

Exhibit "A"
2020 Spokane County Parks Facility Use Fees
 (All fees are General Fund revenues – Fund 010)



ALL FEES INCLUDE APPLICABLE TAXES UNLESS NOTED.

CAMP CARO LODGE

All fees are per day unless otherwise specified.

	WEEKDAY (M – TH) RATE	WEEKEND (F – SU) RATE
REGULAR LODGE RENTAL <i>Lodge rental only. 75-person maximum capacity if renting the lodge only.</i>	\$262.00	\$525.00
EVENT PACKAGE "A" <i>Includes one day lodge rental and use of outdoor park space.</i>	472.50	\$735.00
ADDITIONAL CONSECUTIVE DAY <i>Maximum of three additional days per event unless authorized by the Director.</i>	\$131.25	\$131.25
NOT-FOR-PROFIT RATE <i>Available to documented not-for-profit organizations.</i>	50% OFF	50% OFF
ONLINE RESERVATION FEE <i>Per Reservation</i>	\$7.00	\$7.00

CAMP CARO LODGE CANCELLATION POLICY*

- If notification of a cancellation is received from the Renter 45 days or more prior to the rental date, the full rental fee will be refunded less a \$100.00 cancellation fee.
- If notification of a cancellation is received from the Renter less than 45 days prior to the rental date, 100% of the rental fee will be retained unless the date is successfully rebooked.* If successfully rebooked, 100% of the rental fee will be refunded less a \$100 cancellation fee.

* If renting multiple consecutive dates, only one of those dates needs to be rebooked to allow for a full refund less cancellation fee. Additional cancellation policies may be applicable as provided for herein, Exhibit A (See below Special Events section).

SHELTER RENTALS

	WEEKDAY (M – TH) RATE	WEEKEND (F – SU) RATE
NEIGHBORHOOD SHELTER RENTAL*	\$42.00	\$56.25
<i>Includes shelters at Bear Lake (West), Holmberg, Linwood, Plante’s Ferry and Prairie View Park.</i>		
REGIONAL SHELTER RENTAL*	\$127.00	\$168.75
<i>Includes shelters at Liberty Lake and Sontag Parks.</i>		
<i>*A picnic shelter reservation may be included under a Special Event Permit at the request of the event organizer free of charge for Level I, II, III & K-12 Special Events.</i>		
ONLINE RESERVATION FEE	\$7.00	N/A
<i>Per Reservation</i>		

SHELTER RENTAL CANCELLATION POLICY

- If notification of a cancellation is received from the Renter 14 days or more prior to the rental date, the full rental fee will be refunded less the \$25.00 cancellation fee.
- If notification of a cancellation is received from the Renter less than 14 days prior to the event date, Spokane County will retain 50% of the rental fee and all other funds will be returned.

Please note: Rental Fee is the base rental rate and additional consecutive day(s) rate (if applicable) only and does not include additional fees such as the Liberty Lake Group Entry Fee. Additional cancellation policies may be applicable as provided for herein, Exhibit A (See below Special Events section)

SEASONAL ENTRY FEES AT LIBERTY LAKE REGIONAL PARK CAMPGROUND

All fees are per person, per day unless otherwise specified on a seasonal basis. Seasonal Entry Fees are charged for use of the developed portion of the park extending from the Entrance Booth south to the Liberty Creek Trail entrance, located at the southeast end of the campground. “Backcountry” trail system access is available from the Idaho Road Trailhead free of charge, year-round.

	<u>FEE</u>
<u>REGULAR</u>	\$2.00
<u>NOT-FOR-PROFIT GROUP USE</u>	\$1.00
<i>Discounted entry fee of \$1.00 per person is only available to registered non-profit groups (e.g. 501c3) when an online group use form is submitted to the department with a minimum <u>7</u> days’</i>	

advanced notice. Staff may request proof of not-for-profit status. Individuals (as part of a group) or groups arriving at the park without having submitted a group use form shall be charged the regular entry fee of \$2.00 per person. This discounted rate is applicable only to group sizes between 10 and 99 people. This discount does not apply to special events and / or shelter rentals at Liberty Lake Regional Park.

K-12 STUDENT GROUP USE (Available May 1 – June 15, Sept. 1 – 30) \$10.00
Discounted entry fee is a flat rate of \$10.00 per K-12 student group outing (e.g. field trip) applicable only when an [online group use form](#) is submitted to the department with a minimum 7 days’ advanced notice. Individuals (as part of a group) or groups arriving at the park without having submitted a group use form shall be charged the regular entry fee of \$2.00 per person.

K-12 SPECIAL EVENT GROUP USE (0-241+) \$0.00
K-12 usage that is determined by the Director or designee to be a Special Event shall be charged the applicable Special Event fees (See: Special Event Section herein for examples of what constitutes a “Special Event”).

CHILDREN FREE
Ages 5 and under

FAMILY SEASON PASS
Up to 6 family members \$50.00

SPECIAL EVENT GROUP ENTRY FEE CHARGE**

0-40 PEOPLE	\$40.00
41-80 PEOPLE	\$80.00
81-160 PEOPLE	\$160.00
161-240 PEOPLE	\$240.00
241+ PEOPLE	\$320.00

**All special events and shelter rentals scheduled to occur during the park summer season (typically May 1st – September 30th) within Liberty Lake Regional Park shall be subject to the Special Event Group Entry Fee Charge at the time the shelter / space is reserved.

CAMPING RATES (OFFERED SEASONALLY AT LIBERTY LAKE)**FEE**

All fees are per night unless otherwise specified. Please note: 2019 rates will be honored for camping / cabin reservations that have been booked for 2020 prior to the adoption of the 2020 Fee Schedule (e.g. a R.V. reservation booked in September 2019 for July of 2020 will be charged a rate of \$35 per night – the 2019 nightly rate.)

	OFF SEASON RATE (5/1 – 5/14 & 9/15 – 9/30)	SUMMER SEASON RATE (5/15 – 9/14)	HOLIDAY RATE (See specific dates below)
TENT SITE	\$23.50	\$27.00	\$30.00
<i>Includes park entry fees for four (4) people and one (1) motor vehicle per site.</i>			
R.V. SITE	\$32.00	\$37.50	\$43.00
<i>Includes park entry fees for four (4) people and one (1) motor vehicle per site. Water and electricity only.</i>			
PREMIUM R.V. SITE	\$37.00	\$42.00	\$47.00
<i>Includes park entry fees for four (4) people and one (1) motor vehicle per site. Full hookups and lake view.</i>			
ASPEN & BIRCH CABINS	\$58.00	\$63.00	\$73.00
<i>Includes park entry fees for four (4) people and one (1) motor vehicle per site.</i>			
TAMARACK & SPRUCE CABINS	\$79.00	\$90.00	\$100.00
<i>Includes park entry fees for six (6) people and two (2) motor vehicles per site.</i>			
WHITETAIL CABIN	\$110.00	\$120.00	\$130.00
<i>Includes park entry fees for eight (8) people and two (2) motor vehicles per site.</i>			
GROUP CAMPSITE	\$43.00	\$54.00	\$64.00
<i>Includes park entry fees for twelve (12) people and three (3) motor vehicles.</i>			

EACH ADDITIONAL PERSON	\$2.00	\$2.00	\$2.00
<i>Maximum of 8 people per tent/RV/cabin site. Maximum of 16 people per group site. (Children 5 and under are free.)</i>			
EACH ADDITIONAL MOTOR VEHICLE	\$5.00	\$5.00	\$5.00
<i>Additional vehicles must be contained within the designated parking area of the reserved tent or RV site if parked in the campground. Additional vehicles that will not fit in the site's designated parking area must be parked in the overflow/day-use parking lot. Motorcycles, ATV's and ORV's are exempt from the additional vehicle fee, but must still be parked in the reserved site's designated parking area. Parking on grass is strictly prohibited.</i>			
RESERVATION FEE	\$7.00	\$7.00	\$7.00
<i>Per Reservation</i>			
CAMP STORE			
<i>The Director has the authority to set prices for store items (firewood, ice, etc.) based on competitive market rates.</i>			
CABIN PET FEE	\$15.00	\$15.00	\$15.00
<i>Per Reservation. Maximum of two (2) dogs per cabin. No pets are allowed in the Whitetail Cabin except documented service animals.</i>			

HOLIDAY RATES are applicable on the following nights: Memorial Day 5/23 - 5/25, Fourth of July 7/3 - 7/5, Labor Day 9/5 - 9/7.

TENT, R.V. GROUP SITE AND CABIN RESERVATION CANCELLTION POLICY*

For all camping reservation cancellations (including cabin reservations), Spokane County must receive notification from the Reservation Holder and will be subject to the following policies:

- If notification is received from the Reservation Holder at least 24 hours prior to check-in (3:00 p.m.) the \$7 reservation fee will be retained by Spokane County and all other applicable reservation dates will be refunded.
- NO-SHOWS: If the Reservation Holder does not provide notification and does not arrive at the campground within 24 hours of the first night's check-in time (3:00 p.m.), no refund will be provided for the subject reservation and Spokane County reserves the right to rebook the Reservation Holder's site.

*Reservation Holders desiring to cancel a reservation will need to call Liberty Lake Campground Hosts at (509) 954-0127 or (509) 954-0808 or the Park Administration Office at (509) 477-4730. Text and email notifications of cancellations shall not be an acceptable form of notification of cancellation.

<u>AQUATIC FACILITY RATES</u>	<u>FEE</u>
<i>All fees are per person unless otherwise specified.</i>	
<u>NORTHSIDE & SOUTHSIDE AQUATIC FACILITIES</u>	
Adults and Youth <i>Ages 6 and over</i>	\$6.00
Children <i>Ages 3 to 5</i>	\$3.00
Infants and Toddlers <i>Ages 2 and under</i>	Free
Senior <i>Ages 60 and over</i>	\$5.00
Party Reservation Package <i>Includes entry for four (4) people over 2 years of age, four (4) combo meals, a table reservation and the privilege to bring in a cake.</i>	\$75.00
Party Package – Additional Person <i>Includes entry fee for one (1) person over 2 years of age and one (1) combo meal.</i>	\$15.00
Aquatic Facility Discount Multi-Pass 25 punches (represents 20% discount) <i>Two (2) punches for age 6 and over per entry and one (1) punch for ages 3 to 5 per entry. Unused punches may be redeemed the following season (year) regardless of potential price adjustments.</i>	\$60.00

PRIVATE AQUATIC FACILITY RENTAL

Available on select Saturdays or Sundays, from 6:00 pm – 8:00 pm, dependent on facility and staffing availability. A deposit of 15% of the total rental fee will be required at the time of reservation. Prices below do not include concessions, but may be available subject to negotiation and additional fees.

Southside Aquatic Facility

Up to 500 participants \$900.00

Northside Aquatic Facility

Up to 500 participants \$900.00

Note: Maximum occupancy is 500 people at Southside. Maximum occupancy at Northside is yet to be determined pending completion of current expansion projects.

PRIVATE RENTAL CANCELLATION POLICY

- If notification of a cancellation is received from the Renter at least 14 calendar days prior to the rental date, a \$50 Cancellation Fee will be retained by Spokane County and all other funds will be returned.
- If notification of a cancellation is received from the Renter less than 14 calendar days prior to the rental date, Spokane County will retain 100% of the minimum deposit amount and all other funds will be returned.

SWIM LESSONS

Regular Two-week Sessions:

- 30 min/lesson, 4 days a week \$45.00
- 45 min/lesson, 4 days a week \$50.00

\$5.00 discount for each additional family member registered for swim lessons during the same 2-week session. Lesson time determined by level.

SWIM TEAM

Regular 8-week season (Monday-Thursday, 55 min practice) \$125.00

\$5.00 discount for each additional family member registered for swim team

SWIM LESSONS / SWIM TEAM CANCELLATION POLICY

- If notification of a cancellation is received at least 14 calendar days prior to the start of the session, a \$5 cancellation fee per transaction will be retained by Spokane County and all other funds shall remain in the participant's account for future use with Spokane County Parks swim lessons / team.

- If notification of a cancellation is received less than 14 calendar days prior to the start of the session, a \$5.00 Cancellation fee per transaction will be retained by Spokane County and the remaining funds shall be divided as follows: 1st half shall be retained by Spokane County and the 2nd half shall remain in the participant’s account for future use with Spokane County Parks swim lessons / team.
- If notification of cancellation is received the day of or after the start of the session, Spokane County shall retain 100% of the funds.

SWIM LESSON / SWIM TEAM MAKE-UP POLICY

- Spokane County may need to cancel swim lessons or swim team practices due to unforeseen circumstances such as inclement weather, water quality or mechanical difficulties. For this reason, Fridays shall be held in reserve to provide “make-up” swim lessons. The County will be prepared to offer up to one additional class session (make-up lesson) per person per week, regardless of the number of cancellations that may have occurred. Every effort shall be taken to provide the make-up lesson at the same time of day as the lesson that was cancelled. Swim instructors may vary. Make-up lessons shall ONLY be offered in the event classes are cancelled by Spokane County due to unforeseen circumstances.

PASS REPLACEMENT FEE

\$10.00

Applies to all passes sold by County Parks

CONCESSIONS

The Director has the authority to set prices for concessions based on competitive market rates.

SPECIAL EVENTS

FEE

Spokane County is very supportive of and endeavors to accommodate special requests from the public to reserve usage of certain Spokane County Park Properties/Facilities to conduct community oriented events (i.e. dogs show, car show, day camp, etc.). Requests for events and other organized park usage are reviewed by the Director or designee on a case-by-case basis to determine whether they require a Special Event Permit. Generally, uses that require a Special Event Permit may include: group off-season park use that requires an organizer to provide restrooms or other services, events that require a portion of the park for exclusive use (e.g. wedding), organized sporting events, commercial use, using a park or facility for a use not typically allowed (e.g. boy scout archery range or car show) and / or organized group use of over 100 people.

The Parks Director shall utilize her/his discretion as to determining whether or not a specific Special Event is an appropriate match for a specific Spokane County Park Property/Facility. Submittal of a special event reservation request form does not guarantee that an event will be authorized for the desired facility due to limiting factors such as available services, staff and resources as well as the limited capacity of the facility.

Unless otherwise directed by the Board of Spokane County Commissioners, additional fees above and beyond the Special Event permit fees shall be charged on a case-by-case basis in an amount that will recoup actual costs associated with accommodating said Special Event as determined by the Parks Director. Sponsors of Special Events may be asked to provide additional support services, security, proof of acceptable liability insurance, and proof of additional permits/approvals as required by law and/or determined appropriate by the Parks Director and/or the Risk Manager.

	FIRST EVENT DAY	ADDITIONAL EVENT DAY (max: 4 days)
LEVEL I SPECIAL EVENT	\$168.75	\$84.50
<i>Non-commercial activities only. No sales, entry/registration fees, pledges, concessions sales, etc. The general public is free to pass through the activity or stop and watch.</i>		
LEVEL II SPECIAL EVENT	\$225.00	\$112.50
<i>Entry/Registration fees charged; and/or public is excluded and prohibited from access to a portion(s) of the park; and/or vehicles will be parked on maintained turf for the greater part of the event.</i>		
LEVEL III SPECIAL EVENT	\$375.00	\$187.50
<i>Same as a Level II event with food and beverage sold on site to the public.</i>		
K-12 STUDENT EVENT	\$56.25	\$6.25
<i>This fee applies only to K-12 school-sponsored events that are determined to be a special event by the Director or Designee that take place during the school year.</i>		
LATE PERMIT REQUEST FEE	\$56.25	N/A
<i>If a completed reservation / permit request form is received less than fourteen (14) days prior to the event date. (Please note: if the application is received less than fourteen (14) days prior to the event, Spokane County may choose not to process and approve the permit depending on availability of staff and resources.) For shelter rentals, the Late Fee shall only be charged if a reservation is formally requested less than three (3) business days prior to the event.</i>		

NOTE: EXTRA EVENT DAYS		Maximum of 4 extra event days per event unless authorized by the Director as part of a K-12 Student Event

INSURANCE REQUIREMENT

Event insurance may be required on a case-by-case basis as determined by the Risk Manager depending on the type of activity, rental and whether alcohol is planned to be consumed at the event. Event organizers are responsible for obtaining and providing adequate proof of insurance (when required as a condition of the event / rental) that meets Spokane County Risk Management’s minimum coverage requirements at their sole expense in a timely manner. Failure to obtain and provide acceptable proof of insurance to the Risk Manager prior to an event may lead to event / rental cancellation and forfeiture of entire permit / rental fee exclusive of any additional fees that may have been charged (e.g. Liberty Lake Group Entry Fee Charge). *Applies to all applicable sections herein Exhibit A.*

FACILITY DAMAGE

Damage attributed to the renter / event organizer (beyond normal wear and tear) to a park / facility will be billed to the renter / event organizer to recover actual repair costs. *Applies to all applicable sections herein Exhibit A.*

SPECIAL EVENT FOOD AND ALCOHOL

If food and/or beverage is planned to be served or sold at the event, sponsor shall obtain all necessary permits and Spokane County Parks reserves the right to require the renter / event organizer to provide proof / copies of such permits to Spokane County Parks. Failure to provide copies of necessary permits upon request may lead to event / rental cancellation and forfeiture of entire permit / rental fee exclusive of any additional fees that may have been charged (e.g. Liberty Lake Group Entry Fee Charge). *Applies to all applicable sections herein Exhibit A.*

SPECIAL EVENT CANCELLATION POLICY

- If notification of a cancellation is received from the Event Sponsor days or more prior to the event date, a \$50 cancellation fee will be retained by Spokane County and all other funds will be returned.
- If notification of a cancellation is received from the Event Sponsor less than 14 days prior to the event date, Spokane County will retain 50% of the special event permit fee and all other funds will be returned.

Please note: “Special Event Permit Fee” is the Level I, II, or III event base rate and additional event day(s) rate (if applicable) only and does not include additional fees such as the Alcohol Endorsement.

SPOKANE COUNTY CANCELLATION

Spokane County reserves the right to cancel an event at any time, for any reason. If this should occur, a full (100%) refund may be provided. Factors that could trigger a County Cancellation may include but are not limited to: “acts of god,” natural disasters; vandalism; or facility breakdowns. When feasible, Spokane County will work with an Event Sponsor to find a different location with the County Parks System to offer as an alternative to cancellation. If a different location is offered by the County, and accepted by the Event Sponsor, no refund will be provided. *Applies to all applicable sections herein Exhibit A.*

CANCELLATION POLICY – DIRECTOR’S DISCRETION

The Director may utilize his/her discretion to deviate from the cancellation policies contained herein on a case-by-case basis as circumstances may dictate. *Applies to all applicable sections herein Exhibit A.*

TANGIBLE BENEFIT EVENTS

The Director may utilize his/her discretion to reduce or waive special event permit fees and short-term rental fees and other fees (e.g. Liberty Lake entry fees) for events that benefit a Parks facility in a direct, tangible way (e.g. major volunteer clean-up event). *This policy does not apply to Aquatic Facilities.*

CO-SPONSORED EVENTS

The Director may utilize his/her discretion to reduce or waive special event permit fees and short-term rental fees and other fees (e.g. Liberty Lake entry fees) for events which are sponsored or co-sponsored by Spokane County. *This policy does not apply to Aquatic Facilities.*

MISCELLANEOUS FEES

FEE

<u>Film Permit 1 (Per Day)</u>	\$500.00
Spokane County Parks’ facilities provide scenic backdrops and a variety of locations to shoot commercials, TV shows, and movie scenes. It is recognized that these events fall outside of a typical special event, as filming often requires exclusive use of a facility with the ability to prevent the public from walking onto a “set.” Film Permit 1 typically includes commercial filming that significantly impacts the public’s use of the site and / or excludes the public in a significant way by reserving a large portion of the park for filming.	
<u>Film Permit 2 (Per Day)</u>	\$250.00
Film Permit 2 typically includes commercial filming that does not significantly impact the public’s use of the site and / or does not exclude the public in a significant way by reserving a small portion of the park for filming.	
<u>Metal Detector Permit</u>	\$10.00
This permit is good for one year from date of purchase.	