

Battle Ground Parks & Recreation 2024 Fee Schedule

Battle Ground Community Center

	ENTIRE BUILDING RENTAL	LEWIS RIVER RECEPTION HALL	MOULTON FALLS ROOM	WOODIN CREEK MEETING ROOM
Hourly Room Rental Rates	Sunday-Friday \$220/hour 4-hour minimum Friday after 2pm and Sunday Saturday \$240/hour 5-hour minimum	Sunday-Friday \$140/hour 4-hour minimum Friday after 2pm and Sunday Saturday \$175/hour 5-hour minimum	Hourly Rate \$55/hour 4-hour minimum Friday after 2pm, Saturday and Sunday	Hourly Rate \$35/hour 4-hour minimum Friday after 2pm, Saturday and Sunday
Reservation Deposit	A non-refundable 25% of Rental Cost due within 10 business days of receipt of application. This amount will be applied towards the total rental fees. *		Full rental fees are due at time of booking.	
A/V Equipment Fee	Use of A/V equipment included	Use of A/V equipment included	Optional fee \$50	Optional fee \$50
Alcohol Fee	\$170**	\$170**	\$150**	\$150**
Staffing Fees	\$150	\$150 for events over 100 guests or when alcohol is being served	\$150 when alcohol is being served	N/A
Damage Deposit	\$750 refundable*** \$1000 refundable rentals with alcohol ***	\$500 refundable*** \$1000 refundable rentals with alcohol ***	\$350 refundable***	\$100 refundable***
Cleaning Fee	\$370 non-refundable	\$235 non-refundable	\$150 non-refundable	\$75 non-refundable

* Remaining rental fees are due 60 days prior to the scheduled event.

**Event must also have event liability insurance and banquet permit or special occasion license.

***Due at least 60 days prior to event.

Any deviations from the fee schedule must be approved by the City Manager (or his/her designee).

Any rental that goes beyond the rental time will be charged 2 times the rental rate as noted above for the corresponding room rental.

Battle Ground Community Center Kitchen Only

	Commercial Kitchen Only
Hourly Rental Rate	Monday-Thursday \$45/hour 4-hour minimum
Damage Deposit	\$500 refundable
Cleaning Fee	\$100 non-refundable

-Liability insurance and all necessary Clark County Public Health Requirements must be satisfied

Battle Ground Senior Center

	Senior Center Main Room with Kitchen
Hourly Room Rental Rate	\$45/hour 4-hour minimum Friday after 2pm, Saturday and Sunday
Damage Deposit	\$100 refundable
Cleaning Fee	\$75 non-refundable
	*A/V equipment not available at the Senior Center

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Long Term Rental Fees

<i>Long-term rentals are defined as a group who is regularly scheduled activities equal to at least one time per month for nine (9) months or twelve (12) hours over quarterly meetings/classes.</i>					
	Battle Ground Community Center			Senior Center	
<i>Long Term Facility Rental Rates*^</i>	Lewis River Room \$55/hour non-profit \$65/hour private/ commercial	Moulton Falls Multi-Purpose Room \$35/hour non-profit \$45/hour private/ commercial	Woodin Creek Meeting Room \$25/hour non-profit \$30/hour private/ commercial	Main Room \$10/hour non-profit \$25/hour private/ commercial	Main Room with Kitchen \$15/hour non-profit \$30/hour private/ commercial
Annual Maintenance Fee, up to/including 100 people	\$175 non-refundable	\$100 non-refundable	\$50 non-refundable	\$50 non-refundable	
Annual Maintenance Fee, over 100 people	\$350 non-refundable	\$200 non-refundable	N/A	N/A	
Key Replacement	N/A			\$10 per key	
	LT renters are required to set-up their own tables and chairs, clean area prior to leaving and take all trash & recycle out to the dumpster.			LT renters are required to clean room and kitchen prior to leaving and take all trash & recycle with them.	

**Any deviations from the long-term fee schedule must be approved by the City Manager (or his/her designee).*

^ Regular cleaning fees included in rental rates

Charitable Organization & Non-Profit Discounts

Groups that meet the following criteria will receive a **50% discount** on the hourly rate (not applicable to the use of only the kitchen).

- Charitable organization or non-profit group must be currently registered with the State of Washington and provide a copy of their certificate to the Parks & Recreation Department.
- Must conduct their regular business meetings within the City of Battle Ground Urban Growth Area and/or provide a service which directly benefits a significant portion of the Battle Ground Community.
- School district and other local governmental agencies that provide services to the City of Battle Ground Urban Growth Area may also receive a discounted rate.

Charitable Organizations will receive **free rental** space based on the following criteria

- Event must meet state requirements for being for the poor or infirm.
- Event must directly benefit Battle Ground residents.
- Event does not collect an admission fee, entry fee, request donation fee, vendor booth fee or conduct sales of any type.
- Event must be community service related (example include Food Bank drive, Rotary Christmas Party or Blood Drives).
- Additional fees and deposits still apply

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Volunteer Rental Points

Groups wishing to utilize Volunteer Rentals Points must submit a Volunteer Rental Points Applications informing City of Battle Ground Staff the desire to track and utilize rental points. Rental points cover the cost of hourly rental rate and does not include additional fees such as cleaning, staffing, alcohol, equipment, or damage deposit.

	Entire Community Center	Lewis River	Moulton Falls	Woodin Creek	Senior Center
Number of Volunteer Hours needed for one Facility Rental Hour	Sunday- Friday 7 hours	Sunday- Friday 5 hours	2 hours	1 hours	2 hours

Park & Field Space

	Parks (general)	Kiwanis Park Fields	
		Whole Field	Single T-Ball Backstop
Rental Rates	\$10/hour non-profit \$15/hour private/commercial	\$20/hour non-profit \$30/hour private/commercial	\$10/hour non-profit \$15/hour private/commercial
Maintenance Fee *	\$35/day	\$50/day	\$25/day

**May be waived or adjusted based on season maintenance or type of activity.*

Bricks Program

Honor and recognize a veteran who has served our country and protected our freedom by purchasing a brick in the Battle Ground Veterans Memorial. Funds raised through these brick sales help to pay for the maintenance and operation of the Veterans Memorial. Bricks are engraved and installed on an annual basis, with veteran’s name, branch of service, and date of service. Bricks ordered by March 1st of each year will be installed in time for the same year’s Memorial Day. Each brick is \$250, with funds going towards maintenance and operation of the Veterans Memorial.

Banner Program

Banners can be purchased for \$250 (and subject to change) and will be displayed in the City from May 1 through the 3rd week in June. Banners are the property of the purchaser and will need to be claimed by July 1 or the banner will be disposed of. Banner orders can be placed anytime until March 1 of each year. Due to vendor minimum order requirements, if the City does not receive five banner orders by March 1, the order will not be made and a full refund will be issued to the banner purchaser. Once the banner is purchased, the purchaser can pay a re-hanging fee each subsequent year to cover the cost of hanging the banner and taking it down. This fee will be determined at a later date but shall not exceed \$50.

Parks & Recreation Community Programs

Fees for determination on the cost of delivering some additional programs and services. In most cases the primary costs is staffing or external group instruction costs and any new supply, equipment or material costs. The Parks & Recreation department strives to keep our fees as low as possible, to find efficiencies and being creative wherever possible. We will see outside donations, sponsorship and grant opportunities when available to assist in reducing costs for programs.