

**CITY OF MEDINA**

**ORDINANCE NO.**

**AN ORDINANCE ADOPTING AN AMENDED FEE SCHEDULE**

The city council of the city of Medina ordains as follows:

Section 1. The schedule of fees and rates attached hereto as Exhibit A, Exhibit B and Exhibit C is hereby adopted.

Section 2. This ordinance shall become effective on January 1, 2019 upon its adoption and publication.

Adopted by the City Council of the City of Medina this \_\_\_\_ day of December, 2018.

\_\_\_\_\_  
Kathleen Martin, Mayor

ATTEST:

\_\_\_\_\_  
Jodi M. Gallup, City Clerk

*Published in the Crow River News this \_\_\_\_ day of December, 2018.*

Exhibit A

# City of Medina Fee Schedule

*Effective January 1, 2019*

**Administration**

Service	Charge
Address Labels	\$50.00
Address List	\$25.00
Administrative Appeal	\$250.00
Affidavit of Filing	\$15.00
Audit Book copy	\$50.00
City Code Book	Cost plus 10%
Copies – single or double sided (B&W)	\$0.25 per page (\$5.00 minimum)
Copies or pictures – color 8 ½ x 11	\$.50 per page (\$5.00 minimum)
<b>Credit Card Fees (excluding annual/monthly utility payments)</b>	<b>\$2.75% of charge plus \$0.50 if payment is less than \$100.00</b>
Delinquent Charges Assessed	10% administrative fee
DVD/Flash Drive/CD	\$30.00 per DVD/Flash Drive \$20 per CD
Mailing costs of copies/reports	At cost
New resident listing	\$20.00
Peddler, Solicitor, Transient Merchant Permit Application Fee	\$50.00 up to \$100.00 if extensive background check is needed
Photographs	\$20.00 + cost of photo
Non-Sufficient Funds Check	\$30.00
Special Assessment search	\$25.00
Special Council Meeting request	\$250.00
Special Event Permit Fee	\$25.00
Tax Increment Financing application (minimum)	\$1,500 (deposit) plus c.a.c
Tobacco License (annual)	\$150.00

**German Liberal Cemetery**

Service	Charge
Gravesite Purchase	\$1,500.00
Gravesite Transfer	\$15.00
Interment (Open/Close) for Casket	\$900.00
Interment (Open/Close) for Cremation or infant Cherub	\$250.00
Disinterment (Open/Close) for Casket	\$900.00
Disinterment (Open/Close) for Cremation or infant Cherub	\$250.00
Marker Locating for Placement	\$45.00
Gravesite Locating for Interment	\$65.00
Funeral Service Attendant/Traffic Control	\$150.00

**Park and Recreation**

Service	Charge
Independence Beach Parking Permit (residents only)	No Charge
Ball Field and Court Use	See Exhibit C
Hamel Community Building	See Exhibit B

**Liquor**

Service	Charge
3.2 Malt Liquor-off sale	\$50.00
3.2 Malt Liquor-on sale	\$100.00
Consumption & Display License	\$200.00
Liquor License Investigation (in-state maximum)	\$500.00
Liquor License Investigation (out-of-state maximum)	\$10,000.00
Off-sale	\$150.00
On-sale Class A: >20,000 sq. ft.	\$7,500.00
On-sale Class B: 12,000 – 20,000 sq. ft.	\$6,500.00
On-sale Class C: 6,000 – 12,000 sq. ft.	\$5,500.00
On-sale Class D: < 6,000 sq. ft.	\$4,500.00
On-sale Sunday	\$200.00
Public Dance	\$100.00
3.2 Malt Liquor one day set up	\$25.00
Temporary on-sale application fee	\$25.00
Wine License	\$2,000.00
On-sale Brewer Taproom License	\$500.00
Off-sale Small Brewer License	\$150.00
Microdistillery Cocktail Room License	\$500.00

**Fire**

Service	Charge	Number of alarms within one calendar year
Fire False Alarm (first)	No Charge	
Fire False Alarm (second)	\$150.00	
Fire False Alarm (third)	\$200.00	
Fire False Alarm (fourth and thereafter)	\$250.00	
Post Fire Inspection	\$40.00 + c.a.c.	

Exhibit A

# City of Medina Fee Schedule

*Effective January 1, 2019*

**Police**

Service	Charge
Accident/Police Report	\$.25/page (\$5.00 minimum)
Burning Permit (non-resident)	\$20.00
Burning Permit (resident)	No Charge
Dog Impounds	\$25.00 at Police office or \$50.00 at Strehler Farm plus \$10.00 each additional calendar day
Reserve Officer at event/per hour	\$25.00
Event Security (per officer/per hour)	\$80.00 and \$90.00 on Holidays (3 hour minimum)
Fingerprinting	Resident & Employees \$20.00 up to 3 cards, \$5.00 each additional card. Non-residents \$30.00 up to 3 cards, \$5.00 each additional card.
Criminal Suspense Files Non-Medina Case	\$20.00
Fireworks Permit	\$50.00
Gambling Investigation Fee (annual)	\$50.00
Gambling Application for Exempt Permit	\$10.00
Gun Club license (annual)	\$50.00
Hunting Permit (non-resident)	\$25.00
Hunting Permit (resident)	\$15.00
Kennel License (City Council Review)	\$300 (deposit) + c.a.c.
Kennel License (Administrative Review)	\$100.00
Kennel License (Waiver)	\$300 (deposit) + c.a.c.
Letter of Conduct	\$15.00
Police False Alarm (first)	No Charge
Police False Alarm (second)	\$25.00
Police False Alarm (third)	\$50.00
Police False Alarm (fourth)	\$75.00
Police False Alarm (fifth and thereafter)	\$150.00
Vehicle Impound/Storage	\$10.00/day + towing fees
No Parking Sign Deposit	\$5.00 per sign. Deposit returned when signs are returned.

Number of alarms within one calendar year

**Public Works**

Service	Charge
Curb stop repair	\$250.00 (deposit) + c.a.c.
Driveway Curb Cut Review	\$100.00 <u>(no fee if in connection with building permit &gt;\$1000)</u>
Driveway Waiver	\$500.00
Frozen/damaged meter repair	\$100.00
ROW Permit	\$100.00
Small Wireless Facility Rent	\$150 Annual + \$25 Maintenance
Small Wireless Electrical	\$73 per node (less than or equal to 100 watts), \$182 per node (>100 watts), or actual cost
Sanitary Sewer Prohibited Connection Fee - Residential	\$100 per month
Sanitary Sewer Prohibited Connection Fee – Commercial/Industrial	\$100 + \$20 per 1,000 gallons per month
Water disconnect/reconnect trip fee	\$65.00
Radio Transmitter	\$125.00
Water meter iPearl (1”) + radio transmitter & meter horn	\$535.00
Water meter iPearl (3/4”) + radio transmitter & meter horn	\$420.00
Water meter SRII (1”) + radio transmitter & meter horn	\$556.00
All other meters	(at cost)

Trunk Connection Rates per living unit for residential; and, equivalent for commercial as determined by the Metropolitan Council SAC, except as may be amended by City policy. City may adjust number of units determined by Metropolitan Council if it deems it appropriate based on information provided.

Service	Charge
Hamel Urban Service Area-Sewer	\$1,075.00
Hamel Urban Service Area-Water	\$7,575.00
Independence Beach Area-Sewer	<del>\$4,410.00</del> -\$1,075.00
Independence Beach Area-Water	\$4,410.00
Medina Morningside Area-Sewer	<del>\$4,410.00</del> -\$1,075.00
Medina Morningside Area-Water	\$4,410.00
Sewer Availability Charge (SAC) Fee	As set by Metropolitan Council
Maple Plain Service Area-Water	Per Maple Plain Fee Schedule

Exhibit A

# City of Medina Fee Schedule

*Effective January 1, 2019*

**Sewer and Water Rates - All rates monthly.**

**(MM=Medina Morningside, IB=Independence Beach).**

Service	Charge
Sewer (residential) minimum	<del>\$21.42</del> \$22.06 per month
Sewer (residential) per 1,000 gallons of water usage	<del>\$5.35</del> \$5.51
Sewer (commercial) minimum	<del>\$21.42</del> \$22.06 per month
Sewer (commercial) per 1,000 gallons of water usage	<del>\$5.35</del> \$5.51
Sewer only (residential) (based on 6,000 gallons per month)	<del>\$32.14</del> \$33.10 per month
MM & IB Water (residential) (base charge)	<del>\$12.42</del> \$12.67 per month
MM & IB Water (residential) 0-4,000 gallons	<del>\$2.75</del> \$2.81 per 1,000 gallons
MM & IB Water (residential) 5,000-6,000 gallons	<del>\$3.11</del> \$3.17 per 1,000 gallons
MM & IB Water (residential) 7,000-10,000 gallons	<del>\$4.14</del> \$4.22 per 1,000 gallons
MM & IB Water (residential) 11,000-23,000 gallons	<del>\$4.48</del> \$4.57 per 1,000 gallons
MM & IB Water (residential) 24,000 and up gallons	<del>\$5.53</del> \$5.64 per 1,000 gallons
MM & IB Water (irrigation) 0-13,000 gallons	<del>\$4.48</del> \$4.57 per 1,000 gallons
MM & IB Water (irrigation) 14,000 and up gallons	<del>\$5.53</del> \$5.64 per 1,000 gallons
MM & IB Water (commercial) (base charge)	<del>\$12.42</del> \$12.67 per month
MM & IB Water (commercial) water usage under 10,000 gallons per month	<del>\$4.14</del> \$4.22 per 1,000 gallons
MM & IB Water (commercial) water usage over 10,000 gallons per month	<del>\$5.53</del> \$5.64 per 1,000 gallons

**Storm Water Utility Fees**

Service	Charge
Storm Water Utility Annual Fee	<del>\$30.31</del> \$31.22 per Residential Equivalency Factor (REF) + Annual Watershed Due established by specific Watershed
Storm Water Appeal	\$250.00

**Sewer and Water Rates - All rates monthly.**

Service	Charge
Hamel Water (residential) (base charge)	<del>\$17.27</del> \$17.62 per month
Hamel Water (residential) 0-4,000 gallons	<del>\$3.11</del> \$3.17 per 1,000 gallons
Hamel Water (residential) 5,000-6,000 gallons	<del>\$3.80</del> \$3.88 per 1,000 gallons
Hamel Water (residential) 7,000-10,000 gallons	<del>\$5.18</del> \$5.28 per 1,000 gallons
Hamel Water (residential) 11,000-23,000 gallons	<del>\$6.10</del> \$6.22 per 1,000 gallons
Hamel Water (residential) 24,000 and up gallons	<del>\$6.90</del> \$7.04 per 1,000 gallons
Hamel Water (irrigation) 0-13,000 gallons	<del>\$6.23</del> \$6.35 per 1,000 gallons
Hamel Water (irrigation) 14,000 and up gallons	<del>\$6.90</del> \$7.04 per 1,000 gallons
Hamel Water (commercial) (base charge)	<del>\$17.27</del> \$17.62 per month
Hamel Water (commercial) water usage 0 – 9,000 gallons per month	<del>\$5.18</del> \$5.28 per 1,000 gallons
Hamel Water (commercial) water usage 10,000 + gallons per month	<del>\$6.90</del> \$7.04 per 1,000 gallons
Penalty for unpaid utility bills	10% per month on unpaid balance (penalty not interest)
City of Maple Plain Water Service	Rate established by City of Maple Plain plus 10% Medina administrative fee
City of Orono Water Service	Rate established by City of Orono plus 10% Medina administrative fee
City of Plymouth Sewer Service	Rate established by City of Plymouth plus 10% Medina administrative fee
The Enclave at Medina Raw Water Usage for the first 2,000,000 gallons per month	\$3.25 per 1,000 gallons
The Enclave at Medina Raw Water Usage above 2,000,000 gallons per month	\$3.81 per 1,000 gallons
Dominium (per unit) 0-13,000 gallons	\$3.25 per 1,000 gallons
Dominium (per unit) 14,000 and up gallons	\$3.81 per 1,000 gallons

Exhibit A

# City of Medina Fee Schedule

Effective January 1, 2019

## Building Inspection Related

Service	Charge
Building Permits	Based on valuation – 1994 Building Fee Schedule
Building Plan Review	65% of building permits
Site Plan Review “Administrative”	\$1,000.00 deposit + c.a.c.
Investigation fee (for work began without permit)	Double charge
Demolition (minimum)	\$100.00 per structure (residential) + surcharge \$200.00 per structure (non-residential) + <b>state</b> surcharge
Fence	< 5 feet (no Permit); >= 5 and < 7 feet = \$50 >=7 based on valuation – 1994 building fee schedule (location verification)
Building – fireplace	\$50.00 per fireplace plus <b>state</b> surcharge
Re-side – residential	\$100.00 per structure plus <b>state</b> surcharge
Re-roof – residential	\$100.00 (\$165 for wood shingles/shakes) plus <b>state</b> surcharge
Occupancy Financial Guarantee (ex: occupy home prior to approval of final grade; other similar)	\$10,000 escrow <b>or \$20,000 escrow if septic system is not completed</b>
Window, patio door, and front door replacement (existing openings)	\$50.00 (1 window); \$100.00 (2+ windows) plus <b>state</b> surcharge
Windows and doors (changing opening)	Based on valuation – 1994 Building Fee Schedule
Electrical	\$2.00
Grading, <del>drainage &amp; erosion control plan</del> Plan Review (engineer review of submitted plans and building permits)	\$250.00 <del>+ c.a.c.</del> <b>(grading plan review fee is reduced in cases where combined building plan review and grading plan review otherwise would exceed \$650)</b>
Grading Permit <b>(grading permit fee for disturbance less than 1000 cubic yards is reduced in cases where combined building permit and grading permit would otherwise exceed would \$1000)</b>	< 50 cubic yards = \$50.00 51-100 cubic yards = \$75.00 101-1000 cubic yards = \$200.00 1,001+ cubic yards = \$200+\$25 per each additional 100 yds. (max. \$750.00) + financial guarantee of 150% of cost; Violations = c.a.c.

Hardcover Surface Small Improvement Review (ex. sport courts, address monuments, pillars, sheds < 200 square feet, etc.)	\$50.00
Mechanical (residential)	\$50.00 per piece plus <b>state</b> surcharge
Moving Structure on public street	\$100.00 + c.a.c.
Plumbing (residential)	\$50.00 (1-5 fixtures); \$10.00 each additional; plus <b>state</b> surcharge
Septic (new – Types 1-3)	\$250.00 + \$100 site visit
Septic (new – Type 4)	\$935
Septic Repair (drainage fields)	\$125.00
Holding tank (ex: floor drains)	\$100.00
Septic Violation Inspection	\$250.00 + c.a.c.
Sewer Hook-up	\$100.00
Signs (temporary/portable)	\$50.00
Sign face replacement-wall or pylon <b>(no lighting change)</b>	\$50.00
New monument/pylon sign	State fee schedule
New wall sign <b>/lighting change</b>	\$100.00
Storm water Pollution Prevention Program Review <b>(one-acre-or-more)</b>	\$200.00
Underground Tank Removal	\$100.00
Tree Preservation Plan Review	\$25.00 (no fee if part of grading or building permit)
Water Hook-up	\$100.00
Water Heater – residential	\$50.00 plus <b>state</b> surcharge
Temporary Structures – res	\$100.00 + <b>state</b> surcharge
Temporary Structures - comm	\$200.00 + <b>state</b> surcharge

## Planning and Zoning

Service	Charge
Agriculture Preserve Application	\$50.00 + c.a.c.
Agriculture Preserve Expiration	\$50.00 + c.a.c.
Appeal Administrative Decision	\$500 (deposit); c.a.c. not to exceed \$500
Appeal of Wetland Conservation Act Staff Decision of Functional Assessment and Value Classification	\$500 (deposit) + c.a.c.
Appeal of Wetland Corrections Notice	\$500.00 (deposit) + c.a.c.
Appeal of Open Space Composite Map and/or reference data	\$500.00 (deposit) + c.a.c.
Cartway Easement	\$20,000.00 (deposit) + c.a.c.
Comprehensive Plan Amendment	\$2,000.00 (deposit) + c.a.c.

Exhibit A

## City of Medina Fee Schedule

*Effective January 1, 2019*

Comprehensive Plan Copy	\$100.00
Concept Plan Review	\$1,000.00
Conditional Use Permit application (commercial, minimum)	\$2,000.00 (deposit) + c.a.c.
Conditional Use Permit application (Telecommunications Tower, minimum)	\$2,000 (deposit) + c.a.c.
Conditional Use Permit application (residential, minimum)	\$1,000 (deposit) + c.a.c.
Conditional Use Permit Annual Review	\$100.00 residential; \$200.00 commercial
Conservation Design collaborative goal setting process	\$1,000.00
Development Improvement Financial Guarantee (i.e. Letter of Credit or Cash)	150% amount of estimated improvements
Environmental Review (e.g. EAW, EIS)	\$10,000.00 (deposit) + c.a.c.
Interim Use Permit	\$2,000.00 (deposit) + c.a.c.
Lot Combination or Rearrangement	\$1,000.00 (deposit) + c.a.c.
Maps	11x17 = \$1; <del>17x22 = \$8</del> ; <del>22x34 = \$10</del> ; <del>28x40 = \$12</del> ; <del>34x44 = \$15</del> - others = c.a.c.
Mixed Use Stage I Plan	\$2,000.00 + c.a.c.
Mixed Use Stage II Plan	\$2,000.00 + c.a.c.
Mixed Use Stage III Plan	\$2,000.00 + c.a.c.
Park Dedication Fee (see city code)	Residential = 8% of land value but no < \$3,500/unit or >\$8,000/unit; Commercial = 8% of land value
Planned Unit Development Concept	\$2,000.00 (deposit) + c.a.c.
Planned Unit Development General Plan	\$10,000.00 (deposit) + c.a.c.
Planned Unit Development Final Plan	\$2,000.00 (deposit) + c.a.c.
Rezoning Application (minimum)	\$1,000.00 (deposit) + c.a.c.
Site Plan Review	\$5,000.00 (deposit) + c.a.c.
Subdivision Application (minimum) (2-5 lots)	\$5,000.00 (deposit) + c.a.c.
Subdivision Application (>5 lots)	\$10,000 (deposit) + c.a.c.
Temporary Outdoor Sales Event	\$50.00
Upland Buffer Vegetation Review/Inspection/Guarantee	150% financial guarantee

Upland buffer sign	\$35.00 (w/ design) \$10.00 (text only)
Vacation	\$2,000.00 (deposit) + c.a.c.
Variance Application (minimum)	\$1000.00 (deposit) + c.a.c. for residential; \$2,000.00 (deposit) + c.a.c. for commercial
(Land Use Application Sign) install	\$75.00
Wetland Delineation Review	\$600.00
Wetland Field Estimate (flagging)	\$250.00
Wetland Exemption Decision/No Loss	\$300.00
Wetland Replacement Plan	\$750.00 (deposit) + c.a.c.
Zoning Letter	\$50.00

**Staff Consultant Fees – Staff and consultant time spent on planning applications (or defined as other c.a.c.) will be charged to applicant.**

Service	Charge
City Attorney	Up to <del>\$265</del> \$270 per hour, per rate schedule
City Engineer	Up to <del>\$180</del> 182 per hour, per rate schedule
Survey Crew	Up to <del>\$189</del> \$198 per hour, per rate schedule
Prosecuting Attorney	Up to <del>\$137</del> \$140.25 per hour, per rate schedule
Planning Consultants	Up to \$160 per hour, per rate schedule
Tree Inspector	Up to \$75.00 per hour
City Staff - Professional	\$80 per hour
City Staff – Public Works	\$65 per hour + time & half for over time
City Staff – Field Inspector	\$80 per hour + time & half for over time
City Staff – Administrative Support	\$60 per hour + time & half for over time

Exhibit A

# City of Medina Fee Schedule

*Effective January 1, 2019*

\*c.a.c. = city accrued costs

\*Deposits for land use and other applications must include the fee established by this fee schedule ordinance and any unpaid fees from the previous application involving essentially the same property by the same or similar applicant.

\*Deposits for land use applications that require more than two requests or large in scale shall be determined by the City Administrator.

\*Deposits will be returned for land use projects paid in full after final approval, deposits for wetland and grading permits will be returned upon acceptance of work if bills are paid in full.

\*Escrow for building certificate will be returned upon acceptance of project.

\*Land use applications are processed by planning, building, finance, engineering and legal departments and all costs associated with the review shall be billed to the applicant.

## Exhibit B - Hamel Community Building Fee Schedule 2019

<u>Group</u>	<u>Time Period</u>	<u>Non-Resident- Rental Rate</u>	<u>Medina Resident or Business</u>
Medina Public Service Groups	Anytime	N/A	N/A
City Approved Medina Civic or Non-profit Groups ■	Anytime	N/A ■	N/A ■
Monday to Friday	All Day	\$190	\$160
Monday to Friday	< 4 Hours	\$100	\$85
Monday to Thursday	< 1.5 Hours	\$50	\$45
Sat. and Sun. Afternoons (7 am to 2 pm)	< 4 Hours	\$150 ^	\$100 ^
Sat. and Sun. Evenings (3 pm to Midnight)	3 pm - Midnight	\$350	\$300
Sat. and Sun. Evenings (3 pm to Midnight)	4 Hour Minimum	\$250 ^	\$240 ^
Sat. and Sun. All Day Rate	All Day	\$450	\$400
Overnight Events* (10 pm to 8 am)	All Night	\$150	\$125
Alcohol Usage*	All Day	\$50	\$50
Facility walk-through required: First one is free, if you miss appointment or need another one, each additional walk-through:	Scheduled	\$25	\$25
Appointment with vendor to view facility prior to event	Scheduled	\$25	\$25
Sales Tax Included in all fees. Kitchen Service Area and Outdoor Shelter use included in all fees.			
■ City Approved Civic or Non-profit Groups or public events can receive one free use per month and any additional will be charged resident's rates			
^ \$55 per hour for additional hours over the 4 hour time slot			
* in addition to base fee			

<u>Community Building Security Deposit</u> ○	<u>Time Period</u>	<u>Non-Resident- Security Deposit Rate</u>	<u>Medina Resident or Business</u>
Medina Public Service Groups - Any Day	Anytime	N/A	N/A
City Approved Medina Civic or Non-profit Groups - Any Day	Anytime	\$100	\$100
Any Day	Anytime	\$250	\$250
Any Day w/ Alcohol or Dance	Anytime	\$500	\$500
○ This fee is to cover any damage to the facility, extra clean-up, or cancellation of event without 3 weeks notice.			



## EXHIBIT C

### FIELD & COURT RESERVATION FEE SCHEDULE

#### Field Usage Fee Table

*Field fees are based on a 2.5 hour time slot. If additional time is needed, the fee will increase \$25 per additional hour.*

Facility	Practice Fee	Game Fee	Tournament Fee
<del>Prepared Ball Field*</del>	<del>\$50.00</del>	<del>\$100</del>	<del>Calculated on a case by case basis</del>
Ball Field*	\$25	\$50	Calculated on a case by case basis
Open Field	\$50.00	\$100	Calculated on a case by case basis
Light Fee:	\$15 / field / hour – this fee will be required if lights are requested		

*\*These fees cover the city's cost to have all ball fields dragged on day of reservation, chalked for all games, field preparation after rain to get the fields in playable condition, cutting interior grass, maintaining the lips on all fields, re-edging fields, maintaining the pitcher's mound, annually rolling the fields, and other capital expenses to keep these facilities in playing condition.*

*\*Renter is expected to drag the field on day of reservation, chalk for their own games, and prepare field for playing condition in the event of rain. These fees cover the city's cost to reserve the field and help pay for annual maintenance and capital expenses to keep these facilities in playing condition.*

#### Field Usage Security Deposit

\$500.00 Security Deposit for field reservations pertaining to games and/or practices per every Field Reservation Application submitted.

\$800.00 Security Deposit for field reservations pertaining to tournaments per every Field Reservation Application submitted.

#### Tennis Court (Tennis & Basketball) Fee Rental & Deposits

The tennis courts are available free of charge to residents on a first come, first serve basis. Organized recreational groups may reserve the tennis courts with advanced approval, based on availability, for the following fee:

Court Rental - ~~\$2~~ \$6 per hour per court

Court Deposit - \$150 Security Deposit

#### Key Deposit

A \$25 key deposit is required for issued keys to any building reservation on the facilities.

Keys must be returned by 4:30 p.m. of next business day after rental.

#### Rental Fees for Amenities

##### Field House Bathroom Fee

\$70 per day to reserve both men's and women's bathrooms

##### Portable Toilets

The City of Medina will determine if Additional Toilets or Special Cleaning needs to be scheduled on the day or days that the fields are reserved.

*Portable Toilet Fees:*

\$60 Additional Units (per unit); \$200 ADA Toilet; \$35 Special Cleaning (per unit)

## **RESERVATION FEE AND DEPOSIT POLICY**

### **Recreation Field Reservation fees**

Recreation field reservation fees are the fees required for the direct usage of the fields. This fee includes the field usage fee as well as any fees associated with the requested/required rental of amenities. All fees will be required by the City upon submission of the reservation application.

### **Refunds of Reservation Fees**

Refunds for all recreation field reservation fees are processed on an individual basis with regards to the conditions of the cancellation. All cancellation notices and requests for rescheduling must be submitted in writing. Any cancellations that occur upon the day of the event, the City must receive the cancellation notice by the next business day.

- *REFUND FOR CANCELLATIONS DUE TO WEATHER CONDITIONS.* All cancellations that are due to weather conditions must be verified by the City staff prior to refund. A percent of the recreation field reservation fees may be remitted to the City according to the percent of field used if event is interrupted due to weather conditions and is not rescheduled.
- *NO FEE REFUNDS.* Recreation field reservation fee refunds will not be given for cancelled game/practice reservations that are not related to weather conditions less than fourteen (14) days before the event.
- *NO FEE REFUNDS.* Recreation field reservation fee refund will not be given for cancelled tournament reservations that are not related to weather conditions less than thirty (30) days before the event.

### **Recreation Field Reservation Security Deposit**

Recreation Field Reservation Security Deposit is required to secure the performance of the field usage and any administration fees connected to cancellations or rescheduling. A security deposit will be required by the City upon submission of the reservation application.

### **Refunds of Security Deposit**

The applicant; having fulfilled the obligations under the field reservation application, City Code Chapter 515, and an after post-event inspection by the Public Works Department, will have their Security Deposit refunded.

- A full security deposit will be remitted to the applicant upon having left no financial obligation to the City and having caused no damage beyond ordinary wear and tear.
- A percent of the security deposit will be remitted to the City pending:
  - 1) any financial obligation to the City,
  - 2) the percent of damages to the facilities beyond the ordinary wear and tear.