



	Approved	Denied
Action taken 6/28/04	✓	
Other:		
Verified by: <i>Jamie Murray, Deputy Clerk</i>		

**COUNCIL ACTION MEMORANDUM**

**AM No. 04-40**

**TITLE: Facility Use Allocation Policy for the Wasilla Multi-Use Sports Complex.**

Agenda of: June 28, 2004

Date: June 15, 2004

Originator: Recreation and Cultural Services Manager

Route to:	Department	Signature/Date
	Police	
X	Recreational and Cultural Services Library, Museum	<i>[Signature]</i> 6/16/04
	Public Works Planning	
X	Finance *signature required	<i>[Signature]</i> 6/16/04
X	Clerk	<i>[Signature]</i> 6/16/04

**REVIEWED BY MAYOR DIANNE M. KELLER:** *Dianne M. Keller*

**FISCAL IMPACT:**  yes\$ or  no      Funds Available  yes  no

Account name/number:

Attachments: Wasilla Multi-Use Sports Complex Facility Use Allocation Policy  
Parks and Recreation Commission Resolution No. 04-01

**SUMMARY STATEMENT:** The public has expressed some concern on the distribution and allocation of available rental times at the Multi-Use Sports Complex. The attached Facility Use Allocation Policy was developed to allocate facility use in a fair and equitable manner provided it is in the best interest of the Sports Complex. The Parks and Recreation Commission has reviewed this policy and recommends its adoption.

**STAFF RECOMMENDED ACTION:** Council is requested to approve the attached Facility Use Allocation Policy and place it into use immediately.

CITY OF WASILLA  
WASILLA PARKS AND RECREATION COMMISSION  
RESOLUTION SERIAL NO. 04-01

**A RESOLUTION OF THE WASILLA PARKS AND RECREATION COMMISSION  
RECOMMENDING THE WASILLA CITY COUNCIL ADOPT THE WASILLA MULTI-USE  
SPORTS COMPLEX FACILITY USE ALLOCATION POLICY.**

WHEREAS, pursuant to WMC 2.64.010.A, the purpose of the Wasilla Parks and Recreation Commission is to advise the city on matters pertaining to parks and recreation facilities; and

WHEREAS, the Wasilla Multi-Use Sports Complex is beginning its first full season of operation; and

WHEREAS, many different youth and adult athletic organizations, groups, and individuals have expressed a desire to use the Multi-Use Sports Complex for many different activities and functions; and

WHEREAS, many of the times requested will be the same for two or more users throughout the year; and

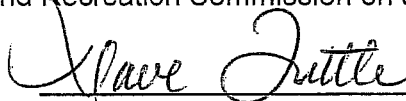
WHEREAS, a facility use allocation policy needs to be established so that all requests are evaluated in a fair and equitable manner; and

WHEREAS, whenever possible, practical and in the best interest of the Sports Complex, local organizations, groups, and individuals will be given preference over organizations, groups, and individuals from outside the Mat-Su Borough Area.

NOW THEREFORE BE IT RESOLVED by the Wasilla Parks and Recreation Commission that we support the Wasilla Multi-Use Sports Complex Facility Use Allocation Policy attached as Exhibit A; and

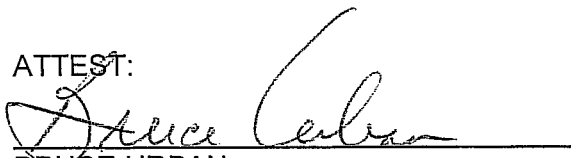
BE IT FURTHER RESOLVED that the Wasilla Parks and Recreation Commission recommends to the Wasilla City Council that the Wasilla Multi-Use Sports Complex Facility Use Allocation Policy be approved and placed into use upon adoption by the Council.

ADOPTED by the Wasilla Parks and Recreation Commission on June 9, 2004.



\_\_\_\_\_  
DAVE TUTTLE, Chairperson  
Parks and Recreation Commission

ATTEST:



\_\_\_\_\_  
BRUCE URBAN  
Recreation and Cultural Services Manager



## City of Wasilla Multi-Use Sports Complex

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### Wasilla Multi-Use Sports Complex Facility Use Allocation Policy

**Background:** The Wasilla Multi-Use Sports Complex opened in March, 2004. The sports complex is considered an enterprise fund and is required to generate revenues to offset expenses. The facility has many uses including ice skating, soccer, running/jogging/walking, and meeting space for various uses. The sports complex is recognized as a community based facility with the majority of the use by residents of the City of Wasilla and the Mat-Su Borough. Other athletic organizations from outside the area have shown interest in reserving time at the complex. Additionally, there have been requests from businesses and individuals to schedule events outside of the athletic norm such as Trade Shows, concerts and conferences. Every attempt will be made to provide prime time use for local athletic organizations; however, it must be recognized that all requests to use the sports complex will be considered when in the best interest of the City of Wasilla.

The following policy is designed to allocate facility use in a fair and equitable manner provided it is in the best interest of the Sports Complex.

1. In mid-April of each year, a facility use request form for the following season (August 1 through July 31) is sent to all facility users and organizations of the previous season as well as new inquiries. Additionally, an ad is placed in local and Anchorage based publications informing the general public of the opportunity to submit requests for facility use for the following season.
2. All requests are required to be returned to the Sports Complex no later than June 1<sup>st</sup>.
3. Any requests received after the deadline date may not be considered until all other requests have been filled.
4. Sports Complex operated programs will be scheduled prior to any other requests. These programs may include public skating, figure skating, learn-to-skate programs, turf field use, and non-athletic type events.
5. Facility requests for paid gate events such as high school hockey games are next to schedule. Most paid game events are scheduled in the evening and on weekends during what is considered prime time so as to attract a large spectator audience. An admission fee is normally charged to the spectator by the facility user for these events. Normally, additional personnel are required before, during, and after the event, a higher facility use fee is assessed.
6. Youth and adult athletic organizations and teams are next to schedule. Whenever possible, practical and in the best interest of the Sports Complex, local organizations and teams will be given preference over organizations and teams from outside the Mat-Su Borough area. Each organization and/or team should only request time that is within its budget and ability to use. There will be a cancellation policy of a minimum of 30 days prior to the time/event scheduled. Every attempt will be made to sell the cancelled time to another user. Should that take place, there will be no penalty to the team or organization canceling the time. If the time cannot be sold, the original organization reserving the time will be responsible for the full value of the time reserved.
7. When the above allocation process is complete, all remaining time will be available to the general public to reserve.