



# City Council Agenda Bill

**20273**  
Bill Number

**Subject:** Interlocal agreement between the City and the Port of Bellingham for mutual use of facilities.

**Summary Statement:** The City and the Port have had a long-standing agreement for the mutual use of their facilities at no charge. The agreement allows up to three uses per agency, per year.

**Previous Council Action:** Annual adoption of agreement

**Fiscal Impact:** None

**Funding Source:**

**Attachments:** Interlocal agreement

Meeting Activity	Meeting Date	Staff Recommendation	Presented By	Time
Consent Agenda	13-Jan-2014	Vote to Approve		

**Council Committee:**

**Agenda Bill Contact:**

Brian Heinrich, x8117

**Committee Actions:**

Reviewed By	Initials	Date
Legal	PMZ	1-7-14
Mayor	KL/MA	1/7/14

**Council Action:**

## 2014 INTERLOCAL AGREEMENT FOR THE USE OF PUBLIC FACILITIES

THIS INTERLOCAL AGREEMENT is made and entered into this \_\_\_\_ day of \_\_\_\_\_, 20\_\_, by and between the Port of Bellingham, a municipal corporation (hereinafter referred to as “**the Port**”) and City of Bellingham, a municipal corporation (hereinafter referred to as “**the City**”) for the mutual use of facilities and other spaces owned and operated by each respective agency.

WHEREAS, the Port has meeting space available for meetings and events as shown on Exhibit “A” attached hereto; and

WHEREAS, the City has facilities and other public spaces available for meetings and events as shown on Exhibit “B” attached hereto;

NOW, THEREFORE, in the interest of reducing expenses by the reciprocal use of facilities of like value, be it agreed that:

1. The Port will waive fees for the use of its facilities as shown on Exhibit “A” when used by the City for three (3) uses per year on an “availability basis.” Fee waivers only are available for weekday use (weekend hours begin Friday at 5 pm).
2. The Port or City may request a clean up and/or staffing fee for use of its facilities, depending upon the type of use, as well as a taxed fee for equipment rental. Payment for such services will be paid no later than the last business day of the month.
3. The City agrees to waive any fees for the use of City facilities as shown on Exhibit “B” for three (3) uses per year on an “availability basis.” Fee waivers only are available for weekday use (weekend hours begin Friday at 5 pm).
4. The City agrees to indemnify and hold harmless the Port, its officers, Commissioners and employees from any and all claims, demands, judgments, or liability for loss or damage arising as a result of accidents, injuries, or other occurrences occasioned by the use of the Port facility by City or anyone using the facility under its authority. The City further agrees to indemnify and hold the Port harmless for any leasehold excise tax that may be found due and owing by the Port as a result of this agreement.
5. The Port agrees to indemnify and hold harmless the City, its officers, and employees from any and all claim, demands, judgments, or liability for loss or damage arising as a result of accidents, injuries, or other occurrences occasioned by the use of the City facility by the Port or anyone using the facility under its authority. The Port further agrees to indemnify and hold the City harmless for

any leasehold excise tax that may be found due and owing by the **City** as a result of this agreement.

6. Each request for use of any Port facility shown on Exhibit "A" must be made in writing from the Mayor with a Park and Facility Rental Form attached hereto.
7. This agreement shall remain in effect until 12/31/14 and shall be renewable each year upon the consent of both parties.

IN WITNESS WHEREOF, the parties hereto have entered into this agreement on the date set forth above.

PORT OF BELLINGHAM

\_\_\_\_\_  
Rob Fix, Executive Director

**EXECUTED**, this the \_\_\_\_\_ day of \_\_\_\_\_, 2014, for the **CITY OF BELLINGHAM**:

**Departmental Approval:**

\_\_\_\_\_  
*Mayor*

\_\_\_\_\_  
*Department Head*

**Attest:**

**Approved as to Form:**

\_\_\_\_\_  
*Finance Director*

\_\_\_\_\_  
*Office of the City Attorney*

**Port of Bellingham  
Available Meeting Space**

**Exhibit "A"**

**Bellingham Cruise Terminal**

355 Harris Avenue

Meeting facility with water view. Dome area accommodates up to 200 people.

Smaller meeting room for 40 people also available.

Catering prep kitchen available.

**Squalicum Boathouse**

2600 S. Harbor Loop

Meeting facility at Zuanich Point Park. Multi-purpose room accommodates 100 people theater style, 85 banquet.

Full kitchen available.

**Blaine Boating Center**

235 Marine Drive

Blaine, WA 98230

Meeting facility located at the Blaine Harbor. Multi-purpose room accommodates 50 people theater style, 45 banquet. Small kitchen available.

**General Aviation**

4201 Mitchell Way

Conference room accommodates 12 people around fixed conference table.

**Cornwall Conference Center**

921 Cornwall Ave.

Meeting room accommodates 50 people. Small kitchen available.

**Technology Development Center**

Douglas G. Smith Conference Room

1000 F Street

State of the art meeting room accommodates 50 people. Small kitchen available.

## Exhibit B

### Commercial events will be charged double the non commercial rates listed below

Commercial refers to all individuals, groups or businesses who charge admissions, class fees, sell tickets, food or other items, solicit funds or donations, offer other money making activities or promote a commercial business.

### BLOEDEL DONOVAN PARK AND FAIRHAVEN PARK INDOOR FACILITIES

BLOEDEL MULTI-PURPOSE ROOM (capacity 280)	Gymnasium, 5 outlets, 78'x 56' Kitchen (2 outlets),stove/ref. 30 tables & 200 chairs Renter will do own set up.	\$ 48.00/hour \$ 480.00/day
BLOEDEL PAVILION	Meeting Room 25' x 28' - Full Kitchen 8 tables & 40 chairs	\$ 36.00/hour \$ 360.00/day
FAIRHAVEN PAVILION	Meeting Room 32'x25'– Full Kitchen 10 Tables & 60 chairs	\$ 36.00/hour \$ 360.00/day

### OUTDOOR PARK FACILITIES

GAZEBOS	Elizabeth Park - Capacity 25	\$ 24.00/hour
MARITIME AMPHITHEATER	Seats 300 On-street parking only Electricity can be provided upon request	\$ 24.00 hour \$ 240.00 day
FAIRHAVEN VILLAGE GREEN	Facility will accommodate 600, 150'x100' Grass: 350 sitting or 200 w/tables & chairs On-street parking only	\$ 48.00/hour \$ 480.00/day

**PICNIC SHELTERS : Minimum two hour use (W=Water L=Lights E=Electricity R=Restrooms)  
Shelters are reserved *with fee* between April 1 and Oct 31 (winterized months Nov-Mar reserved *without fee*)**

Cornwall Park (Lg/North) 60x30/Seats 96 W/L/E/R	\$24/hour	\$240/day
Cornwall Park (Sm/South) 28x48/Seats 32/No Utilities	\$21/hour	\$210/day
Fairhaven Park (Lg) 41x24/Seats 64 W/L/E/R	\$24/hour	\$240/day
Lake Padden Playground Shelter – 2 Park Grills/24x40/Seats 48 /No Utilities	\$21/hour	\$210/day
Lake Padden Rotary Shelter – 1 Park Grill/40'x25'/Seats 48/No Utilities	\$21/hour	\$210/day
Whatcom Falls Park (Lg) 24x48/Seats 72 W/L/E	\$24/hour	\$240/day
Whatcom Falls Park (Sm) – 1 Park Grill/20x40/Seats 24 W/E	\$21/hour	\$210/day

### OPEN SPACE FEE:

Non Commercial Event:	\$ 12.00 per hour	\$120 per day
Commercial Event:	\$ 24.00 per hour	\$240 per day

Open space next to reservable facilities will not be booked independent of the facility. Renter may use open area around rented facility at no cost but it is not exclusive use.

### EXTRA FEES:

**Inflatable Play Equipment: \$25.00 per piece in addition to hourly rental rate of facility reserved**

### POLICY FOR BLOEDEL AND FAIRHAVEN PARK INDOOR FACILITIES:

1. Facility rental refunds will be approved if the Parks and Recreation Department is notified prior to reserved date.
2. There is a minimum of two (2) hours use of all park facilities with the exception of Bloedel Donovan Multi-Purpose Room which will require a three (3) hour minimum on weekends
3. Facility rental hours are 8:00 a.m. to 10:00 p.m.
4. Facilities can be reserved one year in advance of scheduled date. If the one-year mark falls on a weekend or holiday, you can make the reservation on the previous business day.

Exhibit B continued

**CIVIC FIELD ATHLETIC USE FEES**

\*Commercial is defined as: Individuals, groups or businesses who charge admissions, class fees, sell tickets, food or other items, solicit funds or donations, offer other money making activities or promote a commercial business.

	<u>NON-PROFIT</u>	
<b><u>*COMMERCIAL</u></b>		
<b><u>CIVIC STADIUM</u></b> (Seating: Home=2800 Visitor=900)		
Games (per game)	\$ 540.00/game	\$
1080.00/game		
Practice (per hour)	\$ 60.00/hour	
Lights (per hour)		
Games	\$ 60.00/hour	\$
60.00/hour		
Practices	\$ 36.00/hour	\$
36.00/hour		
All Day Fee	\$ 1080.00 all day	\$2160.00 all
day		

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	<u>NON-PROFIT</u>	
<b><u>*COMMERCIAL</u></b>		
<b><u>JOE MARTIN BASEBALL FIELD</u></b>		
Games (per game)	\$ 144.00/game	\$
288.00/game		
Practices (per hour)	\$ 36.00/hour	
Lights (per hour)	\$ 36.00/hour	\$
36.00/hour		
All Day Fee	\$ 288.00 all day fee	\$576.00 all
day fee		

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<b><u>PARKING LOT:</u></b>	<u>NON-PROFIT</u>	
<b><u>*COMMERCIAL</u></b>		
Community Event Per Hour	\$ 84.00 per hour	\$ 168.00
per hour		
Community Event All Day Fee	\$ 840.00 per day	\$1680.00
per day		
Shuttle Groups (50 cars and fewer)	\$ 30.00 per hour	\$ 60.00 per
hour		
Long Term Park & Ride (approved by Director)	-Contracted-	-
Contracted-		

## FEE POLICY FOR USE OF CIVIC STADIUM/PARKING LOT AND JOE MARTIN STADIUM

1. Practice at Joe Martin Field will not be scheduled before 10:00 a.m.
2. Curfew for all events shall be 12:00 Midnight.
3. Payment of fees is required at the time of booking.
4. Renter shall follow all department rules and regulations plus applicable city codes.
5. Requests for commercial rental use are approved by the Parks and Recreation Director. If approved, the facility rental fees will be charged at the established commercial rate.

### ATHLETIC FIELD FEES (excluding Civic Field and Joe Martin Stadiums)

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#### TOURNAMENT/LEAGUE FIELD USE

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##### TOURNAMENTS:

1. **New tournaments** will be scheduled on a first come, first served basis beginning **February 1st** of each year.
2. A "Tournament Field Reservation Form" must be completed and a deposit of \$30.00 (non-refundable fee) per field must be submitted before a field is reserved. The reservation form and deposit must be submitted to the Parks and Recreation Department Office located at Cornwall Park on Meridian.
3. Full payment (minus the \$30.00 per field reservation fee) to be submitted to the Parks and Recreation Department within seven (7) days of completion of the tournament. (refer to fee schedule below).

##### LEAGUES:

1. Fields are allotted by the Parks and Recreation Department to each Athletic Association at the Fall and Spring Sport Field meeting. The Associations will then assign fields and times to their respective leagues.
2. All leagues will provide the Parks and Recreation Department with copies of all scheduled games prior to the start of the season.
3. All Associations will be invoiced by the Parks and Recreation Department at the end of the season with payment to be received within 30 days of the billing date.

##### PRACTICE FIELDS:

1. Softball teams may reserve available practice fields during the months of March and April through their sponsoring Association. All other practice field use, except under lights, is on a first come, first served basis on designated fields.
2. All LIGHTED practice FIELDS will be charged an additional fee (see schedule below).

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FIELD USE FEES	SOFTBALL	BASEBALL	FOOTBALL/ SOCCER
<b>LEAGUE &amp; TOURNAMENT</b>			
<b>PER GAME:</b>			
Adult	\$ 30.00	\$ 60.00	\$ 60.00**
Youth	\$ 30.00	\$ 30.00	\$ 30.00
Lights (per hour)	\$ 24.00	\$ 24.00	\$ 24.00

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**PRACTICE PER HOUR:**

Adult	\$ 18.00	\$ 18.00	\$ 18.00
Youth	\$ 10.00	\$ 10.00	\$ 10.00
Lights (per hour)	\$ 24.00	\$ 24.00	\$ 24.00

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*\*Fees for commercial events are double the listed fee rate  
\*\*If field set-up is required, actual cost of set-up will apply*



**Additional City Facilities Available for Port's Use:**

**Museum Rotunda Room, Old City Hall – 121 Prospect Street  
Museum Lightcatcher Building – 250 Flora Street**

**Library Facilities:**

Facility	Description	Hours Available	Non-commercial Fee	Commercial Fee
<b>Central Library Conference Room</b>	Capacity: 10 Contains: Board table and chairs, white board, projection screen, LCD projector. Equipment available: DVD/VCR/TV monitor Size: 17 x12 = 204 s.f.	Mon-Sun 8am-11pm No meetings on Library Holidays	\$12.50/hr	\$25.00/hr
<b>Central Library Lecture Room</b>	Capacity: 106 Contains: Tables, chairs, blackboard, projection screen, LCD projector, Kitchenette w/small refrigerator. Equipment available: DVD/VCR/TV monitor Size: 39x39 = 1,521 s.f.	Mon-Sun 8am-11pm No meetings on Library Holidays	\$25/hr	\$50/hr
<b>Fairhaven Branch Northwest Room</b>	Capacity: 30 Contains: Tables and Chairs Equipment available: Projection screen Size: 19x25 = 475 s.f.	Mon-Sun 8am-11pm *only quiet use during library open hours.	\$18.75/hr	\$37.50/hr
<b>Fairhaven Branch Fireplace Room</b>	Capacity: 45 Contains: Tables and chairs Equipment available: Projection Screen Size: 19x41 = 779 s.f.	Mon-Sun 8am-11pm *only quiet use during library open hours.	\$18.75/hr	\$37.50/hr
<b>Fairhaven Branch Auditorium</b>	Capacity: 201 (seats 150) Contains: Tables and chairs, kitchen with microwave and refrigerator Equipment available: Projection Screen Size: 62x27 = 1,674 s.f.	Mon-Sun 8am-11pm *only quiet use during library open hours.	\$25/hr	\$62.50/hr