of public resources, and help recover costs associated with operating, maintaining, and improving facilities for present and future users. City staff may apply these standards with appropriate flexibility to support community priorities and unique circumstances.

City of Missoula Mission: Reflecting the needs and values of our residents, the City of Missoula commits to enhancing opportunity and quality of life through effective delivery of City services and fiscal stewardship while maintaining and creating a harmonious natural and built environment.

City of Missoula Vision: Missoula is an inclusive city where all people can live and celebrate meaningful, purposeful and fulfilling lives in a community offering unparalleled recreational, cultural and entrepreneurial opportunities.

City of Missoula Parks, Recreation, Open Space and Trails 2040 Master Plan Vision Statement: By 2040, Missoula's parks, recreation, open space, trails, trees, and services are more resilient and accessible to our current and growing community while advancing and promoting public health and well-being, contributing to healthy and resilient environments, and fostering a sense of belonging.

Section 1 Facility Rental Fees and Policies

Section 1.1 Field Allocation Process

Field Allocation Policy

Missoula Parks and Recreation (MPR) manages outdoor athletic fields and related facilities to support equitable access, broad community participation, and responsible care of public spaces. MPR retains the authority to adjust policies and fees during emergencies or unique operational circumstances and will inform the Parks and Recreation Board of temporary changes as needed. MPR reserves final authority to assign and schedule facilities; approve, deny, or adjust requests; and reassign use due to maintenance needs, public safety issues, weather, or community priorities.

Priority of Users for Athletic Fields

Field use is allocated based on user category and type of use. The following priority structure guides scheduling decisions:

User Group Priority Levels

1. MPR Programs and Events
2. Missoula County Public Schools (MCPS)
3. Local organized clubs or Local organizations per agreements
4. All Other Users

MPR may consider:

- History of positive field use and policy compliance
- Actual local resident participation vs. regional/non-local use
- Equitable access across ages, genders, and sport types
- Matching sport to facility design and intended use

*User groups with unresolved fees, insurance issues, or compliance violations may lose priority status.

Priority by Type of Use

1. Tournaments & Large Events
2. League Games/ Seasonal Rentals
3. Scheduled Games & Matches
4. Team Practices
5. General Permit Requests for Informal Use

Conflict Resolution & Adjustments

- MPR will assign fields to maximize community participation and equity across sports and age groups.
- When scheduling conflicts arise, MPR may convene affected users to help identify alternatives.
- MPR maintains final scheduling authority.
- Field time that is unused or underutilized may be reassigned by MPR.
- Trading or sub-leasing field time is not permitted.

Section 1.2	General Sports Reservation Requirements
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When is a Permit or Field Reservation Required?

- All events open to public require a permit. To guarantee a facility for private use, a permit or reservation is recommended. **Depending on event, required permits will vary.**
- The use of tax supported parks or facilities for personal, organizational use, or business profit is prohibited without obtaining a Special Use/ Park Use Permit, Concession Permit, Parking Lot Permit, or a Sports Facility Rental depending on the nature of the use. This policy will be enforced for all uses regardless of any fee that may or may not be charged to participants.

Reservation Requirements

- Good Standing status required (**Appendix F.**)
- Reservation is final when:
 - Reservation form is completed and accepted by MPR
 - Fees and deposits are paid in full
 - Dates are entered into the reservation system
- Prepared facilities must be requested 30 days prior to first use.
- Non-prepared facilities may be reserved following standard timelines; no additional prep included.
- All reservation and usage requirements stated in this document apply unless otherwise agreed upon.

Scheduling Process

- Requests within each priority tier are processed first-come, first-served.
- Reservations for Prepared Facilities must be requested 30 days before event begins.
- Reservations for Non-Prepared Facilities requires no additional preparation by MPR.
- Fields open the second weekend in April, weather and turf conditions permitting. MPR may adjust availability based on field safety and conditions. **See Appendix A for Opening Criteria.**

Payment & Damage

- Deposit and Reservation Fees are due at time of reservation.
- Damage, cleanup, or restorative costs billed to renter.
- Fee reduction requests must be submitted 60 days prior and approved by the Parks & Recreation Board.
- A portion of user fees may be allocated to the Park Enterprise Fund for capital improvements and equipment.

Qualifications to receive a refund of the deposit fee following an event:

1. No damage has occurred to facility site or MPR equipment.
2. Player and spectator garbage was removed from the site or placed in appropriate provided containers.
3. All fees are paid in full as stated in reservation contract.
4. All contract requirements are met.
5. If damages occur, the deposit fee will not be released until the damages are corrected by the renter, with approval and final inspection of the Parks Maintenance Superintendent or designee. If damages have not been corrected or contracted to be corrected within 14 days of the event, the renter will forfeit their deposit. In addition, the renter will be responsible for any cost for damage repair in excess of the deposit amount.
6. All deposit checks not picked up by November 1st will be destroyed.

Cancellation & Adjustments

- Cancel by calling (406) 552-6793, Mon-Fri 8:30am-4:30pm, or by e-mail to parksreservations@ci.missoula.mt.us
- If cancellation is for a Prepped Facility requiring the purchase of additional supplies / equipment, this cost will be assessed to the organization or individual requesting the refund unless the supplies can be used elsewhere, or the order can be cancelled from the vendor without a charge from the vendor.
- Changes must be requested at least 30 days in advance.
- Subleasing or trading field time is prohibited.

General Use Policies

- Exclusive use applies only to assigned spaces during reserved hours.
- Public access areas and non-rentable neighborhood fields remain open for general community use unless otherwise designated.
- Programs held at tax-supported facilities must remain open to the general public unless an approved exception applies.
- Some facilities are reserved for general public use and are NOT available as rentals.
- Missoula Parks and Recreation (MPR) shall retain the ability to adjust policy and fees during emergency situations and update the Parks and Recreation Board of those temporary policies or fee adjustments as needed.

Long Term Use Agreements / Contracts

Any long-term use agreement / contract must be reviewed annually by the party using the facility. This must be done prior to the start of the activity season. Failure to follow all statements within the agreement / contract may negate the agreement and result in the agency being billed for the hourly use of facilities as outlined in this document.

Neighborhood Parks & Open Fields

Most neighborhood park fields remain non-reservable and available on a first-come, first-served basis for the general public. Exceptions are noted in Section 1.8.

Section 1.3 Seasonal Facility Rentals / Leagues

Seasonal and League rentals provide organized athletic programs with scheduled, recurring access to sports facilities while ensuring equitable community use, safe field management, and consistent cost-recovery for maintenance and operations.

All General Sports Reservation Requirements, including permitting, reservation conditions, scheduling processes, payment, damage, cancellation, and general use policies, are governed by Section 1.2 unless otherwise noted below.

Application Deadlines

Seasonal/ League requests must be submitted by the following dates to receive priority consideration:

Seasonal Rental Field Use Dates and Request Deadlines		
Season	Field Use Dates	Priority Request Due
Spring	April 1 – June 30	February 1
Summer	July 1 – August 21	April 1
Fall	August 22 – October 31	June 1
Winter	November 1 – March 31	September 15

*Applications received after these deadlines will be processed on a space-available basis.

Scheduling Priority & Coordination

- MPR programs receive first priority, followed by MCPS and recognized community sports organizations in accordance with the established priority tier system.
- MPR may convene scheduling meetings when conflicts arise.
- MPR retains final authority over seasonal and league scheduling decisions.

League-Specific Fees & Payments

- \$1,000 refundable deposit due at time of reservation.
- Monthly reservation fees are due **on the 1st of the month** in which the reservation occurs.

Section 1.4 Tournament Rentals

Tournament permits accommodate structured, high-impact athletic events that promote tourism, economic activity, and community recreation while protecting facility conditions and ensuring equitable access to public resources.

All General Sports Reservation Requirements, including permitting, reservation conditions, scheduling processes, payment, damage, cancellation, and general use policies, are governed by Section 1.2 unless otherwise noted below.

Tournament Request Deadline

- All tournaments for the upcoming calendar year must be submitted by **January 1** for priority

consideration.

- Late requests may be considered if space remains and will be evaluated based on tournament classification and applicable policy.

Tournament-Specific Reservation Requirements

- Tournament schedules must be submitted to MPR once finalized.
- Any schedule changes must be communicated promptly and approved by MPR.
- Deposit and tournament-specific fees apply in addition to standard reservation requirements outlined in Section 1.2.

Tournament Fees & Payment Schedule

- \$1,000 refundable tournament deposit due at time of reservation.
- Non-refundable tournament fee equal to 20% of the total reservation cost due at time of reservation.
- 50% of total reservation cost due 90 days prior to the tournament.
- 100% of total reservation cost due 60 days prior to the tournament.

Tournament Cancellation Policy

- Cancellation notice must be received **a minimum of 90 days prior** to the tournament start date to qualify for a refund, less non-refundable fees.
 - More than 90 days: Full refund minus non-refundable fees.
 - Between 60–90 days: 50% refund.
 - Less than 60 days: No refund.
- All additional requests or modifications must be finalized **30 days prior** to the tournament start date.

Additional Tournament Requirements

- Concessions, merchandise sales, parking control, or similar activities require appropriate City permit(s).
- Tournament organizers may be required to provide portable restrooms if permanent facilities are unavailable or insufficient; locations are subject to MPR approval.

Section 1.5 Softball Diamonds

outlined in Appendix B.

Standard of Care for Softball Facilities outlined in Appendix B.

Softball Facilities Rental Rates (Per Field) - Individual Games or Practices				
• MPR Staff Fee required for all Rentals at FMRP Fields 1-5, or Rentals at McCormick requiring lights.				
Softball Facilities	Deposit per Field	Facility Fee Per Hour	Lights Per Hour Fee	Staff Per Hour Fee
McCormick Park Fields 1-2	\$100.00	\$25.00*	\$16.50	\$19.50
Fort Missoula Regional Park Fields 1-5	\$100.00	\$25.00**	\$14.50	\$19.50
Fort Missoula Regional Park Fields 6-7	\$100.00	\$25.00**	N/A	\$19.50

*40% of each rental hour shall go to the Parks Enterprise Fund for Softball facility improvements

**10% of each rental hour shall go to the Parks Enterprise Fund for Softball facility improvements.

Softball Facilities Rental Rates (Per Field) - Seasonal Rentals (Leagues)			
<ul style="list-style-type: none"> Seasonal Rental Fee is inclusive of (1 (per field)) Field Preparation Fee as defined in Appendix B League games will begin no earlier than 6:00pm and end no later than 11:00 pm. MPR Staff Fee required for all Rentals at FMRP Fields 1-5, or Rentals at McCormick requiring lights. 			
Softball Facilities	Prepped & Lighted Facility Per Night Fee	Lights Per Hour Fee	Staff Per Hour Fee
McCormick Parks Fields 1-2	\$179.50*	\$16.50	\$19.50
Fort Missoula Regional Park Fields 1-5	\$179.50**	\$14.50	\$19.50

*40% of each rental hour shall go to the Parks Enterprise Fund for Softball facility improvements.

**10% of each rental hour shall go to the Parks Enterprise Fund for Softball facility improvements.

Softball Facilities Rental Rates (Per Field) - Tournaments				
<ul style="list-style-type: none"> Additional Field Preparation Fees defined in Appendix B \$1000 Tournament Deposit required as outlined in Section 1.4 				
Softball Facilities	Full Day Rental (Per Field)	Half Day Rental (Per Field)	Lights Per Hour Fee	Staff Per Hour Fee
McCormick Park Fields 1-2	\$315*	\$190*	\$16.50	\$19.50
McCormick Tournament Rentals include 1 required prep per field per day for Full Day and Half Day Rentals. Staff and Lights not included.				
Fort Missoula Regional Park 5-Plex	\$350**	\$190**	\$14.50	\$19.50
FMRP 5-Plex Tournament Rentals include 2 required preps per field for Full Day Rentals and one Prep per field for Half Day Rentals. Staff and Lights not included.				
Fort Missoula Regional Park Fields 6-7	\$350**	\$190**	N/A	\$19.50
FMRP 2-Plex Tournament Rentals include 2 required preps per field for Full Day Rentals and one Prep per field for Half Day Rentals. Staff not included.				

*40% of each rental hour shall go to the Parks Enterprise Fund for Softball facility improvements.

**10% of each rental hour shall go to the Parks Enterprise Fund for Softball facility improvements.

Section 1.6 Diamond Fields at Playfair Park**Standard of Care for Softball Facilities outlined in Appendix B**

Playfair Diamond Facilities Rental Rates (Per Field)		
Facilities	Deposit per Field	Facility Fee Per Hour
Playfair Park Diamonds 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12, 13, 14	\$25	Adult- \$16.75* Youth- \$9.75*

*25% of facility rental fees will be placed in the Park Enterprise Fund for facility improvements.

Other Fees refer to Contractual Agreement with Garden City and Mt Sentinel Little League – Little League Use Agreement – Playfair Park/Dale Clawson Complex will expire December 2026. Plans to work cooperatively with stake holders to create a master plan for the little league facilities with the goal of substantially developing a shared vision and plan for future improvements, use recognition, compensation, and management.

Section 1.7 Multi Use Fields**Standard of Care for Multi Use Facilities outlined in Appendix C**

Natural Turf Facilities Rental Rates (Per Field) - Individual Games or Practices			
Natural Turf Facilities	Deposit per Field	Facility Fee Per Hour	Facility Fee Full-Day Rate (10+ hours)
Playfair East & West	\$100.00	\$20.50*	\$205.00*
Playfair South 1 & 2	\$100.00	\$15.25*	\$152.50*
Fort Missoula Regional Park Bowl 1-9 220' x 330' (Full Field)	\$100.00	\$35.50**	\$355.00**
Fort Missoula Regional Park Bowl 1-9 120' x 180' (Half Field)	\$100.00	\$26.75**	\$267.50**
Fort Missoula Regional Park Pitch Field	\$100.00	37.75**	\$302.00**

*20% per each hour of rental fees will go to the Park Enterprise Fund for facility improvements.

**10% per each hour of rental fees will go to the Park Enterprise Fund for facility improvements.

FMRP Bella Vista Synthetic Turf Facility Rental Rates - Individual Games or Practices				
<ul style="list-style-type: none"> MPR Staff Fee required for all Rentals at FMRP Bella Vista Synthetic Turf 				
Synthetic Turf Facilities	Deposit per Field	Facility Fee Per Hour	Lights Per Hour Fee	Staff Per Hour Fee
FMRP Bella Vista Synthetic Turf	\$200.00	\$57.25*	\$14.00	\$19.50

*50% per each hour of rental fees will go to the Park Enterprise Fund for facility improvements.

Section 1.8 Multi Use Fields in Neighborhood Parks

Standard of Care for Multi Use Facilities outlined in Appendix C

Neighborhood Natural Turf Facilities Rental Rates (Per Field) - Available for Practices Only			
Natural Turf Facilities	Deposit per Field	Facility Fee Per Hour	Equipment on Site
Maloney Ranch	\$25	\$13.25*	Set of soccer goals
44 Ranch	\$25	\$13.25*	Set of soccer goals
Elms Park	\$25	\$13.25*	Set of soccer goals
White Pine Park	\$25	\$13.25*	Set of soccer goals
McCormick Park	\$25	\$13.25*	One soccer goal
Duncan Field	\$25	\$13.25*	Set of soccer goals
Wapikiya Park	\$25	\$13.25*	One soccer goal in open area
Pleasant View Park	\$25	\$13.25*	No soccer goals on site
Silver Park	\$25	\$13.25*	No soccer goals on site
Jeffery Park	\$25	\$13.25*	No soccer goals on site
Franklin Park	\$25	\$13.25*	No soccer goals on site

*25% per each hour of rental fees will go to the Park Enterprise Fund for facility improvements.

Section 1.9	Tennis and Pickleball Courts
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Tennis and Pickleball Facilities Rental Rates (Per Court)
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Facilities	Facility Fee Per Hour (For-Profit Court Use)	Facility Fee Per Hour (Not For-Profit Court Use)
Fort Missoula Regional Park Tennis Courts 1-8	\$13.25	\$8.00
Playfair Park Tennis Courts 1-12	\$13.25	\$8.00
Kiwanis Park Tennis Courts 1-2	\$13.25	\$8.00
Fort Missoula Regional Park Designated Pickleball Courts 1-6	\$13.25	\$5.50
Fort Missoula Regional Park Non-Designated Pickleball Courts 7-22 (Tennis Courts 1-8)	\$10.00	\$4.25
Playfair Park Pickleball Courts 1-4 (Tennis Courts 11-12)	\$10.00	\$4.25

*80% per each hour of rental fees will go to the Park Enterprise Fund for facility improvements.

Gregory Park, Bonner Park, and Pineview Park Tennis Courts not Available for Rent.

Section 1.10	Football / Track & Field
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Standard of Care for Multi Use Facilities outlined in Appendix C

Football/ Track & Field Rental Rates (Per Field) - Individual Games or Practices

Natural Turf Facilities	Deposit per Field	Facility Fee Per Hour	Facility Fee Full-Day Rate (10+ hours)
Toole Park	\$100.00	\$18.50*	\$185.00*
MPR Flag Football Fields	\$26.25	\$18.50	\$185.00

*At Toole Park, Hellgate High School has priority use of the football field and track per agreement. All reservation for Toole Park must be approved by the P&R Department Director or designee. No fee for MCPS during times stated under agreement.

Section 1.11 Horseshoe Pits / Croquet Area / Bocce Ball Courts**Horseshoe Pits / Croquet Area / Bocce Ball Courts**

- MPR Does not have Horseshoes available for Rent

Facilities	Deposit per Facility	Facility Fee Per Hour	Facility Fee Full-Day Rate (10+ hours)
FMRP Horseshoe Pits	\$100.00	\$2.25*	\$22.50*
FMRP Croquet Area	\$100.00	\$10.25*	\$102.50*
FMRP Bocce Ball Court	\$100.00	\$2.25*	\$22.50*

*25% of rental fees will go to the Park Enterprise Fund for facility improvements.

Northside Park, Franklin Park, Bonner Park, Greenough Park Horseshoe Pits not available for rent.

Section 1.12 Outdoor Volleyball Courts**Outdoor Volleyball Courts**

- Tournament Rental Deposit of \$1000 required as defined in Section 1
- Non-Refundable Tournament Fee required as defined in Section 1

Outdoor Volleyball Facilities	Deposit per Court	Facility Fee Per Hour
Playfair Park Sand Volleyball Courts 1-6	\$50.00	\$6.00*
FMRP Grass Volleyball Courts 1-2	\$50.00	\$5.50*

*25% of each rental hour shall go to the Parks Enterprise Fund for facility improvements.

Section 1.13 Outdoor Basketball Courts**Outdoor Basketball Courts**

Outdoor Basketball Facilities	Deposit per Court	Facility Fee Per Hour
Playfair Park Basketball Courts	\$25.00	\$13.50*
FMRP Basketball Half-Courts	\$25.00	\$15.00*

*25% of each rental hour shall go to the Parks Enterprise Fund for facility improvements.

Facilities Not Available for Rent

Bonner, Boyd, McLeod, Northside, Pineview, Gregory, Kiwanis, Skyview, Westside

Section 1.14 Place Holder

Section 1.15 Place Holder

Section 1.16 Moon-Randolph Homestead Fee Schedule and Use Policy

The North Missoula Community Development Corporation (NMCDC), MPR, and Five Valleys Land Trust collaboratively manage the 13-acre Moon-Randolph Homestead property, which is located on City of Missoula conservation lands. Under the terms of a Cooperative Agreement, the NMCDC is responsible for and nonprofit fiscal sponsorship. MPR provides annual road maintenance, mowing, publicity services, and assists with the placement of Homestead projects on the City Capital Improvement Program budget. Five Valleys Land Trust holds a conservation easement on the Homestead property and is responsible for ensuring that all activity at the Homestead is consistent with the easement terms. Management of the Moon-Randolph Homestead balances public education and public use with habitat conservation and protection of historic resources.

Public use of the site will be carefully controlled and documented to collect information about user impact, with a particular focus on intensities of use and variable impacts at different times of year. The goals for this policy are to maximize benefits from public use, generate funds for Homestead conservation and interpretation projects, and minimize impacts on the Homestead's ecological and historic integrity. Policy direction is taken from the 2015 Moon-Randolph Homestead Strategic Plan. The following guidelines may require amendment in the future as the Homestead develops improved facilities for parking, waste disposal, water supply, and visitor accommodation.

According to the terms of the Cooperative Agreement, "proceeds from fundraising efforts and program fees will be used by the NMCDC solely to support the projects and programs of [the Moon-Randolph Homestead] and reasonable NMCDC administrative expenses associated with those... activities." Fee and other program income will be managed by the NMCDC and will be available for City of Missoula administrative review on request. The NMCDC reserves the right to host up to two (2) annual public fundraising events on the property, and to waive fees on a discretionary basis.

General Use Guidelines (apply to all users)

- Open Hours: Offered to the public May through October on Saturdays from 11am to 5pm. Tours available on a first come, first served basis. Donations are accepted.
- Transportation and Parking: Visitors are encouraged to walk, bike, or carpool to the Homestead. There is very limited parking available on site, especially during fire restrictions. Contact caretaker or see www.moonrandolphhomestead.org for further details.
- Gates: The green road gate by the welcome sign must be closed after each entry and exit. Larger parties with multiple vehicles must station someone at the gate to facilitate closure. Otherwise, leave all gates as you find them.
- Accessibility: This historic site retains characteristics of a working ranch including access via a gated, one lane, gravel road; fields and pastures with uneven ground; and some buildings requiring up to two steps for entry. An ADA accessible restroom is available for public use. Contact caretakers for more information: moonrandolph@gmail.com
- Infrastructure: Benches, picnic tables, fire-pit and BBQ available for use. Access to the Homestead structures by special arrangement only. Temporary tents/shelters are allowed according to with caretaker's discretion.
- Fire season: Closure and site use restrictions are possible during fire season. Open fires are not permitted during July and August (or according to fire restrictions).
- Trash: There is no trash service – pack out all trash. No glassware or glass bottles.
- Electricity: Limited electricity is available. Amplified sound must be preapproved by the caretakers.

- Water: No potable water is available on site.
- Visitors will be asked to conserve water by limiting use of flush toilet facilities. An outhouse and ADA accessible restroom are available.
- Volunteers: All volunteers must sign a waiver.
- Alcohol: If alcohol is to be consumed, organizers must submit a completed MPR alcohol permit to the caretakers. A \$10 fee is required by MPR to obtain an alcohol permit.

Booking

- Special Use Permits and Certificate of Liability Insurance: Applications for Special Events, Weddings, Overnight Use, and Extraordinary Events are accepted on a rolling basis. Those interested in booking these types of events are encouraged to plan six (6) months to a year in advance of the anticipated event date. The NMCDL and MPR will consider proposals submitted to NMCDL at least one week before the event.
- Bookings season: Available May-October. Site reservations at the discretion of the caretakers during Saturday public open hours (11am-5pm), during fire season (typically July and August) and during fire restrictions. Deposits: Bookings are secured when all fees are paid. Deposits are accepted in the form of a check within 90 days of the event date. The deposit may be retained in event of damage to vegetation, structures, facilities, and required clean-up, etc. Deposits may also be retained due to booking cancellation, see below for specific policies. The deposit check will otherwise be returned to the user within 30 days following the event or destroyed.
- In-kind payment: Pending benefit to the Homestead and caretaker approval, 50% of fees (except deposit) may be covered with cash payment, in-kind material donations, or volunteer labor. Fees may be waived through volunteer labor for events that have an education focus related to the Homestead. In-kind donations of labor and materials must be verifiable, accurate in value, and pre-approved by the Homestead caretakers. Volunteer labor will be valued at \$10-\$25/hour, at the discretion of the caretaker.

Special Events

- Special Event Fees: \$460 full day fee (10 hours), \$230 ½ day (5 hours).
- Deposit: \$300
- Special Use Permit and Certificate of Liability Insurance Required.
- Cancellation: If cancellation is received 30 days or more prior to the event, full credit may be requested. Cancellations received less than 30 days prior to the event, will result in a loss of the deposit amount, if applicable. The cancellation policy may be waived by caretakers due to extraordinary circumstances (e.g. public health directives, fire closure, etc.)
- For Special Events with more than 40 people, please see: "Extraordinary Events."

Weddings

- Wedding Fee (10am-10pm): \$1,150 fee and \$600 deposit required. Weddings with more than 75 people: \$10 per additional person.
- Ceremony Only Fee (applies to ceremony-only wedding events for not more than five (5) hours, including set-up and take-down): \$500 fee and \$300 deposit.
- Weddings and Ceremonies with more than 75 people: Fee + \$10 per additional person.

- Weddings and Ceremonies with more than 40 people are required to provide portable toilets.
- Special Use Permit and Certificate of Liability Insurance Required.
- Cancellation: If cancellation is received 30 days or more prior to the event, full credit may be requested. Cancellations received less than 30 days prior to the event, will result in a loss of the deposit amount, if applicable. The cancellation policy may be waived by caretakers due to extraordinary circumstances (e.g. public health directives, fire closure, etc.)
- No more than 3 weddings per year.

Overnight use

- Limitations: Groups engaged in restoration, conservation, or educational activities at the Homestead are eligible for overnight use. No more than 10 people resident/night. Up to 21 days/year. \$800/week (\$160/night) with \$300 deposit.
- Special Use Permit and Certificate of Liability Insurance Required.
- Cancellation: If cancellation is received 30 days or more prior to the event, full credit may be requested. Cancellations received less than 30 days prior to the event, will result in a loss of the deposit amount, if applicable. The cancellation policy may be waived by caretakers due to extraordinary circumstances (e.g. public health directives, fire closure, etc.)

Photographers and Artists

- Professional photographers and Artists accepting payment for their services may use the Homestead for photo/art sessions by prior arrangement with the caretakers.
- \$35/session fee or \$115 for seasonal use with appointments scheduled with caretakers in advance.
- \$75/session for photography/art workshops, seminars, or classes, up to 30 people per session.

Private, School, and Camp Tours

- \$60/tour up to 30 people (including students, leaders, chaperones, etc.) Optimum 15 or less.
- Tours with more than 30 people: Fee + \$2.00 per additional person.

Extraordinary Events

- Fees & Deposits: Fees and deposits or a portion of the proceeds must be pre-approved by the NMCDC and MPR.
- Special Use Permit and Certificate of Liability Insurance Required.
- Logistics: Event organizers will be expected to make arrangements as needed for sanitation and public transport to the site.
 - Set up and take down of event equipment (including types of equipment and timing) must be by special arrangement and with permission of the caretakers.
- Cancellation: If cancellation is received 30 days or more prior to the event, full credit may be requested. Cancellations received less than 30 days prior to the event, will result in a loss of the deposit amount, if applicable. The cancellation policy may be waived due to extraordinary circumstances (e.g. public health directives, fire closure, etc.)
- No more than 3 extraordinary events per year.

Section 1.17 Currents and FMRP– Headwaters and Ponderosa Community Room

Headwaters and Ponderosa Community Rooms

- Ponderosa and Headwaters Community Room are available to rent during regularly scheduled open hours, pending availability.
- Fee: \$26 first hour and \$20.50/hour for each additional hour.
- Non-Profit Rate: \$20.50 for first hour and \$15.25/hour for each additional hour.
- On occasion, Headwaters and Ponderosa can be used as emergency overflow for youth parties. Headwaters is a designated “dry” use room, meaning that renters either need to use the room prior to or after they have finished swimming. All users of Headwaters Community room need to be in dry clothing while attending the function.
- Rug Damage: In the event of significant rug damage, additional assessment will be billed to cover cleaning cost.
- TV, Remote, Keyboard, and Mouse: If TV or accessories are damaged, additional assessment will be billed to cover repair or replacement.

Section 1.18 Aquatics Facility Rentals
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Priority for rentals:

- | |
|---|
| 1. Parks and Recreation sponsored programs |
| 2. Frequent and returning rentals |
| 3. Full facility rentals |
| 4. Ongoing classes and programs take priority Monday through Thursday. |
| 5. Facility rentals and Parks and Recreation special events are priority Friday through Sunday. |
| 6. Regularly scheduled programs can be bumped only 1 time every 3 months or 24 meetings. Any bump requires a 2-week notice. |

Private Group Rental Fees Before/After Public Hours**CURRENTS IN McCormick Park**

Groups can rent the facility after scheduled hours for exclusive use. These hours run:	
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Day	Time
Mon – Sat	After 8pm
Sunday	Before 10am and after 8pm

Rental Fees:

Any after or before hours rental requires a one hour minimum rental and any of these hours that do not begin within a 1/2 hour before or after the facility opens for the day also requires an additional \$75.00 start up fee.

Entire Facility Rentals Cost is based on # of people:	
# of People	Facility Fee Per Hour
0 - 50	\$156.25 per hour
51 - 100	\$186.50 per hour
101 - 150	\$218.00 per hour
151 - 200	\$247.50 per hour

- Commercial Program Rentals and Sports Groups (No Slides, Rec Swim, Spa or Unstructured Swim)
- Deep (Lap Lanes) Area Rental \$80.25/hour
- Shallow Area Rental \$80.25/hour

Those leasing the Aquatics Center for the purpose of a private business or fundraiser:

- Must have a city business license
- Must provide proof of personal / professional liability insurance naming City of Missoula as additionally insured.
- Must provide proof of workman's compensation insurance
- Reserve Facility through MPR before use.

See Department policy for court rental information.

These rates require coaches/instructors from the rental organization to be certified in their respective areas and to complete a facility training that includes facility rules, emergency action plan and communication methods.

Groups can also schedule during the programmed day. Depending on the type of function and the number of people in the group, the hours of availability vary. All group rentals must be approved by Aquatics Supervisor.

Note: At Currents Indoor Waterpark as part of a negotiated agreement, rental rates can be prorated at the discretion of the Aquatics Manager to reflect regularly scheduled use before or after hours by individual renter, organization, or business.

SPLASH MONTANA IN PLAYFAIR PARK

Without 50m pool

\$463.50 = 1.5 hours & 7 Staff (Large groups 150 or more may require additional lifeguards at \$23.75/hr)

Available prior to opening and after closing to the public.

\$680.25 rental for use of total facility including the 50m pool 1.5 hours & 9 Staff for up to 250 participants. (Larger groups may require additional lifeguards at \$23.75/hr) Max attendance 800.

Splash Montana – 50m - Swim Team Rental Fees

\$116.00/hour or \$14.50/lane/hour

Rental time Monday – Friday 6:00am – 9:30am, Mid-June – Labor Day

Swim meet rental times determined by agreement with Aquatics Manager, fee \$112.00/hour. Swim meet organizers are responsible for fencing and their own staffing costs associated with the 50m separation from the facility for the duration of the swim meet. Concessions at the swim meet inside the 50m area only will be provided by swim meet organizers, for a flat rate fee of \$787.50 per event being paid to Splash Montana. The Crazy Creek Café and Fireline Grill will remain open and available to all swim team members and spectators.

Section 1.19 Park Shelter Rentals

Shelter Rental Time Periods

7:00 am – 11:00 am	12:00 pm – 5:00 pm	6:00 pm – 10:00 pm
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Facilities with Power

Facilities Available	Deposit	Fee/Time Period	Fee All Day
Pineview	\$ 100.00	\$ 59.50	\$ 148.50
44 Ranch	\$ 100.00	\$ 59.50	\$ 148.50
Lafray	\$ 100.00	\$ 59.50	\$ 148.50
Bonner	\$ 100.00	\$ 71.75	\$ 179.75

Facilities without Power

Facilities Available	Deposit	Fee/Time Period	Fee All Day
Greenough	\$ 100.00	\$ 53.00	\$ 132.50
Franklin	\$ 100.00	\$ 53.00	\$ 132.50
Southside Lions	\$ 100.00	\$ 53.00	\$ 132.50
Playfair	\$ 100.00	\$ 53.00	\$ 132.50
Maloney Ranch	\$ 100.00	\$ 53.00	\$ 132.50
Kiwanis	\$ 100.00	\$ 53.00	\$ 132.50
Pineview	\$ 100.00	\$ 53.00	\$ 132.50
Montana Rail Link Park	\$ 100.00	\$ 53.00	\$ 132.50

If alcohol is to be consumed, an Alcohol Permit must be completed. See Appendix D for details.

- No refunds of park shelter reservation fees are provided due to inclement weather, smoke, or other reasons. If a cancellation is received 60 days prior to your event, a credit may be requested.
- A ten dollar (\$10) administrative fee will be charged for each change made to the location, date, or time of any shelter or special use reservation.
- MPR is not responsible for loss of power during designated rental period.
- Events in Caras Park are scheduled by the Missoula Downtown Association.
- No Amplification Permits will be issued at the shelters located in neighborhood parks.
- City Council has approved a shelter reservation (one time period) at no charge for each Neighborhood Council for an annual celebration or meeting.

Section 1.19a Bonner Park Bandshell

Shelter Rental Time Periods		
7:00 am – 11:00 am	12:00 pm – 5:00 pm	6:00 pm – 10:00 pm

Facilities Available	Deposit	Fee / Time Period	Fee All Day
Bonner Band Shell	\$ 100.00	\$ 71.75	\$ 179.75
W/ Amplification	\$ 1,000.00	\$ 71.75	\$ 179.75

If alcohol is to be consumed, an Alcohol Permit must be completed. See Appendix D for details. Amplification is permitted once per day for a maximum time of 2-hours.

Note: 25% of facility rental fees will go to the Park Enterprise Fund for facility improvements.

Section 1.19b Silver Park Pavilion & Shelter

Shelter Rental Time Periods		
7:00 am – 11:00 am	12:00 pm – 5:00 pm	6:00 pm – 10:00 pm

Facilities Available	Deposit	Fee / Time Period	Fee All Day
Silver Park Shelter	\$ 200.00	\$ 108.50	\$ 271.00
W/ Amplification	\$ 1,000.00	\$ 108.50	\$ 271.00
Silver Park Pavilion	\$ 200.00	\$ 220.50	\$ 551.75
W/ Amplification	\$ 1,000.00	\$ 220.50	\$ 551.75

Restrictions on use of Silver Park include: amusement park events and mechanized carnival type rides, vehicle or aircraft racing, rodeos, circuses, or livestock shows. Events involving more than 2,000 people at a time are not allowed at Silver Park.

If alcohol is to be consumed, an Alcohol Permit must be completed. See Appendix D for details.

Amplification can be permitted once per day for a maximum time for 4-hours a day at Silver Park.

Note: 25% of facility rental fees will go to the Park Enterprise Fund for facility improvements.

Section 1.19c Silver Summit All Abilities Playground Shelter Area in McCormick Park

Shelter Rental Time Periods		
7:00 am – 11:00 am	12:00 pm – 5:00 pm	6:00 pm – 10:00 pm

Facilities Available	Deposit	Fee / Time Period	Fee All Day
Silver Summit	\$100.00	\$ 43.25	

Rentals at Silver Summit are limited to less than 25 people.

Note: 80% of Rental Fee to be allocated to Silver Summit Enterprise Fund for improvements, repairs, and additional toys for the playground.

Section 1.19d Fort Missoula Regional Park Shelters

Shelter Rental Time Periods		
7:00 am – 11:00 am	12:00 pm – 5:00 pm	6:00 pm – 10:00 pm

Meadowlark & Bitterroot Shelters

Facilities Available	Deposit	Fee / Time Period	Fee All Day
Meadowlark Shelter	\$ 200.00	\$ 189.25	\$ 473.00
W/ Amplification	\$ 1,000.00	\$ 189.25	\$ 473.00
Bitterroot Shelter	\$ 200.00	\$ 59.25	\$ 148.50
W/ Amplification	\$ 1,000.00	\$ 59.25	\$ 148.50

Bella Vista Pavilion & Overlook Shelter Monday – Thursday Rentals

Facilities Available	Deposit	Fee / Time Period	Fee All Day
Bella Vista Overlook Shelter	\$ 200.00	\$ 87.50	\$ 218.75
W/ Amplification	\$ 1,000.00	\$ 87.50	\$ 218.75
Bella Vista Pavilion	\$ 500.00	\$ 357.75	\$ 894.00
W/ Amplification	\$ 1,000.00	\$ 357.75	\$ 894.00

Bella Vista Pavilion & Overlook Shelter Friday – Sunday Rentals

Facilities Available	Deposit	Fee / Time Period	Fee All Day
Bella Vista Overlook Shelter	\$ 200.00	\$ 108.50	\$ 271.25
W/ Amplification	\$ 1,000.00	\$ 108.50	\$ 271.25
Bella Vista Pavilion	\$ 500.00	\$ 442.50	\$ 1105.75
W/ Amplification	\$ 1,000.00	\$ 442.50	\$ 1105.75

Rental Fees include facility only, large events (more than 1,000 participants) will require a Special Event Permit.

Note: 25% of facility rental fees will go to the Park Enterprise Fund for facility improvements.

If alcohol is to be consumed, an Alcohol Permit must be completed. See Appendix D for details.

Amplification can be permitted until 9pm Sunday-Thursday and 10pm Friday-Saturday. Amplification shall comply with the existing noise ordinance and shall not be eligible for “Permit for Relief from Noise Level.” Section 9.30.070, MMC.

Amenities at Pavilion

Amenities	Price
Dance Floor Rental price* per 4x4 panel – includes set up & tear down	\$9.25 per panel
Tables	\$10.75 each
Chairs	\$2.50 each
Tables & Chairs (set up and take down for over 15 tables or 20 chairs)	\$59.50
Portable PA System (includes Amplification Permit)	\$129.75/day
Hand-Held PA (Includes Amplification Permit)	\$103.75/day
BV Synthetic Field PA w/ Wireless Mic (Includes Amplification Permit)	\$129.75/day
Exclusive Electric Cart Services	\$162.25/day
Drop-Down Stage (Large)**	\$154.75/day
Mobile HQ (Small)**	\$154.75/day

*Minimum dance floor size is 9 panels or 12'x12' maximum size is 20'x40'

**Drop Down Stage and Mobile HQ require \$1,000 refundable Damage Deposit

Additional Requests requiring services above and beyond typical set-up and cleaning may be accommodated at the discretion of MPR and may include an additional staff per hour fee.

Section 1.20 FMRP Commons

Rental Time Periods		
7:00 am – 11:00 am	12:00 pm – 5:00 pm	6:00 pm – 10:00 pm

Facility / Amenity	Fee / Time Period
Commons Area	\$162.25
Commons Lights	\$10.75/hour
Mac's Workout Stations	\$37.75/hour plus a Special Use Permit

* Depending on the Event, a Special Use Permit maybe required, all equipment and staff time per hour will be charged on an as needed basis.

Section 2 Special Events in Parks

Special Events requesting use of public parks areas for the purpose of fund raising, a private business program, or other events require prior approval of the Missoula Parks and Recreation Department. Special Events are any event open to the public at large. Submission of a **Special Use Permit** will be required with a \$71.25 or \$119.00 per day fee based on group size, in addition to other applicable fees. See Appendix G. The deadline to submit a Special Use Permit with required insurance certificate is a minimum of 30 days prior to your event.

Special Events that request use of public parks for any ongoing business purpose, i.e., providing youth camps or ongoing weekly lessons, youth or adult exercise programs, dog walking, etc. will be required to obtain prior approval of the Missoula Parks and Recreation Department and a **Special Use Permit (Seasonal)** to conduct business in public parks. This permit does not include exclusive use or reservations of any park sports facility where business is being conducted.

All Special Use Permits require:

- ☐ A Certificate of Insurance provider which shows:
 - ☐ The permit applicant as the insured party
 - ☐ A minimum of \$750,000/claim and \$1.5 million/occurrence.
 - ☐ Valid date throughout the requested permit dates.
 - ☐ City of Missoula as an additional insured on the certificate.
 - ☐ City of Missoula and County of Missoula as additional insured on the certificate for Special Events at Fort Missoula Regional Park.

- ☐ Standard Deposit Fee of \$100.00
Deposit Fee of \$400.00 required if using a tent or canopy.

- ☐ Special Use Permit

Group Size 11 – 100 Required Fee of \$ 71.25/ day in addition to other applicable fees.
Group Size 101 – 500+ Required Fee of \$ 119.00/ day in addition to other applicable fees.
Group Size 501 – 1000 Required Fee of \$238.00/ day in addition to other applicable fees.
For each 500 participants the fee will increase in \$119.00 increments.

Special Use Permit (Seasonal)	Up to 9 days per month \$303.75/month
Special Use Permit (Seasonal)	10 days and over per month \$416.50/month

- ☐ Special Use Permit for Small Groups

\$ 11.25 per hour – Non-Profit Organizations with groups of 10 or less people
\$ 17.25 per hour – For Profit Businesses, or Individuals with groups of 10 or less people

Special Use Permits utilizing urban trails: 25% of Special Use Fee will be placed in the Park Enterprise Fund for facility improvements.

Tents or canopies can only be erected in designated sites in community parks and incur an increase to the refundable deposit. Prior to release of the deposit after the event, irrigation lines near the canopy and/or tent sites will be inspected for damage within 5 working days.

Special Use Permit for Drones to ensure the pilot is following all applicable FAA regulations and the flight doesn't interfere with the safety and security of park patrons and events

- UAV must weigh less than 55 lbs.
- Operator must have FAA remote pilot certificate with a small UAS rating
- Visual line-of-sight only with UAV
- Fly over any person not directly involved in the operation of the drone is prohibited.
- Can only be flown during the daylight hours.

No refunds will be issued for cancelled Special Use Permits.

Events being planned in parks which are open to the community with the potential of drawing more than 200 individuals shall be held in community parks or on community trails. Exception: Bonner Park, due to the band shell, is considered a community park for events related to music. See the Bonner Park Band Shell policy for more information. Community Parks include McCormick Park, Playfair Park, Fort Missoula Regional Park, Silver Park, BN Plaza, and Caras Park (Caras Park is managed under separate agreement with the Missoula Downtown Association).

Events planned for Rose Memorial Park are allowed a maximum of 100 people.

Special Use Permits involving use of livestock in parks including but not limited to ponies, and llamas. Livestock will be permitted in all community parks, except Bonner Park. Community Parks include McCormick Park, Bonner Park, Playfair Park, Fort Missoula Regional Park and Caras Park (under separate agreement with the Missoula Downtown Association).

It has been determined by the Montana Municipal Interlocal Authority (MMIA) that there is considerable risk associated with inflatable structures including bounce houses. Any group wishing to use these structures will be required to complete an INFLATABLE STRUCTURES – USER AGREEMENT. In addition, User will agree to contract with only those vendors who have completed and agreed to comply with terms and conditions of an INFLATABLE STRUCTURES – VENDOR AGREEMENT with the City of Missoula Parks and Recreation which includes required insurance in accordance with Montana State Statute, Section 2-9-108 MCA.

Amplification permit accompanying a Special Use Permit at Fort Missoula Park will allow an 8-hour maximum time. Amplification time is determined and stated on the required permit.

Groups or Organizations who use parks regularly are required to obtain a Special Use Permit.

Groups or Organizations must apply for a Seasonal Use Permit if they use the parks regularly.

- Regular use is defined as groups of 20 people or more for an hour or longer duration on a daily, weekly, or biweekly schedule, or use by any organization that requires a fee to participate in the program.

Casual use does not require a Permit. Casual use does not occur on a daily or even weekly schedule, and may not interrupt a permitted use, park program, park rental, or any scheduled maintenance activities.

Section 2.1 Private Events in Parks

Groups or individuals requesting exclusive use of public parks areas for the purpose of, but not limited to; business programs, company picnics, family reunions, class reunions, birthday parties, etc. are required to have a **Park Use Permit. Private events covered by Park Use Permit cannot be open to the public at large (see Special Use Permit for public events).**

Park Use Permits Requirements:

Tents or canopies can only be erected in designated sites in community parks and incur an increase to the refundable deposit. Prior to release of the deposit after the event, irrigation lines near the canopy and/or tent sites will be inspected for damage within 5 working days.

Standard Deposit Fee of \$100.00

Deposit Fee of \$400.00 required if using a tent or canopy.

Group Size 1 – 100 Required Fee of \$ 71.25/ day in addition to other applicable fees.

Group Size 101 – 500+ Required Fee of \$119.00/ day in addition to other applicable fees.

Group Size 501 – 1000 Required Fee of \$238.00/ day in addition to other applicable fees.

For each 500 participants the fee will increase in \$119.00 increments.

No refunds will be issued for cancellation of a Park Use Permit.

No motorized vehicles will be allowed to operate in parks, or on trails per City of Missoula Ordinance Section 3, 12.40.020 Parks, Trails, Conservation Lands – operation and parking of motorized vehicles. For events wishing to access parks by motor vehicle can submit a Vehicle Permit for Park/Conservation Lands Access Application for consideration and park access authorization.

Section 2.2 Extraordinary Events in Community Parks

An Extraordinary Events Agreement is required for any event held that significantly impacts the surrounding neighborhoods or requires substantial public services. Terms used include:

Extraordinary Event – any event that is defined as large-scale and not usual and/or typical of regularly scheduled Special Events and activities held in a Missoula Parks. An event that will attract a significant number of people to a defined park location in Missoula, or an event that may exceed the capacity of a park Community Park – is typically larger than 25 acres and has appropriate access from collector or arterial streets. These parks include more infrastructure to accommodate larger crowds; parking, water fountains, restrooms, unique park amenities or features conducive to hosting large events and crowds.

Regional Park – generally over 100 acres and can accommodate multiple large events and more than one extraordinary event. Park includes infrastructure intended to allow for large events.

Missoula has several Community parks where events can be scheduled, but extraordinary events may not be appropriate. Community Parks include McCormick Park, Playfair Park, and the chain of parklands centered around Caras and Silver Parks. Fort Missoula Regional Park sits on 158 acres and can host several large events, including some as extraordinary as it was designed for this purpose. Most extraordinary events at FMRP are dedicated to sports per the amenities in the park and quality of the turf.

The criterion for an Extraordinary Event is as follows:

- More than 3,500 (5,500 at FMRP) people and one or more of the following:
- Has a substantial impact to the park or surrounding neighborhoods.
- Will close the park or more than 50% of the park or parking lots to the public for any duration of time.
- Has an impact on public services and/or multiple city departments.
- Will require a temporary closure or exclusive use of 50% or more of a public park, road, or other public space.

Due to possible neighborhood, business, or existing program disruption, only one (1) Extraordinary Event Permit will be issued per year in Playfair and McCormick Parks. Silver Park has a contractual servitude that limits any event to under 2000 people, therefore cannot be used for extraordinary events. Caras Park is managed under Agreement with the Missoula Downtown Association and that agreement defines and provides process for extraordinary events.

McCormick Park and Playfair Park

Both restrict amplified sound to 2 hours between 10:00am and 9:00pm per Park Policy. An Extraordinary Event may request a variance to this park policy from the Missoula Parks and Recreation Advisory Board. Requests to exceed the noise ordinance defined by MMC 9.30 is determined by the Missoula City Council. The Sports Fields at Playfair park may be used for events involving people (no vehicles) and requires an extensive, detailed turf mitigation plan, along with a significant repair and replace bond (depending on event).

Silver Park cannot be the host location for an Extraordinary Event as defined above. There are servitude restrictions in place that prohibit use for Silver for any event larger than 2,000 people.

Fort Missoula Regional Park

Bella Vista Pavilion and surrounding hard scape can host multiple events exceeding 5,500 people each year. The competitive sports fields will not be considered appropriate event areas for car shows, music concerts, carnivals, etc. due to scheduling priorities and turf maintenance considerations.

Extraordinary Events being planned in Playfair, McCormick, or Fort Missoula require a minimum of 9 (nine) months prior notice. Due to plan review and user group notification, Missoula Parks and Recreation requires appropriate time to evaluate plans and engage those entities or departments that may be impacted, related to these events.

Annual Events

Once an extraordinary event is approved by the Missoula Parks and Recreation Board, the event must remain in a “Good Standing Status” with the Parks and Recreation Dept to continue the event each year without having to obtain approval from the Parks and Recreation Board.

To maintain “Good Standing” status, organizer must:

- Turn in all required planning documents in a timely manner, providing ample time for review.
- Make payments in full on or before due date
- Adhere to all rules and regulations and closely follow any terms and conditions set forth in rental or use contract.
- Clean up reserved area after use & follow zero waste policy
- Monitor actions of organizations staff members, participants and/or spectators

Removal from “Good Standing” Status

Written notice of removal from “Good Standing” status will be sent to organization, group or individual.

Removal may be due to a violation of one or more rules, regulations and/or other requirements, including but not limited to:

- Failure to submit payment of any/ all fees/deposits/damages by due date.
- Violation or breach of terms and conditions spelled out in use/reservation contract.
- Failure to prevent damage to City property
- Failure to monitor group members, participants or spectators
- Failure to secure permit for:
 - Signs/banners/displays
 - Advertising
 - Concessions and sales
- Allowing alcohol to be possessed or consumed without valid alcohol permitting
- Failure to police grounds and remove litter/trash
- Failure to park only in designated parking spaces

Organization may appeal removal from “Good Standing” status through a Review Process.

Groups NOT in “Good Standing” lose the ability to host extraordinary events on City owned/managed facilities. Violations will be placed on the “Good Standing” Status Log for:

- A period of one year from date of infraction (if infraction is corrected and not repeated)
- Indefinitely if infraction is not corrected and/or is repeated

Denial or Termination Indefinitely of Hosting Extraordinary Event

May be based on:

- Loss of “Good Standing” status
- Expired Insurance or lack of other required City/State/Federal licensing or permits
- A history of field damage, regulation violations, or inadequate supervision of attendees
- Discrimination prohibited by City, State or Federal law

Multiple Event Requests

If Parks and Recreation receives multiple requests for events with conflicting locations or dates, it may be necessary to select an organization through a competitive Request For Proposal process. Selection process would be criteria based on cost, safety, and profit potential to the Parks and Recreation. Other criteria may include but not limited to groups alignment with Parks and Recreation’s mission, and appropriateness for public audience.

Required Event Plan

Extraordinary Events will be required to submit an extensive, detailed plan which addresses each of the following topics:

1. Clearly identify what type of event it will be: open to the public, private event, ticketed event, one-time event, or recurring/annual, concert/performing arts, other – please identify.
2. Number of participants expected.
3. Map identifying staging and layout of event. Identify possible impact areas.
4. Ticketing requirements and entry safety and protocols
 - a. Control protocols for ticketed events; gates, control access, etc.
 - b. Concessions – selling alcohol, other.
 - c. Prohibited items – identify and describe in detail how these items will be controlled.
5. Life Safety plan:
 - a. Police
 - b. Fire
 - c. Street Closure and/or control
 - d. Medical
 - e. Evacuation Plan
6. Event Command Center
 - a. Identify how this will function
 - b. Weather related look out and crowd control

7. Parking Plan
 - a. Shuttle Program
 - b. Parking per number of guests expected
8. ADA Compliance
9. Neighborhood Partnership
10. Camping in Parks
11. Clean Up
12. Turf Management
13. Portable Toilets
14. Water plan for events during heat of summer
15. Food – vendors being invited, each will need a Concession Permit from Missoula Parks and Recreation and separate insurance.

Process and timelines for consideration and possible approval depend on how detailed the event plans are related to the above criteria and the approval process required by other City of Missoula permitting requirements with other Departments including but not limited to a Street Use Permit, Police Agreement for extra security, etc. Depending on Event, there may exist the possibility that a City of Missoula Contract will be needed. An Event Contract will be subject to review and approval by the City Council and will also involve early notification of affected neighborhoods requiring neighborhood meetings.

Section 2.3 Use of Livestock in Parks

Use of livestock in parks including but not limited to ponies and llamas will be permitted in all community parks where there is a trail except Bonner Park. Community Parks include McCormick Park, Playfair Park, Fort Missoula Regional Park and Caras Park (under separate agreement with the Missoula Downtown Association). Livestock users not associated with a Special Use or Park Use Permit will be required to obtain a Special Use or Park Use Permit (depending on proposed activity) from MPR in order to run livestock in the parks.

Section 2.4 Alcoholic Beverages Permit Fees and Deposits

NOTE: Caras Park permits must be obtained through the Missoula Downtown Association, 225 ½ W. Broadway, 543-4238. Permits for all other Parks must be obtained at Parks and Recreation, 600 Cregg Lane., 721-7275.

Alcohol Permits will not be issued for Clark Fork Natural Area and along the River Front Park System, Greenough Park, Gregory Park, Jacobs Island Park, Kim Williams Trail and Park Area , Westside Park, Playfair at the Little League Baseball Fields, or any other park that does not have public restrooms available within the specific park, open space, or trial area.

All other City of Missoula Parks require an Alcohol Permit be obtained.

Small Group Event Permit	Fee: \$10	Deposit: \$50	For 2 – 15 people
Large Group Event Permit	Fee: \$10	Deposit: \$100	For 16 + people
Seasonal Permit	Fee: \$50	Deposit: \$100	Organized Recreation program

FORT MISSOULA REGIONAL PARK ALCOHOL PERMIT

Small Group Event Permit	Fee: \$10	Deposit: \$50	For 2 – 15 people
Large Group Event Permit	Fee: \$50	Deposit: \$100	For 16 + people

Section 2.5 Wedding Ceremony Permit

Wedding Ceremony's being planned in public parks need prior approval with the Missoula Parks and Recreation Department. Submission of a **Wedding Ceremony Permit** will be required with a \$68.00 fee in addition to other applicable fees.

Greenough Park: Small weddings and ceremonies in Greenough Park are allowed a maximum of 40 people.

McCormick Park: Wedding Permits issued for the island & dock on Silver Pond requires a \$134.00 fee in addition to other applicable fees. Small weddings and ceremonies on Silver Pond Island are allowed a maximum of 30 people.

Both Greenough and Silver Pond are managed as low impact park areas; the designated event site at Greenough is the open space beyond the second walking bridge. The designated event site at Silver Pond is the island area around the SW dock. Chairs may be used for the elderly and disabled; chairs must be walked in from the parking area unless group obtains a permit through a Vehicle Access Agreement with the Missoula Parks & Recreation. There is no amplification allowed at either of these areas.

Following regulations apply:

- No Refunds will be issued for cancelled Wedding Permits.
- Wedding permits are issued on a first come, first served basis.
- A complete application must be submitted and appropriate fee paid before a site and date will be reserved or a permit issued.
- Wedding permits are issued for stand-up ceremonies in a 3-hour time block.
- Reception are not allowed at wedding sites. Permit is for ceremony only.
- Sound amplification systems are only permitted in Bonner, Playfair, McCormick, or Fort Missoula Parks. An additional Amplification Permit must be completed – see Appendix.
- Your Wedding permit guarantees that no other wedding or event is scheduled at the same time in the same area as your ceremony. This does not guarantee exclusive use of the park for your event. There will be other people using the park, but they will normally be considerate of your needs and move off from the immediate area.
- This Wedding permit does not guarantee acceptable weather conditions; a back-up plan for your ceremony in case of inclement weather is strongly suggested.

Section 2.6 Amplified Sound Permit

Amplified sound permit is required for use of any PA or stereo system in a city managed park. Impromptu gatherings of less than 6 individuals are exempt from this rule. Please see Missoula Municipal Code Title 12.40.065 (29) for specific regulations. Amplified music/speech is permitted in Park Type 1 and require permits under the following conditions:

Bonner Park Bandshell, Playfair Park, McCormick Park, Rose Memorial Park:

- Limit amplified music/speech to 2 hours/day from 10:00am to 9:00pm
- \$52.00 Fee

Silver Park:

- Limit music/speech to 4 hours/day from 10:00am to 9:00pm
- \$52.00 Fee

Fort Missoula Regional Park (FMRP):

- Limit music/speech to 9:00am until 9:00pm Sunday – Thursday

- Limit music/speech to 9:00am until 10:00 pm on Friday and Saturday
- \$52.00 Fee

Amplification may also be permitted at Caras, Bess Reed, and BN Plaza.

Permits are issued on a first come, first serve basis.

1. Amplification at Bonner Park requires rental of the Bonner Band Shell.
2. The deposit will be returned if the renter complies with the City Noise Ordinance. If police intervention is required and permit holder is found in violation, a minimum of \$500 and a maximum of \$1,000 of the deposit will be forfeited.
3. Maximum allowable noise level between 7 a.m. and 7 p.m. in any residential zones is 60 decibels, decreasing to 55 decibels (the level of noise or sound that interferes with normal conversation or requires you to “raise your voice” to be heard) from 7 p.m. to 9 p.m. (Missoula Municipal Code, section number 9.30)
4. Renters must generally provide their own sound system. At Bonner Park, equipment stored in the Band Shell are property of the City Band and are not to be disturbed by the renter.
5. Noise complaints may jeopardize the renter’s future use of Park Facilities, Amplification Sound Permits, and the renter’s deposit.
6. Amplified sound is not permitted in or near Mac the Moose’s Inclusive Playground (Workout Station, Meadowlark Shelter & Meadow) during quiet hours. Quiet hours are Monday-Thursday 10 a.m.-5 p.m. and Friday-Sunday 10 a.m.-2 p.m.
7. For use of Bonner Band Shell: A key must be picked up from Missoula Parks & Recreation Department prior to your event to access power and returned within two business days after the rental or \$200 of the deposit may be forfeit.
8. Form, deposit and fees, must be returned to Missoula Parks and Recreation at least 5 days working days before the rental.

	REFUNDABLE DEPOSIT
BONNER PARK / SILVER PARK / FORT MISSOULA PARK	\$ 1,000
MCCORMICK / PLAYFAIR / ROSE MEMORIAL PARK	\$ 400

Section 2.7 Use of Metal Detectors in Parks

It is the policy of the Missoula Parks and Recreation to permit the use of metal detectors in most City Parks so long as the activity results in no damage or loss to natural areas, highly maintained lawns, historical and archaeological sites. Specific areas where metal detectors are prohibited include undisturbed areas of Fort Missoula Regional Park that are within the historic landscape overlay, including but not limited to the 17 acre triangle parcel immediately west of Larchmont golf course, any area within the 82-acre parcel north of Fort Missoula Historical Museum, Parade Grounds, and Military Museum.

To regulate the use of Metal Detectors in parks, a Park Use Permit will be required (actual permit fee waived). Metal Detectors may be used to retrieve “finds” on the ground surface only. Absolutely no digging is permitted in any park or natural area. Users of metal detectors may retain possessions of their “finds”.

Section 2.8 Policy for Use and Permits for Conservation Lands

Missoula Parks and Recreation Department, Staff and Board aspire to serve the citizens of Missoula to the best of our abilities. In 2015, to protect natural resources and the serenity of City Conservation Lands while allowing for limited special events the Conservation Lands Special Use Permit was finalized. Events on all of the areas listed below will be permitted through the standard Parks and Recreation Special Use Permit process. Events on all other Conservation Lands will be permitted through the Conservation Lands Special

Use Permit process.

The following areas do not require a Conservation Lands Special Use Permit:

- Kim Williams: The railroad right of way of the Kim Williams Nature Trail
- RS Greenway: Old Duncan Road RS Greenway Trail from Mountain View to Duncan Drive.
- Greenough Park: The paved and gravel trails greater than 60 in. wide, bridges, parking areas, developed turf areas, picnic and playground areas.
- Lincolnwood Trailhead to Duncan: RS suspension bridge and Lincolnwood Trail connector trail to Fox Farm Road.
- Mount Jumbo's power line easement: Property between Rattlesnake Dr. and the road connecting Lincoln Hills Drive to Tamarac.
- Clark Fork Natural Area and R. MacDonald Riverfront Trails
- Staff recommends the current permit process and fees as outlined in the "Parks and Recreation Master Fee, Permit, and Use Policy" reviewed annually by the Park Board and City Council be instituted for all events in areas exempt from the Moratorium.

Deposit: A deposit is required. \$200 for Small Events and Seasonal outfitters permits. Large Events, a \$600 deposit is required. Organization is responsible for total restoration of damages to the land due to event or activity. If damage exceeds the deposit amount, permitted organization will be held financial responsibility.

Permit for Conservation Lands for Education Events and Work/Volunteer Days

Education Events may be permitted if: 1) The event clearly meets the goals of education as described in the Conservation Lands Management Plan adopted August 2010, 2) The fee structure is set to recover only direct costs of the program or if event is open to all, 3) All other permit requirements are met. The fee for the Education Permit will be waived if no fee is charged for the Education Event. If a fee is charged for the Education Event, the permit fee will be 5% of gross revenue or \$50 whichever is greater. Volunteer Work Days will be permitted at no charge if the program meets the goals and definition of a Volunteer Work Day and is approved by the Associate Director of Conservation Lands and Conservation Land Manager.

Completed applications for events must be submitted to the Conservation Lands Manager a minimum of 60 days prior to the proposed event. This Interim Policy will be reviewed annually with the "Parks and Recreation Master Fee, Permit, and Use Policy and Charges."

Fees:

Small Event (12-49 people)

- A minimum fee of \$108.25 or \$5.50 per participant (whichever is greater).
- 75% of fees will be used toward management of Missoula's Conservation Lands and permit administration. 25% of fees will be used toward Recreation Division Permit Administration.
- \$200 Refundable Damage Deposit.

Large Event (50-300 people)

- Requires MPR Staff to document pre & post conditions and/or to staff the event.
 - A cost will be established to recoup the direct expenses of MPR.
- 20% of entry fees plus 10% of net revenue shall go toward management of Missoula's Conservation Lands.
- \$600 Refundable Damage Deposit.

School/Educational Non-Profit/Local Government Educational Event – Educational Events are charged no fee for a permit if no fee is being charged to participants. Application due a minimum of 30 days prior to event date.

Seasonal Outfitter Permit

- A minimum fee of \$108.25, or \$3.00 per participant (whichever is greater).
- 75% of fees will be used toward management of Missoula's Conservation Lands and permit administration. 25% of fees will be used for Recreation Division Permit administration.
- \$200 Refundable Damage Deposit.
- Allowing entities to be permitted as "outfitters" will be decided on a case-by-case basis depending on the mission/goals of the applicant, history of past use, and submitted use plan.

Section 2.9 Vehicle Permits for Park/Conservation Lands Access and Application Processing for Public Utilities Access

A private citizen wishing to access private holdings via park, trail, greenway, or conservation lands may apply for a permit under the Vehicle Use Access Permit. Permit fee is \$54.00 along with a minimum damage deposit of \$250, maximum damage deposit will be determined based on time of year, location, equipment size, length of use, and value of potential impact to public resource. Not all requests will be permitted if damage to property or human safety is a concern.

Utilities or their agents that have existing documented easements over or adjacent to park and/or conservation lands will be required to pay a \$108.25 application review fee.

A private entity wishing to obtain a permanent access easement across City Park, trail, greenway or conservation lands must make application for an easement/encroachment. The application review fee is \$108.25. An application does not guarantee approval. Publicly regulated utilities or their agents that are seeking a public service easement through a park or conservation land are required to adhere to process in Section 2.8 of fee chart. City of Missoula initiated and sponsored projects shall be subject to internal policies and are specifically exempt from the provisions set forth in this Policy.

Vehicle Use Access Permits AND PUBLIC SERVICE EASEMENT APPLICATIONS

1. Purpose

a. MPR is responsible for the stewardship of all City of Missoula Park properties. The Department shall regulate all non-park related access and construction activity on or across park property and provide conditions to assure preservation of the public's interest, protection of public facilities, parkland values, public safety, and proper park restoration. City of Missoula projects shall be subject to internal policies and are specifically exempt from the provisions set forth in this Policy.

b. No person shall use any park property for access to adjoining or nearby property for any purpose, or to construct or install any facility or improvement upon, over or beneath park property except by permit issued or granted pursuant to the provisions set forth in this policy.

2. Objectives

a. This Policy shall apply only to those properties owned and/or maintained by the City of Missoula Parks and Recreation Department.

b. Evaluation of the impact of the proposed project requiring a Vehicle Access Permit shall be made in terms of the site and the associated public use to determine the merit of granting a permit.

Work will be allowed only with the approval of MPR for a project that meets all construction and restoration requirements. MPR retains the right to consider obtaining the Parks and Recreation Board's approval prior to issuing a vehicle permit depending on the circumstances of the request.

This policy provides for regulation and permitting of non-park related access across, or construction activities, on park property. It does not provide a public service easement or lease on a park property.

c. Evaluation of a proposed application shall be made in terms of the property, the associated public uses (existing and planned), and benefits to the community and facility.

Routine maintenance of improvements located on a park property that are addressed by an established easement and maintenance agreement are not required to pay a fee. For any disruption, a permit must be obtained, and permit holder must adhere to all provisions of this policy. For purposes of this policy, "routine" is defined as maintenance activities which do not require placing undue restrictions on a park road, pathway, or recreation facility; excavation; or damage to park grounds or improvements unless otherwise specified by an established encroachment easement and maintenance agreement or license agreement.

In the event a public service easement application becomes unduly complex, prolonged, or is litigated, the City reserves the right to recover its direct costs for administrative and legal services, title reports, surveys, engineering, GIS services, public hearings, and recordation.

3. Definitions

a. Vehicle Access Use Permit means authorized use of public park property by a private individual, contractor, utility company, firm or other entity for a specified purpose, activity, location and period of time. Uses include but are not limited to the following: limited vehicular trespass across public park property for purposes of accessing an adjoining private property, above ground utility work, trenching, grading, construction staging, manipulation of park land or facilities for private purposes, or permitted special event access.

4. Vehicle Access Use Permit

a. An application for a Vehicle Access Use Permit is required in any case where an adjoining property owner, business, utility company, or other entity is requesting access through a park site or permission to stage, grade, or modify, in any manner, a public park property. The purpose of the Permit is to provide review of proposed non-park related activity on park property to ensure the contemplated activity does not present a safety hazard to park users or pose an undue burden on park property, and to provide for assurances that the property owner, utility company, or authorized contractor assumes all responsibility for any resulting damage to the park grounds, sprinkler systems, or other public park facilities that may occur as a result of the licensed activity on park property.

b. Process and Fee Requirement

i. Applicants shall complete a Vehicle Access Use Permit application to initiate the license process and include the application fee of \$50.00 and a deposit fee of \$250 for every 300 feet of access granted. The application shall include:

(a) The name, address and phone number of the property owner;

(b) The name, address and phone number of the authorized contractor who will perform the work;

- (c) A description of access needs, including a description the type and purpose of work to be performed on park property, the location of the proposed activity;
- (d) The dates access is being requested;
- (e) A park site plan showing the proposed access route relative to locations of park trees, structures, and other improvements and features;
- (f) A description and the weight of the equipment that is proposed to be used on park property;
- (g) A description of the length and area of the park to be used or otherwise disturbed;
- (h) Proposed mitigation measures that will be employed to address safety concerns and minimize damage to the park, including a description of all work that is anticipated to be required for restoring the park to its original condition including anticipated quantities of materials such as: soil, turf, irrigation system, trees, shrubs, asphalt and curbing.

ii. The applicant shall be required to sign an approved permit acknowledging responsibility to pay for all costs to repair damages to park property.

iii. The Permit shall specify the applicant indemnifies the City for liability.

iv. The applicant shall provide a Certificate of Liability which shall state that no coverage shall be amended, altered, canceled, or reduced without giving at least ten (10) days written notice, by the insurance company to the insured and the City of Missoula. The limits of liability coverage for the period of this agreement shall be a minimum of \$750,000/claim and \$1.5 million/occurrence and the City of Missoula shall be named on the certificate as an additionally insured party.

The MPR shall prepare a standard Vehicle Access Permit outlining the applicant's obligations, including any conditions or fees.

The Director or designee shall make a final determination on all applications for a Vehicle Access Permit within fifteen (15) working days of a complete application. If it is determined that an application should be reviewed by the Missoula Parks and Recreation Board, the Director will provide final determination on the application within five (5) working days after the Parks and Recreation Board meeting where application is discussed. The Director's action on applications shall be to deny, approve, or approve with conditions. An agreement issued with conditions may be monitored by MPR staff for compliance with requirements to protect the safety of park users and protect park property and improvements from undue damage or loss. Failure to abide by conditions shall result in revocation of the agreement and suspension of any further activity on park property by the applicant.

b. If an application is denied without having been reviewed by the Missoula Parks and Recreation Board, an appeal of the denial can be made by written request to the Missoula Parks and Recreation Board. The appeal must be made within ten (10) working days of written notification of the denial.

c. Upon expiration of the Vehicle Use Permit, MPR will inspect the park property for damage connected to the permitted activity on park property. In the event damage to the park site is found, the applicant shall be contacted by the MPR to effect restoration within ten (10) working days using an approved and bonded contractor or pay the MPR for repairs. The Department shall specify the extent of damages found, the scope of required repair and replacement work, the procedure for performing the work, and any allowances for additional time to complete the work in the event weather or site conditions would warrant such an allowance.

d. The City of Missoula reserves the right to file claims for damages against the applicant or the applicant's authorized contractor in the event the applicant fails to affect the required restoration work within the required time frame.

5. Vehicle Access Use Permit Criteria

The following shall be considered by the Director prior to approving or denying a Permit application:

- a) The proposal is permissible under federal, state, and local laws; and
- b) The proposal does not conflict with the location of existing or planned park improvements or other public facilities and improvements or established easements such as, but not limited to sewer and utility lines, flood control, wells, and communications facilities;
- c) The proposed project cannot be reasonably accomplished or accessed by another way or means, other than through park property; and,
- d) No permanent disruption or damage to an active park use area would occur due to the proposed project or access, nor would a scheduled recreation program be affected; and,
- e) The site conditions and access route are such that potential damages to park property are avoided or minimized; and,
- f) The time of year and weather conditions will help minimize potential damage to park property; and
- g) The project or access will not result in an excessive number of trips through the park property; and,
- h) Appropriate provisions for recovery of extraordinary costs to the MPR for temporary use of property, restoration, inspection and monitoring of the proposed project are addressed; and,
- i) The proposed project is not specifically covered by an existing approved encroachment easement and maintenance agreement.

6. Restoration

Provisions for restoration shall be addressed as part of the conditions for a construction use agreement. All restoration of park property shall comply with MPR standards and specifications. MPR specifications are available upon request. Each restoration project will have its own list of specific requirements. Requirements for enacting restoration work shall be performed according to the MPR's direction:

- a) MPR Restoration. The Department may restore an impacted site to ensure park properties are quickly and safely restored and repaired. All costs associated with labor, equipment, and materials to restore property to the MPR's satisfaction shall be paid by Applicant.
- b) Applicant Restoration. The MPR may direct that an applicant restores an impacted site through an approved contractor with demonstrated expertise in the repair work required. All contractors must be licensed and bonded for the work to be done. All work shall be accomplished in accordance with MPR construction standards and materials specifications. The MPR shall impose a time limit for an applicant's restoration requirements to be completed by the approved contractor. MPR staff shall inspect the contractor's work for completeness and quality.
- c) Failure to meet restoration requirements in a satisfactory or timely manner shall be subject to a damage claim filed by the City of Missoula in violation of the provisions in the vehicle access use agreement.

Applications for Public Service Easement

All new easements require approval by both the Parks and Recreation Board and the City Council. Please allow up to 90 days to obtain all approvals.

Applicants shall complete a Public Service Easement request application to initiate the process and include the

application fee of \$108.25. The application shall include:

- a) The name, address and phone number of the requesting entity;
- b) A description of easement needs, including a description the type and purpose of work to be performed on park property, the location of the proposed activity;
- c) A statement of need explaining why the easement is needed or is necessary, how the project benefits the park and community, what if any restrictions on park use or development would be needed, and what provisions would be addressed in conjunction with use and maintenance of the easement;
- d) A scaled drawing showing the location and size of the easement relative to the park property(ies) including all major improvements and features such as trees, walkways, parking areas, existing utilities, etc.

MPR staff shall prepare an analysis of the proposed easement request based on established criteria and other factors specific to the parkland(s) involved within 60 days of submittal of all completed final and completed application and related documents.

- a) The application and staff analysis shall be reviewed by the Missoula Parks and Recreation Board during a regularly scheduled public meeting for a recommendation to the Mayor and Council. The Board may recommend approval, approval with conditions, denial, or defer action in order for the staff or applicant to provide additional information.
- b) An agreement issued with conditions may be monitored by MPR staff for compliance with requirements to protect the safety of park users and protect park property and improvements from undue damage or loss. Failure to abide by conditions shall result in revocation of the agreement and suspension of any further activity on park property by the applicant.
- c) Subsequent to a formal recommendation by the Board, the Mayor and Council may request to schedule a public meeting and/or public hearing on the request before formal action.

The City of Missoula reserves the right to file claims for damages against the applicant or the applicant's authorized contractor in the event the applicant fails to fully disclose, effect or comply with the terms and conditions of an approved public service easement.

Section 2.10 Parking Fees in Community/Regional Parks

Parking fee of up to \$20.00 per parking slot/day may be charged for organizations who wish to have exclusive use of McCormick Park, Playfair Park, or Fort Missoula Regional Park parking lots as well as any other parking lots under the purview of the City of Missoula Parks Department. Use of these parks will not be allowed if event interferes with regular business at Currents, Splash, or other events scheduled in these parks. All revenue generated will be used to offset operating expenses. Parking fees at Caras Park are managed by the Missoula Downtown Foundation and Missoula Parking Commission.

Section 3 Program Fees and Policies

Program fees determined by review of policy as set by Council and as listed below, determining all direct, indirect and variable costs, taking into consideration alternate funding opportunities such as donations, grants and in-kind products and service, comparing initial fee to area market, including opinions and desired options of participants, considering wellness benefits and value to community and by reassessing fee and program budget following each program season.

Section 3.1 Adult Programs

The department goal is to have all adult programs recover direct and readily identifiable indirect costs including maintenance, administration, clerical, equipment, supplies, officials, instructors, awards, and marketing. Maintenance fees per game or program session are dependent on needs of a particular program. Repetitive behaviors from program participants which endanger themselves, other participants, or employees, property destruction, verbal harassment-may be cause for removing participants from the program or reducing the number of days/hours a child can participate.

Section 3.2 Youth Programs

Ideally, youth programs will recover variable costs such as on-site instructors, officials, consumable supplies, awards, and t-shirts. Donations, volunteers, or sponsorships may help to defray youth program costs. Many youth/family programs will have a scholarship fund to assist in fee payment for those who cannot afford programs.

Local philanthropists and Partners in Parks Fundraising and tax-based contributions provide scholarships for low-income individuals and families. No child will be turned away from a program sponsored by the Parks and Recreation because of inability to pay the program fee. Programs excluded from this policy include any program operating as a contracted program through an outside agency or business. These programs will depend on available scholarship funding through the Parks and Recreation and/or the agency contracting its services. Repetitive behaviors from program participants which endanger themselves, other participants, or employees, property destruction, verbal harassment-may be cause for removing participants from the program or reducing the number of days/hours a child can participate.

The Missoula County Parks and Trails Board will contribute a \$10,500 scholarship each Fiscal year to be held in the Park Memorial account to be used exclusively for non-city residents residing in Missoula County who request assistance for any programs other than Sports Associations or Team Sports fees.

Section 3.3 Resident Discount Program

The Resident Discount Program (City Card) was implemented in the Spring of 2006. Program is administered through the purchase of a Resident Discount Card and allows the card holder approximately a 20% discount on regular program fees. Exemptions to the discount are programs that are provided through contracted services or outside agencies, shelter reservations, sports facility rentals, ropes course rentals, and sports team fees.

The County Parks and Trails Board has agreed to contribute \$10,500 scholarship each fiscal year as for a Sport Associations and Team Sports subsidy covering non city resident use of parks facilities, sports programs, and sport facilities. See Appendix Resident Discount Program Policy.

Section 3.4 Aquatics Daily Fees, Season and Annual Passes

Daily Admission at Currents and Splash Montana Aquatics Facilities

Pre K	6 & Under	\$ 5.50
Youth	7-12	\$ 6.75
Student	13 - 17	\$ 7.25

Senior	60+	\$ 7.25
Adult	18+	\$ 9.50
*Adult Non-Swimmer		\$ 5.00
*Senior Non-Swimmer		\$ 4.25

*Only at Currents and No City Card discount available

30 Swim Punch Card (Good for visits at indoor/outdoor facilities)

Pre K	6 & Under	\$ 124.00
Youth	7-12	\$ 152.00
Student	13-17	\$ 163.25
Senior	60+	\$ 163.25
Adult	18+	\$ 213.75

20 Swim Punch Card (Good for visits at indoor/outdoor facilities)

Pre K	6 & Under	\$ 93.75
Youth	7-12	\$ 114.75
Student	13 – 17	\$ 123.25
Senior	60+	\$ 123.25
Adult	18+	\$ 161.50

10 Swim Punch Card (Good for visits at indoor/outdoor facilities)

Pre K	6 & Under	\$ 49.50
Youth	7-12	\$ 60.75
Student	13 – 17	\$ 65.25
Senior	60+	\$ 65.25
Adult	18+	\$ 85.50

Annual Pass at Currents

Pre K	6 & Under	\$ 189.25
Youth	7-12	\$ 231.75
Student	13 – 17	\$ 248.75
Senior	60+	\$ 248.75

Adult	18+	\$ 326.00
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Family		\$ 685.25
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(2 adults, 4 youth/children) Each additional adult \$53.50, youth / student \$27.00

Currents Only (6 Month Pass)

Pre K	6 & Under	\$ 143.50
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Youth	7-12	\$ 175.75
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Student	13 – 17	\$ 188.75
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Senior	60+	\$ 188.75
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Adult	18+	\$ 247.50
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Family		\$ 533.25
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(2 adults, 4 youth/children) Each additional adult \$53.50, youth / student \$27.00

Currents & Splash (6 Month Pass)

Pre K	6 & Under	\$ 164.75
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Youth	7-12	\$ 201.00
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Student	13 – 17	\$ 215.75
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Senior	60+	\$ 215.75
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Adult	18+	\$ 282.75
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Family		\$ 628.25
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(2 adults, 4 youth/children) Each additional adult \$53.50, youth / student \$27.00

Currents ONLY (3 MONTH Pass)

Pre K	6 and Under	\$ 106.00
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Youth	7-12	\$ 129.75
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Student	13-17	\$ 139.50
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Senior	60+	\$ 139.50
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Adult	18+	\$ 182.75
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Family		\$ 407.50
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(2 adults, 4 youth/children) Each additional adult \$53.50, youth / student \$27.00

Annual Pass at Splash Montana and Currents prices based on 104 swims per year

Pre K	6 & Under	\$ 258.00
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Youth	7-12	\$ 316.00
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Student	13 – 17	\$ 339.25
Senior	60+	\$ 339.25
Adult	18+	\$ 444.50
Family		\$ 860.75
(2 adults, 4 youth/children) Each additional adult \$53.50, youth / student \$27.00		

Splash Montana Season Pass (Summer only at facility in Playfair Park based on 25 visits)

Pre K	6 & Under	\$ 138.75
Youth	7-12	\$ 170.00
Student	13 – 17	\$ 182.75
Senior	60+	\$ 182.75
Adult	18+	\$ 239.50
Family		\$ 543.84
(2 adults, 4 youth/children) Each additional adult \$53.50, youth / student \$27.00		

Section 3.5 Teams and Adventure Ropes Course
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Fees are set at a base level. A custom designed program tailored for each groups goals and objectives will increase cost to recover all direct costs.

OPTION 1 High Adventure Ropes Course Programs

<u>Group Size</u>	<u>Fee</u>
1-15	\$ 362.25
16-30	\$ 602.25

OPTION 2 Build your own Adventure Programs

<u>Group Size</u>	<u>Fee</u>
1-15	\$ 266.00
16-30	\$ 396.00

OPTION 3 High Adventure Parties

<u>Group Size</u>	<u>Basic Fee*</u>
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2-10 314.75

11-25 470.50

*Options can be added to the basic fee to include a Bakery, Ice Cream Cake and/or Pizza.

OPTION 4 Corporate Synergy

\$70.25 per person. Minimum of 5 participants.

Note: As part of a negotiated agreement, rental rates can be prorated at the discretion of the Recreation Manager to reflect regularly scheduled use by individual renter, organization, or business.

Section 3.6 Parks and Recreation Special Events

Missoula Parks and Recreation Special Event Fees reflect the costs of the program. Some events may have low or no fees if held as a promotion for the Department, for low-income families, or if sponsorship pays for the costs.

Section 3.7 Urban Forestry

The care and maintenance of trees located on the Public Right-of-Way is the responsibility of the adjacent property owner. Care and maintenance includes: maintaining a living landscape, watering, mowing, mulching, and deer protection fencing. Trees located on Public Right-of-Ways may be pruned, treated for pests, or removed by a third party tree service under the direction of a licensed and insured contractor with an ISA Certified Arborist on staff after applying for and receiving a no-cost permit from the Urban Forester or their designee. All costs associated with the hiring of a third party arborist will be incurred by the hiring property owner. Public trees are also maintained by Urban Forestry staff or hired contractor at no cost to the adjacent property owner depending on level of risk and available funding. City tree care and maintenance activities will only occur when tree condition warrants such activity, or at the request of the adjacent property owner.

The City has several programs to address reforestation.

1. Some Right-of-Ways qualify for replacement trees after an existing tree has been removed at no cost to the adjacent property owner.
2. Some Right-of-Ways qualify for in-fill reforestation at no cost to the adjacent owner but may be on varied schedule for planting.
3. All new trees requested by the adjacent property owner must have a signed and dated New Tree Care Agreement to the Urban Forestry Office.

Note- Refer to city tree ordinance MMC 12.32 and boulevard ordinance MMC-12.48.

Section 3.8 Developed Parks

Park Dedication Program includes updated pricing reflecting current bench standard, as specified in the Parks and Recreation Design Manual. This is a change from the 2" x 4" green bench that exists throughout the parks system.

Citizens will still have the option to refurbish existing park benches, but our long-term goal is to move toward the new bench standard. There will be no change to warranty period and cyclical maintenance, other than we will include the anticipated cost to keep the bench within our standard of care for the full term.

Dedicated Park benches are now available to purchase. There are two categories:

Refurbished Existing Bench: Fee: \$500

Option of ADA pad to site (when accessible): Fee: \$105

Includes lumber, hardware, supplies, new plaque, and labor.

New Dedication Bench: All new benches include lumber, hardware, supplies, mounting brackets, concrete site work to include ADA pad, 2 plaques, and labor. Also included is five (5) years of general maintenance.

Dedication bench backless, Series 105 Fee: \$2,000

Dedicated bench with back, Series 11 Fee: \$2,500

Section 3.9 Program Registration, Credit, Refund Policies

Registration must be completed in the form of rosters, registration forms, or by online variations. Fees are due in full at time of registration. Registration must be during assigned registration times or on or before entry deadlines. MPR reserves the right to extend registration deadlines for the betterment of the program. The Department also reserves the right to put limits on registrations to guarantee quality in programs. Some registrations require in-person registration, dependent on the nature of the program. Programs canceled by the department will be refunded in full.

City card rates need to be administered at time of registration. Customer has 24 hours to request a refund if they paid the regular fee plus a \$10 admin fee, or 10 days if requesting a credit on account.

General Refund Policy:

It is the policy of MPR to promote customer satisfaction for all programs and services.

Requests for Summer Program Refunds: No refund will be issued without a written request received in the office by mail, e-mail, or fax a minimum of fourteen (14) working days prior to the class or program start date. A refund will be considered only if the withdrawal from the class will not adversely affect others in the class (i.e. cancel program due to low registration).

Aquatics Summer Swim Lessons Program Refund: No refund will be issued without a written request received in the office by mail, e-mail, or fax a minimum 7 days or more before lesson start day - 100% credit or refund minus a \$10 admin fee. Withdrawal fewer than 7 days before lesson start date - 50% credit or refund.

Transfers to different lessons are permitted. Illness or injury withdrawal - 100% credit or refund minus a \$10 processing fee.

Teams scheduled into a league will not be refunded. They may find an appropriate substitute with the Recreation Program Supervisor's approval.

Permit Fees (excludes any Sports Rental Agreement-see General Facility Rental): All Permit Fees are non-refundable. If Missoula Parks and Recreation cancels an event, we will issue a refund. If a vendor purchases 10 concession/vending permits to reduce the price of their permit, all permits must be used within a year. All credit from unused vending permits will expire one year from the date of issue.

Medical Emergencies/Conditions: Refunds will be granted for medical emergencies with proper documentation from the health care provider. If incident arises during the class/program, the refund will be determined by prorating the fee by the number of days participated.

If a recreation class/program is cancelled by MPR a full refund will be made through the City of Missoula Finance Department payment schedule. This is normally a two-week process.

Administrative Fee: There will be a \$10.00 administrative processing fee charged for all refunds. This fee will be waived if a credit is issued instead of a refund. All issued credits will expire one year from the date of issue.

Refund Policy – Recreation and Aquatics Programs

If the individual/organization requests a full refund within the time stipulation in program policy, then there is a \$10 administrative charge to receive refund. If Parks and Recreation cancels the activity or if the individual needs to cancel due to an emergency or medical situation, a refund may be issued. If any credit is balanced on an account, the credit will expire one year from the date the credit was applied to the account. All expired credits will be used to support recreation programs (ie. Scholarship fund, equipment/vehicle repair or replacement, facility improvements).

Refunds for Summer Camp Programs

Withdrawal and Refunds for CAMP Programs: It is our goal to give our community amazing camps at affordable rates. Repetitive summers with customers withdrawing with little to no notice before the camp start date has led to an increase in overhead camp costs. In the interest of filling camp spots as quickly as possible to provide the maximum benefit to the most amount of campers, we have instituted a waiting pool and camp withdrawal policy.

1. Withdrawal 14 days or more before camp start date – 100% credit* or refund. \$10 administrative fee for refunds. No admin fee for transfers.
2. Withdrawal fewer than 14 days before camp start date – 50% credit* or refund. Transfers are considered withdrawals and are subject to the 50% credit. \$10 administrative fee for refunds.
3. Illness or injury withdrawal – will miss a full week of camp: 100% credit* or refund with documentation from your medical provider. \$10 administrative fee for refunds.
4. Sick/Missed Days – If a camper will miss a day of camp for any reason, please notify us as soon as possible at 721-PARK (7275).
5. Wait Pool – Participants may join the Wait Pool when a camp is full. When a spot opens, Parks will contact wait pool customers by phone. The first person to respond and pay registration fees will be enrolled in the program.

*Credits on account expire 12 months from date of issue. Credits may be used for any Parks program and at both aquatics facilities.

Refunds for Recreation Afterschool Programs

Withdrawal or refund from Afterschool Programs must be received by noon on day of program. Full Credit onto account or minus a \$10 administrative fee for refunds.

Refunds for Schools Out Day Camp Programs

Withdrawal from Schools Out programs must be received a minimum of 24 hours prior to the start of the program. No refunds within 24 hours. Withdrawal prior to the 24 hours before start will receive full credit back on accounts, or a full refund minus the \$10 admin fee=.

Refunds for Aquatics Lessons

1. Withdrawal 7 days or more before lesson start day - 100% credit or refund minus a \$10 admin fee if want returned.
2. Withdrawal fewer than 7 days before lesson start date - 50% credit or refund. Transfers to different lessons are permitted.
3. Illness or injury withdrawal - 100% credit or refund minus a \$10 processing fee.

Refunds for Adult League Programs

Teams are not refunded the team fee if they withdraw from league/event after registration deadline has passed. Teams are refunded in full minus \$10.00 admin fee if they withdraw before the registration deadline.

- 1st night of canceled games due to weather or internal factors – rescheduled
- 2nd night - not rescheduled
- 3rd night - Determine if prorated refunds are appropriate

In the event of a game cancelling part way through due to weather: if canceled in the first half of the game, the game will be rescheduled. If canceled in the second half of the game, the score will stand, and the game will not be rescheduled. Team forfeits are not refunded - teams may or may not be able to reschedule their missed game depending on facility & staff availability.

Section 4 Concessions in Parks

Concession Policies

Concessionaires must qualify for a Concessions & Vending Permit. All regulations must be met, including providing copies of Missoula City Business License, City/County Health Dept Food Permit*, Liability Insurance, and workman's compensation insurance for those with employees. Fees will be assessed based on the nature of the program involved and the concessionaire. Current concessions fees are approved annually by City Council. **Some Permits may be issued through an RFP process.** Caras Park, Bess Reed and BN Plaza operate under separate policy. Concession permits at Jacob's Island, FMRP Pavilion Plus program, and FMRP Beer/Wine Concession at Softball 5 plex must be established through a Request for Proposal (RFP).

All Concessionaires are required to provide Liability insurance coverage in the minimum amount of \$750,000 per claim and \$1.5 million per occurrence, naming the City of Missoula as an additionally insured party. Concessionaires wishing to vend at Fort Missoula in addition will be required to provide Missoula County with liability insurance, and name Missoula County as an additionally insured party. Any Vendor requesting vehicle access to drive into a park must attain a Vehicle Access Use Permit.

Deposit: \$50 (short term) \$150 (long term). Deposits refunded if:

- 1) Concession site is left in original state,

- 2) All fees have been paid as per agreement,
- 3) Garbage has been removed from concession site and immediate area on a daily basis,
- 4) All conditions of the concession's agreement have been met in a timely manner.

*Non-Profit Organizations who vend less than 4 days per year are required to provide a Temporary Food Service Review document from the Missoula City/County Health Department and are exempt from needing a Food Service Permit.

Section 4.1 Seasonal Concession Fees

Long Term Vendors at Sports Facilities Parks are required to pay a seasonal flat rate plus their deposit. Long Term Vending is defined as anything over 30 days per season. Sports facilities include Fort Missoula, Playfair (west side of soccer fields), and McCormick, plus other park sites used for tournament style play or large special events.

Long-term Seasonal Fees: Deposit \$150

<u>Facility</u>	<u>For-Profit Org.</u>	<u>Non-Profit Org.</u>
McCormick	\$757	\$351.25

Any openings for Long Term Permits at Fort Missoula Regional Park will be issued through a RFP process.

McCormick Park is the only facility where a seasonal concessionaire will be allowed to set up for each year.

Section 4.2 Short Term / Event Concession Fees

Deposit \$50.00

Vendors are required to complete a Concessions Vending Permit for any business conducted on Park Land. Concession permits at Jacobs Island during UM Football season and for Special Events at Fort Missoula Regional Park will be issued through a bid process.

<u># Days</u>	<u>For-Profit Org.</u>	<u>Non-Profit Org.</u>
1 – 9	\$ 37.75/day	\$ 32.00/day
10+	\$ 32.00/day	\$ 26.50day
Fort Missoula Regional Park Permit	\$ 71.25/day	\$ 60.50/day

- Concessionaires at the Bonner Band Shell must meet same concession permit requirements as all other sites.
- NOTE: Base fees help cover cost of garbage removal. Requests which do not fit the above fee schedule categories will be handled individually using the above fee structures as guidelines. To receive discounted rates, concessionaire must purchase the minimum required dates at the time of each request. Permitted dates valid through Dec. 31 of calendar year that the initial purchase was made, IF the concessionaire notifies Parks immediately of any changes to their scheduled dates.
- Concessionaires will not be allowed to vend at special events used as fundraisers for non-profit organizations unless authorized to do so by the event organizers. Examples: Kids Fest, Fall Family

Fest, Run For the Trees, Frost Fever, etc. Concessionaires that are INVITED to participate at Special Events hosted by MPR where all proceeds are used for the Youth Scholarship Fund are required to donate 10% of their net profit to the Scholarship Fund in addition to the per day concession fee.

- Yard/Garage Sale activities are expressly prohibited in any City owned or managed Park.

For-profit vendors at Fort Missoula Regional Park have the ability to qualify for non-profit rate if they meet the following criteria:

- Vendor footprint is 20 sq ft or less;
- Vendor does not require electricity or a generator.
- Vendor purchases 10 permits at a time. Vendor permits must be used within a year. All credit from unused vending permits will expire one year from the date of issue.

Section 4.3 Special Site Concession Fees

By MPR Board policy, Caras Park allows only one concession site and is administered by competitive bid. All “Out to Lunch” and special events and activities held at the Caras Pavilion are administered through the Missoula Downtown Association in agreement with MPR.

MPR may enter into recreation instructor agreements with program providers, businesses or instructors to teach recreation programs. Said recreation programs must be in congruence with the mission of MPR as outlined in the Recreation goals and objectives of the annual budget and strategic plan. Program provider must meet all requirements of the agreement. All other contracts require City Council approval as per ordinance.

Section 4.4 Concession Alcohol Sales

Alcohol may be sold or given away at special events in parks that allow alcohol consumption by caterer with a cabaret license and must provide copy of permit of license from business. Concessionaires or renters selling or issuing alcohol must have prior written approval from MPR. No drinking contests allowed. Only beer and wine allowed in parks. No glass containers. Sellers or renters issuing alcohol are responsible for all permits (including a state permit to sell or give alcohol), identification checks for proper ages, providing safe rides for alcohol consumers, and for park clean up. Policy subject to change per Missoula Municipal Code update.

Section 4.4a Alcohol in Parks

As per Missoula Municipal Code, Chapter 12, Sections 12.40.040, 12.40.050 & 12.40.060, alcohol possession and consumption is restricted or not allowed in City Parks. See Alcohol in Parks Appendix D for details of restrictions, fees, and deposits.

Section 4.4b Fort Missoula Regional Park

There will be locations and times where Alcohol permits will be denied depending on event being held. Alcohol and Tobacco Free Zones will include playgrounds, exercise equipment area, and dog park. MPR may choose to do an RFP for Alcohol Sales inside the Softball 5-plex

Section 4.5 Penalties

The Missoula Parks and Recreation Department will present written/electronic notification of any problems or regulations that are not being met. The concessionaire will have one week to make the necessary improvements.

If the improvements are not made, MPR shall reserve the right to:

1. Keep the deposit and require another deposit to continue operation or;
2. Give written/electronic notification that the contract will be terminated within fourteen (14) days.

Any appeals must be directed to the Parks and Recreation Director.

Section 4.6 Enforcement

Individuals, groups, or organizations managing concessions in City Parks, selling or issuing alcohol, using facilities without proper agreements, or breaking Park policies regarding use of any facilities may be ticketed by police and assessed a fine of \$25 per occurrence, plus pay the appropriate fees. Additional occurrences or the inability to pay a rental or permit fee will result in forfeiture of use of any Park facility.

Facility users not completing full payment within 30 days of due date may be required to comply with one of the following penalties

- Vendor must make a pre-payment of at least 50% of the expected amount due on any future field use permits.
- Vendor will be assessed a \$25 per use late fee.
- Vendor will be assessed a late fee of 1.5% per month on any outstanding balance after 30 days.

Section 4.7 Permits / Agreements

MPR may enter into permits with concessionaires and agreements with facility renters as outlined in this fee schedule. The Department may also enter into recreation instructor contracts with program providers, businesses or instructors to teach recreation programs that are operating at a slight profit/break-even basis. Said recreation programs must be in congruence with the mission of the Department as outlined in the Recreation goals and objectives of the annual budget and strategic plan. Program provider must meet all requirements of the contract. All other contracts require City Council approval as per ordinance.

Section 4.8 Other facilities and activities fees

Any facility or activity not covered in this document will be at the determination of MPR staff. Such program, facility, or fee structure would be included in the next annual review. Fees and policies will reflect the philosophy of this document. Caras Park Plaza, Tent, and Events Ring are scheduled by Missoula Downtown Association and managed in cooperation with MPR.

Section 5 Parks and Recreation Operated Concessions

Parks and Recreation shall have exclusivity to sell concessions, items for resale, and rentals at aquatics facilities. This includes the parks area surrounding the aquatics centers, Currents Aquatic Center in McCormick Park, and Splash Montana in Playfair Park.

Concessions items are priced to recover all costs of concessions operation including overhead in addition to a 15 – 35% revenue margin. Rental items are priced to recover costs and to replace the rental item in 2 to 3 years. Costs include staff, inventory, preparation, accounting, marketing, and display.

The intent of concessions, items for resale, and rentals is:

- 1) To generate a revenue for the operation of facilities such as pools, softball facility, or to offset the cost of a special events.
- 2) To provide a service for the users of facilities or participants of an event.
- 3) Create additional funding to be used for youth scholarships or recreation programming support.
- 4) To subsidize cost of entry for general public.

Typical concessions items include food, coffee, cocoa, tea, soda, candy, fruit, and snacks. Crazy Creek Café, Fireline Grill, and Home Plate have full-service food service menus. Resale items at the pools include locks, swim goggles, nose plugs, swim diapers, sunscreen, swim caps, etc. Resale items at Home Plate include t-shirts, sunscreen, sunglasses, beverage containers, etc.

Section 6 Partner in Parks Policies and Associated Costs

MPR has a desire to identify and partner with individuals, non-profits, private, or other governmental entities for the development, design, construction, and operations of possible partnered recreational or related facilities and/or program partnerships that may occur on City of Missoula property. Partners in Parks can take the form of; cash gifts, donor programs, improved access to alternative funding, charitable trust funds, labor, materials, equipment, sponsorships, volunteerism, memorial donations, sponsorships, and naming public facilities program.

The Partner in Parks Program cost will be determined by analyzing all direct, indirect and variable costs, taking into consideration alternate funding opportunities such as donations, grants and in-kind products and service, comparing initial fee to area market, including opinions and desired options of participants, and by reassessing fee and each program budget annually.

APPENDICES

Appendix A Criteria for Field Use and Opening Dates

- 1) Given Missoula climate, the ideal start and usage time for fields is early May. Bluegrass starts its germinating cycle then.
- 2) Competition Sports Fields will not open until moisture level approaches 20% or less.
- 3) Competition Sports Fields will not open until the ground temperature is 45 degrees, for a minimum of 3 consecutive days.

Annual renovations occur on all fields to keep them in quality playing condition. Rotation of fields allows for rest, recovery and time to grow time. Remedies and turf treatments, such as aeration, overseeding, top dressing and sod need 4 to 6 weeks for recovery when instituted. Parks Missoula Parks and Recreation reserves the right to postpone or cancel play or close fields with minimal notice due to rain, frost or other conditions that cause excessive wear or damage to turf areas. Play shall be suspended if lightning is in the area. User groups are responsible for enforcement of lightning guidelines. Should play during inclement weather result in damage to fields, repair cost will be deducted from security deposits. Should damage exceed deposit, the named renter who reserved facility will be invoiced for the difference and be required to replenish deposit for seasonal play rentals.

In general, **fields will be considered unplayable when** water is standing on the field, soil is wet and spongy, steady rain is falling, frost covers the field, or other weather conditions create an environment where play

would result in damage to the fields.

- Misuse (other than intended) resulting in damage, or a pattern of misuse, will result in the organization's loss of field use, and will affect its ability to reserve fields in the future.
- Damage to facilities will negatively impact an organization's "Good Standing" status and may result in loss of ability to reserve City fields for play.
- Moving or alteration of bases, plates, soccer goals or other equipment is **prohibited** except by MPR approval. Approved alterations will be defined in an addendum to the General Sports Facility Reservation Form.
- Regulation soccer goals (exception No-Tip Goals) are pinned to the ground for **safety and are required to be pinned at all times during play. Goal ballasts are filled with water and sand at FMRP.** The cutting of locks and/or chains on soccer goals is considered damage to MPR property and groups will be held financially responsible.
- Goals at Fort Missoula Park are No-Tip Goals that have ballasts for anchoring goals. Moving goals is prohibited except per MPR approval.

Failure to abide by the requirements outlined in the General Reservation Requirements or the Field Information and Requirements for Reservations may result in loss of "Good Standing" status, and the ability to reserve City fields.

Renting party is responsible for the removal of ground litter, and the return of the field and surrounding area to pre-use condition.

- Trash is to be placed in appropriate receptacles, and any excess removed from the park by the reserving group. Depending on use, groups may be required to provide additional dumpsters to accommodate excess trash or pay premium for extra dump on park dumpster.
- Permit holder will be required to provide a plan to encourage recycling of aluminum, plastic and cardboard generated during their event.
- The Permit Holder assumes personal liability for the cost of excessive cleanup, loss, breakage or removal of City property resulting from the permitted activity.
- Failure to comply will result in the loss of the security deposit and the reservation holder being invoiced for any additional cost.

Banners and Signs at Sports Facilities

- Any signage intended to be affixed to fencing, structures or staked in the ground must be pre-approved by the Recreation Facility Manager or designee. Signs may not block the view of the public, cause a distraction or obscure any facility sponsor signage. All signs must be taken down upon conclusion of the rental.
- Banners specific to FMRP - "Pavilion Plus" Program for Multi Use Field Tournaments/Events
 - Pavilion Plus Program is an option for large-scale, non-Parks & Recreation hosted events. Large events at the multi-use sports complex and synthetic turf will need space for staging, awards, concessions, gathering, etc., the pavilion is the ideal space. Because the Bella Vista Pavilion and area becomes unusable by others, it becomes a large events requirement to rent. The Pavilion is an asset to the large event, the "Pavilion Plus" program makes it easier to market the Pavilion as an asset for large events.
 - Ability to opt into or reject this program.
 - Option 1
 - Opt into the program = pavilion rental included with minimum of 7 all day field rental

- Missoula Parks and Recreation exclusively controls the displaying of sponsor banners in the pavilion.
- Renter may display sponsor banners along Bella Vista field fence line but not inside the pavilion.
- Missoula Parks and Recreation reserves the right to contract with all vendors servicing the event.
- Option 2
 - Renter pays full cost per day of pavilion rental.
 - Renter has ability to display banners at the pavilion and along Bella Vista field fence line.
 - Renter has the ability to control which vendor's they chose to invite to the event.

*Pavilion Plus" program will be available per event selection criteria.

Accident Reporting

- In the event of an accident or injury, the reservation holder, tournament or league director is required to fill out an Accident Report Form and submit it to the City of Missoula Parks and Recreation Department as soon as possible, Accident Report Form can be found online at www.missoulaparks.org.

Appendix B Standard Care of Softball Fields

All Ball Fields operated by MPR will have the following standard care for general public use:

- All fields will be mowed a minimum of once per week during the growing season.
- All grass areas of the fields will be watered a minimum of 2 times per week in summer.
- Bases will be placed on all fields (Fort Missoula, McCormick) from third week of April-October.
- Bases will be placed on all fields at Playfair by Mount Sentinel Little League and Garden City Softball from April-August. After August, bases can be requested for programs by contacting Recreation Facility Manager.

Prepped Softball/ Baseball Field Fees	
Preparation	Fee
Standard Field Prep (7:00am-3:00pm)	\$60.75
After-Hours Prep (After 3:00pm)	\$87.50

Standard for a "Prepped Softball / Baseball Field"

On the day of the scheduled event, (unless weather does not permit) the Park Operations will:

- Water infields to reduce dust (this may dry prior to evening game time)

- Perform techniques to reduce puddles from any previous rainstorm
- Nail drag and/or heavy drag the infield
- Tamped batter box and pitcher mound
- Talc infield foul lines on the day of the reservation
- Talc batter box (if requested) same day of reservation
- Outfield lines are painted once per week on all fields or as needed

Appendix C Standard Care of Multi Use Fields

The **Standard Care** for multi-use fields operated by MPR at Playfair Park and Fort Missoula Regional Park will be.

Multi Use Fields (approximately 60 yd x 100 yd)

- All fields will be mowed at least twice per week at a height no lower than 2.5" per City's Turf Maintenance Plan during the active growing season.
- Fields will be rotated in and out of use based on practices established by MPR.
- Standard Paint Layouts for Seasonal/ League Rentals (6+ consecutive weeks) on shared-use fields are as follows:
 - Soccer: 220' x 330' or 120' x 180'
 - Lacrosse: 180' x 330'
 - Rugby: 328' x 230' (Note: Rugby fields will be marked only on "The Pitch")
- All Seasonal/ League Rental fields will be painted during active playing season, a minimum of once every two weeks between March -October as weather permits.
- If fields are not already laid out and painted with goals in correct position, an initial set up fee reflecting Missoula Parks and Recreation Department direct costs will be charged.

Standard for a "Prepped Multi-Use Field"

- A prepped field consists of any additional painting, sizing, relocation, mowing, etc. for anything more than the above MPR Standard Care for fields.
- Fees will be assessed from MPR direct costs associated with the preparation of the requested specifications from the renter unless otherwise defined in the Standard of Care. Costs include but are

not limited to; additional equipment, supplies, shipping and handling and staff wages to complete the project.

- Requests for “Prepped Fields” must be made at least 30 days in advance of a rental.

Appendix D Alcohol Permits

It is unlawful for any individual or group of individuals to possess alcoholic beverages of any kind in the follow parks, open space, or trail areas:

Alvina	Lincolnwood-North
Bancroft Ponds	Little McCormick
Bellevue	McLeod
Ben Hughes	Montana Rail Link
Cattail Corner	Moosecan Gully
Clark Fork Natural Area Downtown Lions	Penland
Elms Garland	Pheasant Run
Greenough	South Hills to Meadow Hill Safe Route to School (trail)
Hellgate	Syringa
Heritage	Rainbow
Honeysuckle	Rattlesnake PEAS Farm/Field Toole
Jacob’s Island	West Broadway Island Park Westside
Kim Williams Natural Area	Skate parks and bike parks
Lester	

Any primary commuter trail, including over/under or at grade crossings, pedestrian bridges and tunnels, except that possession of unopened alcoholic beverages for the purposes of transport is authorized.

Any park, open space, or trail area that serves primarily as a wetlands, or does not have public restrooms available within the specific park, open space, or trail area.

At, in, upon, or within any children's playground or spray deck, or within any playing field or dugout during a game or practice.

At any parking lot within or serving a trailhead for conservation lands or trails, or a park, unless expressly authorized by the Parks and Recreation Director or designee.

For persons who pursuant to Montana law are legally old enough to consume and possess alcoholic beverages, such beverages are allowed to be possessed and consumed in certain parks and conservations lands as authorized and provided below. See Missoula Municipal Code sections 12.40.040 A and B and 12.40.057 for requirements and limitations.

Permit Type 1 - Beer, wine and hard cider allowed. Permit always required for an individual or group.

Permit Type 2 - Beer, wine and hard cider allowed. Permit required for groups of seven or more; no permit required for individuals or small groups of six or less.

Permit Type 3 - Beer, wine and hard cider allowed. Permit required for individuals or groups of four or less on City Conservation Trails and Overlooks. Must be at least 100 yards away from any parking area, street right-of-way, trailhead, private property, wetland, stream or creek. Must remain on trail or hardened surface.

Permit Type 4 - All alcoholic beverages allowed within the Caras Park Pavilion and the Fort Missoula Bella Vista Pavilion. Permit required.

Any land not listed or not posted specifically allowing alcohol – NO alcohol

Permit Type 1

Bess Reed
BN Plaza/Circle Square Caras
East Caras
Fort Missoula Regional Park Kiwanis
McCormick
Memorial Rose Garden Playfair
Silver

Permit Type 2

44 Ranch Bonner Boyd Franklin Gregory Jeffery Lafray
Maloney Ranch Marilyn
Nicole Northside Pineview Pleasant View Sacajawea
Skyview
Southside Lions
Wapikia
Whitaker
White Pine

Permit Type 3 Mount

Jumbo Mount Sentinel North Hills South Hills Spur Tower Street

Permit Type 4

Caras Pavilion

**Contact Missoula Downtown Association for Permitting*

Fort Missoula Regional Park Bella Vista Pavilion

Primary Commuter Trails Per MMC 12.40 Exhibit A

No alcohol allowed except for the purposes of transport is authorized.

	Permit P1	Permit P2	Permit P3	Permit P4	No Alcohol Allowed
Location	Permit Always Required	Permit Required for Groups ≥ 7	Conservation Trails & Overlooks *See Restrictions	Caterer/ Private Party *Pavillion Only	
44 Ranch		X			
Alvina					X
Bancroft Ponds					X
Bellevue					X
Ben Hughes			X		X
Bess Reed	X				
BN Plaza/Circle Square	X				
Bonner		X			
Boyd		X			
Caras	X				
East Caras	X				
Caras Pavillion	X			X	
Cattail Corner					X
Clark Fork Natural Area					X
Downtown Lions					X
Elms					X
Fort Missoula Regional Park	X				
Fort Missoula Regional Park Bella Vista Pavillion	X			X	
Franklin		X			
Garland					X
Greenough					X
Gregory		X			
Hellgate					X
Heritage					X
Honeysuckle					X
Jacob’s Island					X
Jeffery		X			
Kim Williams Natural Area					X
Kiwanis	X				
Lester					X
Lafray		X			
Lincolnwood-North					X
Little McCormick					X
Maloney Ranch		X			
Marilyn		X			
McCormick	X				

Permit Allowances

Type P1

Beer, wine & hard cider allowed

Permit Always Required

Type P2

Beer,wine & hard cider allowed

Permit Required for Groups ≥ 7;

No Permit Required for Individuals or Groups ≤ 6

Type P3

Beer, wine & hard cider allowed on City

Conservation Trails and Overlooks with restrictions

Permit Required for Individuals or Groups ≤ 4

Restrictions- must beat least 100 yards away from any parking area, street right-of-way, trailhead, private property, wetland, stream or creek. Must remain on trail or hardened surface

Type P4

All alcoholic beverages, by caterer or private party allowed Only Permitted at Caras Park Pavilion and Fort Missoula Bella Vista Pavilion

Exhibit B - Alcoholic Beverages in Parks, Open Spaces, or Trail Areas

Revised 4/11/24 per MPR Director

At no time is alcohol (beer, wine, and hard cider) allowed at, upon or within 20 feet of a sprayground, playground or sports field/ diamond/ court when is use.

Any land not listed or not posted specifically allowing alcohol – NO alcohol

	Permit P1	Permit P2	Permit P3	Permit P4	No Alcohol Allowed
Location	Permit Always Required	Permit Required for Groups ≥ 7	Conservation Trails & Overlooks *See Restrictions	Caterer/ Private Party *Pavillion Only	
McLeod (revised 4/11/24 per MPR Director)		X			X
Memorial Rose Garden	X				
Montana Rail Link (revised 4/11/24 per MPR Director)					X
Moosecan Gully					X
Mount Jumbo			X		
Mount Sentinel			X		
Nicole		X			
North Hills Randolph			X		
Northside		X			
Penland					X
Pheasant Run					X
Pineview		X			
Playfair	X				
Pleasant View		X			
Powerline Easement - East			X		
Sacajawea		X			
Silver	X				
Skyview		X			
South Hills to Meadow Hill Safe Route to School (trail)					X
South Hills Spur			X		
Southside Lions		X			
Syringa					X
Rainbow					X
Rattlesnake PEAS Farm/ Field					X
Toole					X
Tower Street			X		
Wapikia		X			
West Broadway Island Park					X
Westside					X
Whitaker		X			
White Pine		X			

Permit Allowances

Type P1
Beer, wine & hard cider allowed

Permit Always Required

Type P2
Beer,wine & hard cider allowed
Permit Required for Groups ≥ 7;
No Permit Required for Individuals or Groups ≤ 6

Type P3
Beer, wine & hard cider allowed on City
Conservation Trails and Overlooks with restrictions
Permit Required for Individuals or Groups ≤ 4
Restrictions- must beat least 100 yards away from any parking area, street right-of-way, trailhead, private property, wetland, stream or creek. Must remain on trail or hardened surface

Type P4
All alcoholic beverages, by caterer or private party allowed Only Permitted at Caras Park Pavilion and Fort Missoula Bella Vista Pavilion

Appendix E Resident Discount Program Policies (City Card)

Residents of Missoula contribute directly to the operations of Missoula Parks and Recreation Department programs and contracted services through payment of their property taxes.

The Resident Discount Policy is administered through the purchase of a Resident Discount Card. The card allows residents to receive a reduced rate on Parks and Recreation Department programs. Therefore, all residents who choose not to use Resident Discount Card and all non-Missoula residents will be assessed the regular fee for all programs and services.

THE RESIDENT DISCOUNT CARD IS COMPLETELY OPTIONAL AND IS NOT REQUIRED TO REGISTER FOR ANY PARKS AND RECREATION PROGRAM OR ACTIVITY, IT SIMPLY ALLOWS MISSOULA RESIDENTS TO RECEIVE A REDUCED RATE IF THEY SO DESIRE.

Who is a Missoula Resident?

Missoula residents live within the city limits. The actual physical boundaries for the City of Missoula are not the same area as those set by the U.S. Postal Service for mail delivery. Even though you may have a Missoula mailing address, you might not reside within the Missoula city limits. Owning property or a business within the Missoula city limits does not constitute one as a Missoula resident. Any questions concerning your residency, please contact the Parks and Recreation Office at 721-Park.

The statutory definition of the term "Residence" pursuant to section 1-1-215(1) MCA is: "residence" is where a person remains when not called elsewhere for labor or other special or temporary purpose and to which the person returns in seasons of repose". Further, in case it might be helpful Montana's statutory definition of "residence" also indicates pursuant to subsections 1-1-215(2), (3) and (6) MCA ; (2) "There may only be one residence." . . . (3) A residence cannot be lost until another is gained.; . . . and (6) The residence can be changed only by the union of act and intent."

How do I obtain a Resident Discount Card?

Resident Discount Cards may be obtained at the Parks and Recreation Office or at Currents, 600 Cregg Lane, between 8:00 am and 5:00 pm, Monday through Friday. You will need to bring a current billing statement from Cable TV, Mountain Water, Telephone, Power Company, or voter registration card as proof of residency. Each family member wanting to receive a discounted rate will need their own card. New Cards are \$2.00 each and are valid for one year beginning January 2 and expiring December 31. Renew the same card each year for \$1.00. Cards can be purchased or renewed anytime starting January 2nd and will expire each year on December 31st. For more information or answers to any questions concerning the Resident Discount Card, call the Missoula Parks and Recreation 721-Park.

Resident Discount Card Registration Policy

Missoula residents wanting to register as a city resident must have their Resident Discount Card at the time of registration. The resident discount is good for residents whose name and picture appear on the presented card. No one can register for someone else, at the resident discounted rate, without having that persons resident discount card(s) with them at the time of registration.

Residents will be required to show their resident discount card at the first day of a program if they registered online at the discounted rate. Non-residents who register as residents online will be required to submit the balance prior to continuing in the program.

Appendix F	Good Standing Status Requirements
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“GOOD STANDING” STATUS

This is the required status of organizations, groups, and/or individuals in order to reserve Missoula Parks and Recreation sports fields and other facilities. All facility users are considered in this status until infractions or violations of rules and regulations cause removal.

To maintain “Good Standing” status, field users must:

- Make payments in full on or before due date
- Adhere to all rules and regulations
- Properly maintain fields (except for normal wear and tear)
- Clean up reserved area after use
- Monitor actions of group members, coaches, officials, parents and spectators
- Attend or review MPR Best Practices for Field Use each year.

REMOVAL FROM “GOOD STANDING” STATUS

Written notice of removal from “Good Standing” status will be sent to organization, group or individual. Removal may be due to a violation of one or more rules, regulations and/or other requirements, including but not restricted to,

- Failure to submit payment of any/all fees/deposits/damages by due date
- Violation of one or more General Reservation Requirements and/or Field Requirements for Reservations.
- Failure to maintain fields (except for normal wear and tear)
- Failure to prevent damage to City property
 - Poor judgment in assessing field conditions and allowing play that damages fields
 - Allowing play when conditions are too wet, and damage results
 - Use of unauthorized ATVs, tractors, etc. to prepare infields for play
- Failure to monitor group members, coaches, officials, parents or spectators
- Failure to secure permission for:
 - Signs/banners/displays
 - Advertising
 - Concessions and sales
- Allowing alcohol to be possessed or consumed without valid alcohol permit
- Failure to police grounds and remove litter/trash
- Failure to park only in designated parking spaces

Groups may appeal removal from “Good Standing” status through Review Process (to be developed)

Groups NOT in “Good Standing” lose the ability to reserve City owned/managed fields. Violations will be placed on the “Good Standing” Status Log for:

- A period of one year from date of infraction (if infraction is corrected and not repeated)
- Indefinitely if infraction is not corrected and/or is repeated

DENIAL OR TERMINATION OF USE OF FIELDS

May be based on:

- Loss of “Good Standing” status
- Expired Insurance
- A history of field damage, regulation violations or inadequate supervision of attendees
- Discrimination prohibited by local ordinances, or state and federal law

Post-tournament inspections will be performed to determine condition of the grounds and what portion, if any, of the security deposit is to be withheld.

- Additional fees may be charged for damages, including excessive ground litter

Appendix G	Terms and Conditions for Permits
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Organization/Organization Representative referred to as PERMIT HOLDER in Terms & Conditions.

1. Missoula Parks and Recreation will not issue an assurance of a Special Use Permit without required documentation. The PERMIT HOLDER is responsible and required to obtain all licenses and permits required by Federal, State, and County or Municipal government. Licenses and permits could include; a copy of your city business license, non-profit ID, and if applicable, your Workman's Compensation I.D.
2. The PERMIT HOLDER hereby indemnifies and holds the City of Missoula harmless of and free from any and all loss, damage or injury to any person or persons, whomsoever, or property, arising from any cause or for any reason whatsoever in or about the described facilities; and the PERMIT HOLDER further agrees to waive all claims against the City on account of any loss, damage or injury from whatever cause which may occur to it and its property in the use and occupancy of said described premises, the giving of this waiver being one of the considerations upon which this Special Use Permit is granted.
3. The PERMIT HOLDER agrees to furnish the City of Missoula a CERTIFICATE OF LIABILITY INSURANCE for their entity providing liability insurance coverage for their event that also identifies the CITY OF MISSOULA as an ADDITIONAL INSURED on the CERTIFICATE OF LIABILITY INSURANCE. The CERTIFICATE OF LIABILITY INSURANCE coverage limits shall provide liability insurance coverage in accordance to Montana State Statute, Section 2-9-108 MCA of \$750,000 for each claim and \$1.5 million for each occurrence. The CERTIFICATE OF INSURANCE shall also provide that the insurance coverage shall not be amended, altered, canceled, or reduced without providing at least ten (10) days advance written notice to both the insured as well as to the City of Missoula. The CERTIFICATE OF LIABILITY INSURANCE shall be filed by the PERMIT HOLDER/PERMITTEE along with their application for a permit.”
4. All Special Use Permits issued for events at FORT MISSOULA PARK are additionally required to also furnish Missoula County a CERTIFICATE OF LIABILITY INSURANCE that identifies MISSOULA COUNTY as an ADDITIONAL INSURED on the CERTIFICATE OF LIABILITY INSURANCE. The CERTIFICATE OF INSURANCE coverage limits shall provide liability insurance coverage in the minimum amounts of \$750,000 for each claim and \$1.5 million for each occurrence per Montana State Statute, Section 2-9-108 MCA. The CERTIFICATE OF LIABILITY INSURANCE shall also provide that the insurance coverage shall not be amended, altered, canceled, or reduced without providing at least ten (10) days advance written notice to both the insured as well as to the City of Missoula. The CERTIFICATE OF

LIABILITY INSURANCE shall be filed by the PERMIT HOLDER along with their application for a permit.”

5. The Parks and Recreation Department will provide guidelines for users special needs on a case by case basis. Electricity is available at Kiwanis Park. Electricity is available at Bonner band shell for 2 hours per day. Users must provide all their own equipment. The Parks and Recreation Department is not responsible for losses due to electrical failures or weather conditions beyond our control.
6. The PERMIT HOLDER shall not assign or transfer this Special Use Permit or sublet any portion thereof without the written consent of the City of Missoula.
7. The PERMIT HOLDER, either as an individual or on behalf of a group or organization, hereby agrees that this permit shall not be used in any manner that would discriminate against any person or persons on the basis of race, ancestry, color, physical or mental disability, religion, national origin, sex, age, marital or familial status, creed, ex-offender status, physical condition, political belief, public assistance status or sexual orientation, gender identity or expression.
8. Any Alcohol being served or sold to the public needs to be provided through a business with a Cabaret License, or organization needs to obtain a Special Revenue Permit from the State of Montana.
9. An Individual or organization who allows alcohol to be consumed by participants may be held responsible for death, personal injuries, medical bills, and any damages that may occur as a result of allowing alcohol consumption at their event.
10. The PERMIT HOLDER **is** responsible for picking up all garbage generated from the event and when specified on your permit to remove excess from site. Events at Fort Missoula Regional Park, Playfair Park, McCormick Park are required to comply with City ZERO-by Fifty policy to recycle aluminum and plastic bottles. Plan must be submitted as part of the Permit packet.
11. The PERMIT HOLDER will be responsible for any and all damages that occur to Parks and Recreation facilities due to USER'S negligence or willful action.
12. The Missoula Parks and Rec. Dept. shall have the right to terminate Special Use Permits if it is determined the PERMIT HOLDER is not acting in the best interest of the general public or the City of Missoula.
13. The PERMIT HOLDER shall pay a damage/security deposit of \$100 or \$400 if using a tent or canopy at the time the agreement is signed. This deposit fee will be released after the event if all requirements of the agreement are met. Prior to release of a deposit for groups choosing to erect a tent or canopy, the MP&R will not release the damage deposit until irrigation lines near the canopy and/or tent sites have been inspected for damage. Inspection time will normally be within 5 working days.
NOTE: IRRIGATION LINES AND DESIGNATED SITES ARE NOT CLEARLY MARKED, USERS ERECTING CANOPIES OR TENTS DO SO AT THEIR OWN RISK AND WILL BE HELD LIABLE FOR ALL DAMAGES.
14. No refunds will be issued for Park Use Permits.
15. Deposit Checks not picked up by November 1 will be destroyed.
16. The Parks and Recreation Department reserves the right to allow more than one Special Use Permit at a facility, park, or on conservation lands.

17. PERMIT HOLDER agrees that the City of Missoula and/or its designated representatives may enter upon the used facilities or area as described herein at all reasonable times to make inspection in conformity with this Special Use Permit Agreement.
18. Permit being issued for an event / work / or educational purposes on conservation lands will be given separate terms and conditions as related to the specific area to be used. USER agrees to abide by all rules and regulations of these attached terms specific to use of conservation lands.
19. PERMIT HOLDER agrees to abide by FAA regulations regarding the prohibition of drones for recreational operations in Class B airspace around most major airports without specific air traffic permission and coordination. This pertains to most city parks including Fort Missoula Regional Park.

Appendix H	Park Enterprise Request
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PARK ENTERPRISE FUND

The Park Enterprise (PE) funds were developed by the Parks and Recreation Department, and approved by Administration and City Council, as a tool to help meet some of the needs of special interest user groups. Past Enterprise funds have been used to resurface tennis and outdoor basketball courts, purchase trees, improve softball, soccer, and ropes course facilities, and build both sand and lawn volleyball courts. In addition, the Ropes Course Enterprise fund supports annual inspections and required improvements.

The Park Enterprise funds are collected by designating approximately twenty-five to eighty percent of the total facility rental fee earmarked as enterprise funds. Currently, PE funds are available for all rental facilities. Facilities at Fort Missoula Regional Park have a separate enterprise fund per City – County

As of October 2009, the Missoula Parks and Recreation Department and Advisory Board will adopt the policy outlined below to govern the use of the PE funds.

Policy Guidelines:

1. The Recreation Division, with support of Parks Administration, will keep an accurate accounting of all PE funds collected through program and rental fees, donations, or budget transfers.
2. Any special interest group wishing to utilize PE funds must submit a Park Enterprise Fund Request Application outlining in detail the project and the requested amount of PE funds.
3. All requests will be reviewed and projects selected based on the following criteria:
 - a. Does request complement the Parks and Recreation Master Plan and/or specific Park Master Site Plan.
4. Identification of how many users will benefit from the request. Documentation that the request has the support of a simple majority of the identified major stakeholders who contribute significantly to the fund through their rental fees.

Major stakeholders are identified as organizations or individuals who contribute an excess of \$800 per year toward a Park Enterprise fund either through fees or donations.

- b. Does the group have matching funds, or services, land, in-kind donations available in exchange for PE funds.
 - c. PE requests from groups will be accepted throughout the year and will be reviewed semi-annually by the Parks and Recreation Director, Recreation Manager, Park Superintendent, and at least one other manager who would have pertinent input depending on the project being proposed.
 - d. Requests will receive points based on the necessary labor, equipment, PE funds, matching contributions and other items essential to complete the request.
5. The Parks and Recreation Department may request funds from the PE fund.
- a. This process includes filling out the Park Enterprise Request Form including the simple majority support by the major stakeholder who contribute significantly to the fund through their rental fees. The Request Form is reviewed internally by the Parks and Recreation Management team and then presented to the Parks and Recreation Board where it is either approved or denied.
 - b. In the absence of support by the major stakeholder if the Parks and Recreation Department and the Board feel the expenditure is warranted to be proactive in risk management or enhanced service to public they can approve the expenditure without stakeholder's approval.
6. Scoring Applications with a total of 100 points.
- | | |
|---|---------------|
| a. Effect on users. | 0 – 20 points |
| b. Matching funds, in-kind donations or other commitments | 0 – 40 points |
| c. Parks & Recreation can meet the needs of the request | 0 – 20 points |
| d. Fits Parks & Recreation Master Plans and overall benefit to parks, programs and the city | 0 – 20 points |

Each member of the selection/review team will review the request, be involved in a discussion or presentation of the request and then assess points to the request. Points will be added and the total divided by 4 to determine the requests final score.

Request for Missoula parks and recreation enterprise funds:

Date of Request:

Name of person making request:

Request (Describe in Detail):

Location of improvement:

Total cost:

Number of people directly affected:

Indirectly affected:

Why should this project be approved?

What will your organization provide for the project (land, materials, labor, cash)?

Must this project be completed by a date? If yes, why?

Official Use:

POINTS - Total of 100 points possible.

Effect on users	0 – 20 points
Matching funds, in-kind donations, or other commitments	0 – 40 points
Parks & Recreation can meet the needs of the request	0 – 20 points
Fits Parks & Recreation Master Plans and overall benefit to parks, programs, and the city	0 – 20 points
Total:	

Appendix I	Developmental Youth* Program Multi Use Field Fee Discount
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Developmental Youth* Program Multi Use Field Fee Discount

A Non-Profit Organization may be eligible for a 30% discount off the current Fees for 220x330 and 120x180 size fields by turning in a request and adhering to the following criteria:

- Organization is “in good standing” with Missoula Parks and Recreation (MPR) (not in violation of policies, ordinances, has fully paid for past use of facilities including damages IF caused by the organization or its users).
- Organization must follow the City of Missoula’s Nondiscrimination Policy.
- Organizations sports program is open to all youth of appropriate age per registration guidelines.
- Every youth who registered within deadline is placed on a team; organization identifies what criteria is used to form teams (criteria is intended to provide for equally competitive teams and may recognize shared neighborhoods, schools, or similar to build relationships).
- Every youth has an opportunity to play in each scheduled game.
- Coaches receive formal (virtual or in person by qualified individual or organization) training to foster a positive youth sports culture. Organization may reach out to MPR, to help provide information or resource references for this type of training.
- Organization provides a scholarship and/or financial aid program that is easily accessed, and based solely on need and not on skill, membership, or other status.
- Discount is for the calendar year only and must be reviewed and renewed annually.
- Fee and permit related policy waivers must be approved by the Parks and Recreation Board.

*Programs which include adults, that meet all of the above criteria and are designed specifically for inclusion of individuals who may not otherwise have access, may submit a request for discount.