

Subject:
Registration and Access Fee Policy

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Section 1: Purpose. The purpose of this policy is to establish guidelines for registration/program fees that may be incurred for participation in a VPD program, and access fees that may be charged for the use of a park facility by certain users. A “park facility” means any property owned by VPD or leased by VPD for public use, including the Vashon Commons properties.

Section 2: Registration or Program Fees. A “registration or program fee” is the amount paid by a program participant to VPD or the VPD-sponsored program organizer for participation in a program. The registration or program fee is designed to cover the operating costs of the program.

- a. With the exception of park-sponsored events that are open to the general public, any program or event operated or sponsored by VPD shall charge a registration or program fee that, when combined with other available funds, is sufficient to cover the program's operational costs.
 - i. Operational costs include, but are not limited to, instructor/program staff salaries, special equipment, insurance, and supply costs. A program’s operational costs do not include administrative costs related to general VPD services like registration, program advertising, routine maintenance, and facility service levels covered by the VPD operating budget.
 - ii. Notwithstanding the above, the VPD Board of Commissioners may authorize the use of levy monies to subsidize the operational costs of a particular program where the program offers a general benefit to the community that is commensurate with the amount of the subsidy, including situations where financial support from VPD is necessary for the program to become self-sustaining over time.
- b. Instructor-based programs shall pay 35% of registration fees to cover administrative and program support provided by VPD. An instructor-based program is a program or activity operated by a person as an independent contractor without non-profit status and the oversight of an independent board, where the program may compete with private businesses or programs offered by other non-profit island agencies.

Section 3: Access Fees. An “access fee” is the amount paid to VPD by a program sponsor or program participant for exclusive use of a park facility during a scheduled time period.

a. Any youth/adult sports and activities program that has signed a user/conservancy agreement with VPD may use park facilities without payment of an access fee.

i. “Youth/adult sports and activities programs” provide *participatory* athletic, equestrian, performance, musical, and artistic programs primarily for island youth and adults. The category includes VPD programs that are operated by VPD (either alone or in conjunction with a volunteer non-profit board), as well as programs operated by independent non-profit community boards.

ii. The user/conservancy agreement shall include provisions requiring the program to comply with all park district policies, including policies related to non-discrimination.

b. Non-organized uses of park facilities by community members are not subject to an access fee. *E.g.* family hikes, picnics, etc.

c. VPD shall charge an access fee for use of parks facilities for private events, commercial events and festival events. The VPD Executive Director shall propose a fee schedule to the VPD Board that approximates the fees charged for similar facilities by the City of Seattle Parks Department. The fee schedule adopted by the Board shall be revised annually to reflect the rate of inflation.

i. “Private events” use park facilities for private purposes like family reunions.

ii. “Commercial events” use park facilities for commercial purposes like company picnics or business gatherings.

iii. “Festival events” utilize park facilities for a coordinated event where performances, demonstrations, commercial booths or food offerings are open to the public with or without an admission cost. A park is generally unavailable for other intended uses during the period of the festival event.

d. The operator of a non-profit festival event may pay all or a portion of access fees through in-kind services. The VPD Executive Director or her designee shall approve and value in-kind services on a per project basis and credit the user group only upon satisfactory completion of the project. In valuing the project, considerations include the need for the project, the benefit to the district,

the quality of the work, the value of donated materials, the value of equipment, and timely completion of the project. All in-kind proposals must be approved prior to commencement of work.

Section 4: Scheduling. In conjunction with the relevant user groups, the VPD Executive Director shall establish procedures for cooperative scheduling of each park district facility. User groups are encouraged to establish procedures that accommodate the scheduling needs of all other users and conserve park district facilities.