

Exhibit “A”
2025 Spokane County Parks Facility Use & Program Fees



Table of Contents:

- [Aquatic Facilities](#)
- [Camp Caro Lodge](#)
- [Field & Court Rentals](#)
- [Liberty Lake Regional Park](#)
- [Shelter Rentals](#)
- [Special Event Permits](#)
- [Miscellaneous Fees](#)
- [Fee Schedule Policies](#)

AQUATIC FACILITIES

All fees are per person unless otherwise specified

<u>PUBLIC SWIM</u>	
ADULT AND YOUTH ENTRY	\$7.00
<i>Ages 6 to 59</i>	
CHILD ENTRY	\$4.00
<i>Ages 3 to 5</i>	
INFANT/TODDLER ENTRY	Free
<i>Ages 2 and under</i>	
SENIOR ENTRY	\$6.00
<i>Ages 60 and over</i>	
PUBLIC SWIM ENTRY CANCELLATION/MODIFICATION FEE	\$1.00
<i>Pre-purchased public swim entries are subject to a fee of \$1.00 per entry ticket if cancelled or moved to another date by customer request. This fee is waived for pre-purchased Infant/Toddler entry tickets which are free of charge. Cancellation/modification fees will be waived for cancellations made by the County. See closure guidelines below for partial session closures/suspensions.</i>	

AQUATIC FACILITY DISCOUNT MULTI-PASS (SALE DISCONTINUED)

These passes will no longer be available for purchase. However, those acquired in previous summers can still be redeemed in accordance with the multi-pass use fee in effect in 2019 (and years previously) as follows:

- *Two (2) punches for ages 6 and over per entry and one (1) punch for ages 3 to 5 per entry.*
 - A. *Individuals utilizing a Discount Multi-Pass must provide their physical card and fill out the accompanied “Discount Multi-Pass Conversion Form” to Spokane County staff upon entry of the facility. Discount Multi-Pass holders will be mailed “DMPC Promotional Pass(es)” – good for entry during aquatic season only – in accordance with the number of entries remaining on said Discount Multi-Pass card.*
 - B. *If DMPC Promotional Passes are not redeemed during the same aquatic season, individuals can return expired passes to Spokane County’s Admin office (404 N. Havana) for the next year’s DMPC Promotional Pass.*

Some limitations for use of the Multi-Pass may apply, such as being restricted to pre-purchased admission tickets / reservations issued through the Parks Administrative Office (404 N. Havana St.) only (in person or by phone), as point of sale software changes at each aquatic facility may prohibit Multi-Passes from being accepted.

PUBLIC SWIM PRE-PURCHASED ENTRY CANCELLATION/REFUND POLICY

- Patrons shall have the option of cancelling a pre-paid public swim reservation prior to the reserved entry and receive a full refund of entry fees, minus the cancellation/modification fee of \$1.00 per entry ticket. *(No fee for free infant/toddler tickets.)*
 - **Exception for cash/check/multi-pass customers:** Patrons shall not have the option of receiving a refund for public swim reservations paid with cash, check, or multi pass through the Parks Administrative Office (404 N. Havana). Cancellation will result in a forfeiture of all fees paid by the customer.
- Patrons shall have the option of modifying a pre-paid public swim reservation prior to the reserved entry for the cancellation/modification fee of \$1.00 per entry ticket. *(No fee for free infant/toddler tickets.)*
- Once reserved session has begun, no cancellations or modifications may occur.
- Spokane County will retain 100% of the funds for any “no-shows” of prepaid entries not otherwise cancelled or modified per guidelines provided herein.
- Electronic reimbursement of funds will typically occur within 7 to 14 days following date of refund initiation.

SPOKANE COUNTY PUBLIC SWIM CLOSURE GUIDELINES

Spokane County public swim may occasionally be cancelled or suspended temporarily or otherwise due to unforeseen circumstances such as inclement weather, water contamination, poor air quality, or mechanical difficulties.

- If Spokane County cancels or suspends a public swim session for over forty-five (45) minutes, the County, at the County’s sole option may: (See next page)
 - A. Provide a “promotional pass” to each affected patron good for entry during current aquatic season only, to attend a future public swim session subject to available capacity or other restrictions as may be established.
 - B. Provide a full refund of public swim entry fees to those affected patrons whom paid for entry fees electronically (credit card / debit card). Refund requests must be made over the phone or in person with the Parks, Recreation, and Golf administrative office.

- No refunds and no promotional passes will be issued for closures or suspensions of public swim sessions by County lasting less than forty-five (45) minutes.

Umbrella Rental	
Umbrella Rental	\$65.00
<i>Payment of full reservation fee is required to book the reservation. Includes exclusive use of a picnic table and shade umbrella, and the privilege to bring in a cake. Decorations are allowed, but reservation holder is responsible for clean-up. No confetti.</i>	

UMBRELLA RENTAL CANCELLATION POLICY

- If notification of cancellation is received prior to the day of the event, a \$5.00 cancellation fee per transaction will be retained by Spokane County and all other funds shall be refunded.
- Due to limited availability of reservable umbrellas, if notification of cancellation is received the day of or after the day of the event, Spokane County shall retain 100% of the funds.
- *If an umbrella rental is pre-emptively cancelled by the County due to weather, air quality, contamination, etc., full refunds for the umbrella rental and pre-purchased additional entries will be provided and cancellation/modification fees will be waived. See public swim closure guidelines above for details on partial session closures/suspensions.*

PRIVATE RENTALS	
PRIVATE AQUATIC FACILITY RENTAL	\$1,500.00
NOT-FOR-PROFIT PRIVATE AQUATIC FACILITY RENTAL	\$1,000.00
<i>Available to documented not-for-profit organizations (e.g. 501c3)</i>	
PRIVATE AQUATIC FACILITY RENTAL CANCELLATION FEE	\$100.00
<i>See cancellation policy below.</i>	

PRIVATE AQUATIC FACILITY RENTAL

- Private rental of Northside or Southside Family Aquatic Facilities may be made available on select Fridays, 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. The remainder of the reservation fee is due no later than 14 days prior to rental date.
- Rental fee does not include opening the concession stand, but the service may be available subject to negotiation and additional fees.

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 \$100.00 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.

AQUATIC PROGRAMMING	
See Fee Schedule Policy- Team Sideline: Team Sideline credit card processing fee applicable to aquatic programming fees.	
SWIM LESSONS: 30-minute lessons	\$58.00
SWIM LESSONS: 45-minute lessons	\$68.00
<i>Regular two-week sessions (Monday-Thursday, 8 total lessons)</i>	
SWIM TEAM	\$105.00
<i>Two (2) individual 4-week sessions (Monday-Thursday, 16 total practices/events per session)</i>	
SIBLING DISCOUNT	(\$5.00)
<i>For each additional family member registered for swim team or swim lessons during the same session.</i>	
SWIM LESSON/TEAM CANCELLATION FEE	\$5.00
<i>See cancellation policy below.</i>	
AMERICAN RED CROSS CERTIFICATION COURSES	
<i>Spokane County will occasionally offer American Red Cross Certification Courses to the public, including but not limited to: Lifeguard Training, Lifeguard Review, and Water Safety Instructor courses. Registration fees for these courses will be set by the Director and consider cost recovery.</i>	
CONCESSIONS	
<i>The Director has the authority to set prices for concessions based on competitive market rates.</i>	

SWIM LESSONS / SWIM TEAM CANCELLATION AND REFUND POLICY

CANCELLATIONS BY CUSTOMER:

- If notification of a cancellation is received at least 14 calendar days prior to the start of the session, a \$5.00 cancellation fee per transaction will be retained by Spokane County and all other funds shall be refunded.
- 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: 50% shall be retained by Spokane County and 50% shall be refunded.
- If notification of cancellation is received the day of or after the start of the session, Spokane County shall retain 100% of the funds.

CANCELLATIONS BY COUNTY:

- Spokane County programming may occasionally be cancelled due to unforeseen circumstances such as inclement weather, poor air quality, water contamination, or mechanical difficulties. If any number of classes are cancelled by the County during the session (e.g. a total of two swim classes per Two-Week Swim Lesson Session) pro-rated refunds will be issued for the cancelled classes at the conclusion of the session.
- Pro-rated refunds are NOT available for participants who miss classes that the County provided. Pro-rated refunds are only available for classes that are cancelled by the County.

CAMP CARO LODGE

All fees are per day unless otherwise specified.

This facility is typically available for use during the park season beginning on or near May 1 and ending on or near September 30. Reservations are available 365 days in advance. Reservation rates in effect at the time of reservation will be honored. Additions or modifications are subject to the rates in effect at the time changes are made.

	WEEKDAY RATE (M – TH)	WEEKEND RATE (F – SU)
CAMP CARO RENTAL: LODGE ONLY	\$350.00	\$625.00
<i>Includes one day lodge rental only; 75-person max capacity.</i>		
CAMP CARO RENTAL: LODGE + LAWN	\$550.00	\$825.00
<i>Includes one day lodge rental and use of outdoor park space; 150-person max capacity.</i>		
ADDITIONAL CONSECUTIVE DAY	\$175.00	\$175.00
<i>Maximum of three additional days per event unless authorized by the Director.</i>		
HOLDING DEPOSIT	50%	50%
<i>Amount equal to 50% of applicable rental. Shall be applied towards total payment.</i>		
LATE PAYMENT FEE	25%	25%
<i>Amount equal to 25% of total applicable rental fee. Shall be imposed if payment in full is not received within 30 calendar days of rental.</i>		
NOT-FOR-PROFIT RATE	50% OFF	50% OFF
<i>Available to documented not-for-profit organizations (e.g. 501c3).</i>		

CANCELLATION FEE: <i>Equal to or greater than 45 days notice.</i>	\$50.00	\$100.00
CANCELLATION FEE: <i>Less than 45 days notice and if cancelled by County due to non-timely payment, per cancellation policy.</i>	50% total rent	50% total rent
<i>Per Reservation. See cancellation policy below.</i>		

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 minus the applicable cancellation fee.
- If notification of a cancellation is received from the Renter less than 45 days prior to the rental date, the cancellation fee will be equal to 50% of total rental amount.

FIELD & COURT RENTALS

The Director has the authority to establish field and sport court usage fees within departmental policy for application/scheduling, rescheduling, lighting, and rental for use of ball fields and sport courts within the County Park system, for those ball fields and sport courts not otherwise included as part of an established agreement or otherwise incumbered. If payment in full has not been received for field or sport court rental within 30 calendar days prior to rental date, rental date shall be made available to other interested parties and subject to cancellation by County.

In and of themselves ball field and sport court rentals shall not be considered a Special Event
(See below for more info on "Special Events")

Ball field and sport court revenues noted herein shall be deposited in Special Revenue Fund 122: Recreation.

LIBERTY LAKE REGIONAL PARK

Parking fees are per vehicle, per day, one time entry, unless otherwise specified.*

<u>DAY USE PARKING FEES</u>	
<i>Parking Fees are charged seasonally during the summer park season (typically beginning on or near May 1 and concluding on or near September 30) to park in designated areas of Liberty Lake Regional park as accessed from Zephyr road.</i>	
PARKING FEE	\$10.00
<i>Per vehicle.</i>	
VEHICLE SEASON PASS	\$70.00
<i>Allows for single vehicle day use parking at Liberty Lake Regional Park during the park season. Parking is first come first served and subject to availability. Pass covers entry for one vehicle per day. Two vehicles within the same household (registered to the same address) may be assigned to one pass.</i>	

VEHICLE SEASON PASS CHANGE/REPLACEMENT FEE	\$30.00
<i>In the event of a lost pass or change in vehicle license during the park season the following will be charged to reissue a replacement or updated vehicle season pass as applicable.</i>	
K-12 STUDENT BUS PARKING May 1-June 15 and September 1-28th	\$10.00
<i>Subject to availability. Discounted vehicle 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 vehicle parking fee of \$10.00 per vehicle.</i>	
K-12 SPECIAL EVENT GROUP USE (0-241+)	See Special Event Permits Section Below
<i>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").</i>	
SPECIAL EVENT GROUP PARKING FEE	\$250
<i>Subject to availability Special events and shelter rentals scheduled to occur during the park summer season (typically May 1st – September 30th) within Liberty Lake Regional Park May reserve and prepay a flat fee for the "overflow" parking section of the park which can accommodate up to 25 standard sized passenger vehicles. Payment must be made in full to reserve, not less than a minimum of 7 days before the event to ensure the accommodation can be made.</i>	

DAY USE PARKING FEE REFUND POLICY

Refunds are not available for Liberty Lake Regional Park day use parking fees with the exception of pre-paid Special Event Group Parking Fees. Special Event Group Parking fees are 100% refundable if cancellation takes place 24 hours prior to event.

CAMPGROUND: The seasonal County campground at Liberty Lake Regional Park in 2025 is scheduled to open May 15 and closes on September 28. Reservations will not be available until January of the same calendar year camping season, for that season only.

All campground fees are per night (3:00pm-11:00am) unless otherwise specified.

	REGULAR SEASON RATE	HOLIDAY RATE (See specific dates below)
TENT SITE	\$35.00	\$40.00
<i>Includes parking for (1) motor vehicle per site up to four (4) people.</i>		
GROUP TENT SITE	\$65.00	\$70.00
<i>Includes parking for three (3) motor vehicles and up to twelve (12) people.</i>		
STANDARD RV SITE	\$45.00	\$50.00
<i>Includes parking for one (1) RV, and one (1) additional motor vehicle per site and up to four (4) people. Water and electricity only.</i>		
PREMIUM RV SITE	\$50.00	\$55.00
<i>Includes parking for one (1) RV, and one (1) additional motor vehicle per site up to four (4) people. . Full hookups.</i>		
STANDARD CABIN (BIRCH & ASPEN)	\$72.00	\$82.00
<i>Includes parking for one (1) motor vehicle per site up to four (4) people.</i>		
PREMIUM CABIN (TAMARACK & SPRUCE)	\$110.00	\$120.00
<i>Includes parking for two (2) motor vehicles per site, up to six (6) people.</i>		
DELUXE CABIN (PONDEROSA)	\$160.00	\$190.00
<i>Includes parking for two (2) motor vehicles per site up to six (6) people.</i>		
<i>Minimum 2-night rental during holiday rate dates.</i>		
EACH ADDITIONAL PERSON	\$2.00	\$2.00
<i>Maximum of 8 people per tent/RV/cabin site. Maximum of 16 people per group tent site.</i>		
EACH ADDITIONAL MOTOR VEHICLE	\$10.00	\$10.00

CAMPGROUND: The seasonal County campground at Liberty Lake Regional Park in 2025 is scheduled to open May 15 and closes on September 28. Reservations will not be available until January of the same calendar year camping season, for that season only.

All campground fees are per night (3:00pm-11:00am) unless otherwise specified.

	REGULAR SEASON RATE	HOLIDAY RATE (See specific dates below)
<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 and is subject to availability. Motorcycles, ATV's and ORV's are exempt from the additional vehicle fee only when parked in the reserved site's designated parking area. Parking on grass is strictly prohibited.</i>		
RESERVATION FEE	\$7.00	\$7.00
<i>Per Reservation, non-refundable</i>		
CABIN PET FEE	\$15.00	\$15.00
<i>Per Pet, Per Reservation. Maximum of two (2) dogs per cabin.</i>		
CAMP STORE		
<i>The Director has the authority to set prices for store items (firewood, ice, etc.) based on competitive market rates.</i>		
CAMPGROUND LARGE GROUP ADMINISTRATIVE FEE	\$500	
<i>Administrative fee is non-refundable. Applicable to a single campground reservation of 20 sites or more. Only available during periods of lower campground usage (eg May and September) Large reservations that include but are not limited to public and private events, concerts, and large weddings. The Parks Recreation and Golf Director shall make the final determination. See LARGE GROUP cancellation policy below.</i>		

HOLIDAY RATES are applicable on the following nights:

- Memorial Day Weekend (Friday, Saturday, & Sunday nights)
- Independence Day Weekend (Friday, Saturday, and up to 2 corresponding weeknights)
- Labor Day Weekend (Friday, Saturday, & Sunday nights)

CAMPING RESERVATION CANCELLATIONS

- For all camping reservation cancellations, Liberty Lake Regional Park Campground must receive notification from the Reservation Holder by phone at 509-477-7274; text and email shall not be an acceptable form of cancellation.
- If notification is received from the Reservation Holder at least 24 hours prior to check-in (3:00 p.m.) the \$7.00 non-refundable reservation fee will be retained by Spokane County and all other applicable reservation fees will be refunded.
- For cancellations received less than 24 hours prior to check-in, the \$7.00 non-refundable reservation fee and 1st night's rental fee will be retained by Spokane County and all additional reservation fees (if any) will be refunded. No refund will be issued for one-night reservation cancellations received less than 24 hours prior to check-in.

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 campground LARGE GROUP CANCELLATION POLICY

- For all Campground Large Group cancellations, the Recreation Program Manager must receive notification from the Reservation Holder by email.
- If notification of a cancellation is received from the Reservation Holder 30 days or more prior to the camping date, the full camping fees paid will be refunded.

If notification of a cancellation is received from the Reservation Holder less than 30 days prior to the camping date, 50% of the camping fees will be refunded.

SHELTER RENTALS

These facilities are typically available for reservation during the park season beginning on or near May 1 and ending on or near September 30. Reservations are available online 365 days in advance. Reservation rates in effect at the time of reservation will be honored. Additions or modifications are subject to the rates in effect at the time changes are made.

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. For those reserving shelters independent of a Special Event Permit, fees are below:

	WEEKDAY RATE (M – TH)	WEEKEND RATE (F – SU)
SHELTER RENTALS	\$55.00	\$70.00
<i>Shelters include but may not be limited to those at Bear Lake, Liberty Lake, Bidwell (East & West), Holmberg, Linwood, Northwoods, and Prairie View (East & West) Parks.</i>		
CANCELLATION FEE	\$15.00	\$20.00

Per Reservation. See cancellation policy below.		
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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 applicable cancellation fee.

If notification of a cancellation is received from the Renter less than 14 days prior to the rental date, cancellation fee will be deducted from the total and 50% of the remaining rental fee will be refunded.

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 Parking Fee. Additional cancellation policies may be applicable as provided for herein, Exhibit A (See below Special Events section)

SPECIAL EVENT PERMITS

- 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 permit application 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.
- Special Event permits are available 365 days in advance. Permit fee rates in effect at the time of reservation will be honored. Additions or modifications are subject to the rates in effect at the time changes are made.

- **Please note:** Due to current staffing and resource levels, Spokane County may be unable to process applications received less than thirty (30) days prior to the event date.

	FIRST EVENT DAY	ADDITIONAL EVENT DAY (max: 4 days)
LEVEL I SPECIAL EVENT PERMIT	\$195.00	\$90.00
<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 PERMIT	\$250.00	\$125.00
<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 PERMIT	\$410.00	\$195.00
<i>Same as a Level II event with food and beverage sold on site to the public.</i>		
K-12 STUDENT EVENT PERMIT	\$70.00	\$10.00
<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>		
NOTE: EXTRA EVENT DAYS		<i>Maximum of 4 extra event days per event unless authorized by the Director.</i>

SPECIAL EVENT CANCELLATION POLICY

- If notification of a cancellation is received from the Event Sponsor 14 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, a \$50.00 cancellation fee will be retained by Spokane County and 50% of the remaining 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.

MISCELLANEOUS FEES

APPROACH PERMIT	\$125.00
<i>Approved and issued on a case-by-case basis by the Director. Director may charge additional fees above and beyond the specified permit fee herein to recover 100% of costs associated with issuing an approach permit. The approach permit fee revenue shall be deposited in the fund associated with the parcel the permit is issued upon (e.g. an approach permit issued to access the Trentwood Trailhead Driveway would be deposited in Fund 117: Conservation Futures).</i>	
FILM PERMITS	
<i>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."</i>	
FILM PERMIT 1 (Per Day)	\$500.00
<i><u>Film Permit 1</u> 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.</i>	
FILM PERMIT 2 (Per Day)	\$250.00
<i><u>Film Permit 2</u> 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.</i>	
METAL DETECTOR PERMIT	\$10.00
<i>Good for one year from date of purchase.</i>	
PASS REPLACEMENT FEE	\$10.00
<i>Applies to all passes sold by County Parks.</i>	

FEE SCHEDULE POLICIES

Unless otherwise noted, the policies below pertain to all applicable sections herein Exhibit A.

ALL FEES:

- Include applicable taxes
- Are deposited as general fund revenues (Fund 010). *This does not apply to Field & Court Rental fees(Special Revenue Fund 122).*

TEAM SIDELINE– Credit Card Transaction Processing Fee

Spokane County Parks department contracts with Team Sideline for point-of-sale services which currently include Swim Programs, Red Cross Courses, and Volleyball Leisure League Programs. Team Sideline shall collect a non-refundable credit card processing fee (Currently 2.95% plus \$ 0.30 per debit/credit transaction amount) during online checkout. Cash and checks are still accepted at the Parks Recreation and Golf office, with no processing fee required.

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. 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.*

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.

INSURANCE REQUIREMENT

Event insurance may be required on a case-by-case basis as determined by Spokane County’s Risk Management Department 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 Risk Management Department 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).

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).

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 maybe 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.

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.*