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MEMORANDUM

Public Works

To: Mayor Jackola and City Council
From: Jason Williams, Public Works Director
Subject: Park Reservation Fee Waiver Request Policy

Date: February 26, 2025

I. INTRODUCTION

During the course of this year, several organizations have requested fee waivers for park rentals. These requests were denied based on the direction received from the City Council after review of the annual budget and deficit in the city's general fund.

The revenue received from these fees goes to staff review costs, park operations and maintenance, including visitor amenities, safety, and infrastructure improvements.

Park Reservation Fees as adopted by Resolution No. 2024-19 "Fee Schedule":

- **Cheadle Lake Park:**

Daily Rental Fee	\$600.00
Electrical Fee Daily	\$500.00
Water Fee Daily	\$50.00
- **Park Shelters:**

Academy Square	\$75.00
Strawberry Plaza (All Day)	\$60.00
Ralston Park	\$55.00
Century (Large) / River (Large)	\$50.00
Century (Small) / Christopher Columbus / Strawberry Plaza ½ Day	\$30.00
Wynn Mill	\$25.00
River Park (Small) / Shelter Electrical Fee	\$20.00
Booth Park	\$15.00

II. CURRENT REPORT

City staff have evaluated current park rental rates and determined we are below market compared to other municipalities.

- Compared City:

Albany	\$117.00 average
Corvallis	\$58.00 - \$90.00 per hour
Salem	\$36.00 - \$45.00 per hour
Linn County	\$100.00 - \$200.00

With the continued need for maintenance and the daily cost of operation increasing for each park location it is proposed that no waivers are granted.

III. RECOMMENDED ACTION

Staff recommends that all park fee waiver requests be submitted to the Chamber of Commerce through the existing tourism grant program.