

Parks, Recreation, and Forestry Department

To: Parks, Recreation, and Forestry Commission

From: Andrea Draeger – Senior Center, Enrichment, and Office Manager

Date: 3/16/2026

Subject: facility use contract updates

Background

The committee had reviewed and approved the current facility use contract in summer 2025. City staff have identified the need to update and clarify certain provisions to ensure consistent expectations for individuals and organizations renting City facilities. In particular, staff have identified the parking policy section as an area that would benefit from clearer language and updated requirements.

Updating this section of the contract will also help provide consistent guidance to staff and facility users, reduce confusion for event organizers, and better support safe and efficient use of parking during events and rentals. The purpose of this agenda item is for this committee to review the potential updates to the facility use contract, with particular focus on the parking policy language, and provide direction.

An additional consideration related to the parking policy language would be to revisit the applicable City Code provisions to ensure adherence to and consistency with this code.

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B.

Standards for issuance of a use permit shall include the following findings:

(1)

That the proposed activity or use of the park will not unreasonably interfere with or detract from the general public's enjoyment of the park or recreation area.

(2)

That the proposed activity and use will not unreasonably interfere with or detract from the promotion of public health, welfare, safety and recreation.

Budget Goal

1. Maintain indoor and outdoor recreational facilities to enhance safety, overall health, and quality of life.

Financial Impact

The financial impact is expected to be minimal. Updating the facility use contract and parking policy will primarily improve clarity and consistency for facility users. Clearer parking expectations may also help reduce staff time spent addressing event-related parking issues.

Recommendation

The Parks, Recreation, and Forestry Department recommends the Committee review the potential updates to the facility use contract, including the parking policy provisions, and provide direction or approve the updates to ensure consistent expectations for facility renters

Motion: Move to approve the proposed updates to the facility use contract, including revisions to the parking policy, as presented by staff.