



# **City of Grants Pass Parks & Recreation**

## **User Group 2023 Handout**

January 19, 2023  
6:00pm  
Council Chambers

## **Parks & Recreation Contact Information**

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**Parks Superintendent**

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**Chad Westbrook**

**Parks Supervisor/Maintenance**

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### **Mailing Address:**

101 NW A Street, Grants Pass, Oregon 97526

### **Office Location:**

Reinhart Volunteer Park - Maintenance Office

### **Office Hours:**

Monday – Friday

7:30am – 4:30pm

## Highlight of New Changes for 2023

- ✚ All courts (pickleball, tennis, basketball, volleyball, horseshoe) are now available to reserve for a fee.
  - Courts still operate on a first come, first serve basis if there is no reservation.
  - Hourly reservations are available to reserved online.
  - Tournaments must be scheduled through Parks & Recreation.
  - There are no time limits on courts.
- ✚ All Local Non-profit Youth Leagues may still reserve fields at no cost. All other groups must pay a reservation fee – this is for any type of field use, including practices and games.
- ✚ All reservation fees must be paid no later than 24 hours of making the reservation.
- ✚ For youth field reservations, one representative from each youth league will be responsible for reserving field time, not individual coaches. Any changes to the reservations will need to go through your league representative.
- ✚ Automated lights are coming to Reinhart Volunteer Park Softball Hub Fields 1-4!

# Recdesk Sign-up Instructions

Recdesk is the scheduling website Parks & Recreation uses to manage all reservations within city parks. Our website allows you to track your reservation, pay for your reservation (if applicable) and utilize our calendar to check for availability.

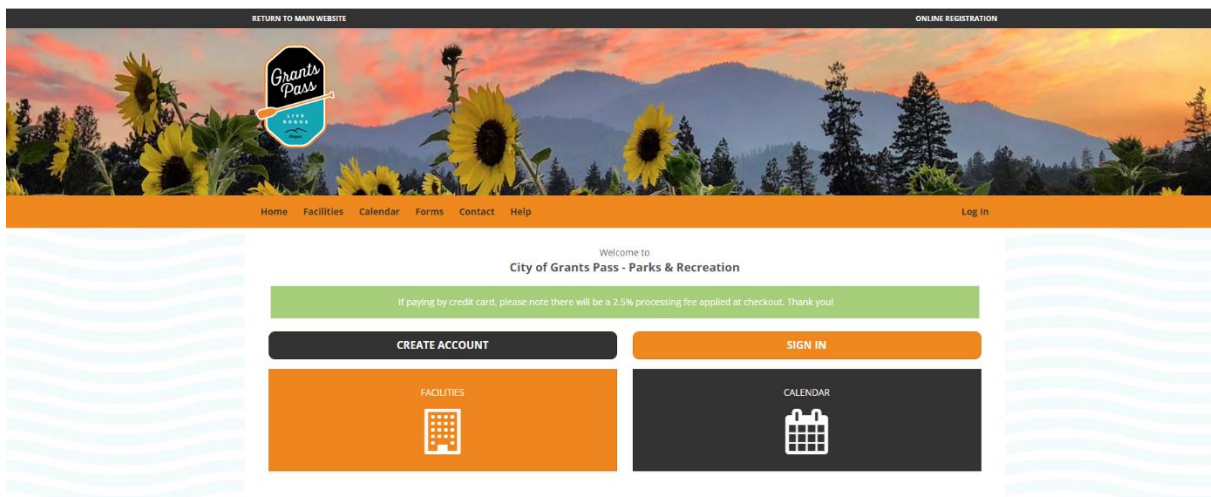
Users who want to make a reservation **MUST** create an account to get their field scheduled. Once your account is created, then you will be able to call or email me with your reservation requests.

To create your account, go to the link below, then click the “Create Account” button and follow instructions.

<https://grantspass.recdesk.com/Community/Home>

Once your reservation has been entered into recdesk, you will receive an automated email that contains your reservation date and time block.

**Please keep this email, as it serves as your receipt and confirms your reservation.**



## General Scheduling Information

- ✚ All scheduled use of fields is through the Parks & Recreation Department.
- ✚ Users may request use of specific fields, but no guarantees can be made at the time of submission, as decisions will be based on maximizing the use of facilities.
- ✚ All users **MUST** create an account through our recdesk software to make a reservation.
- ✚ Confirmation of reservations will be provided via email and available through your recdesk profile.
  - Keep this email confirmation available on your phone or print a copy to have on hand on when you are on the field in the event there is a dispute/conflict about a reservation.
- ✚ Providing proof of insurance is mandatory and must be received by Parks & Recreation before use of a field. Please provide your Certificate of Liability/Insurance Binder as soon as possible.
  - Your insurance coverage must be in the amount of \$1,000,000 per occurrence and \$2,000,000 aggregate, naming the City of Grants Pass as an additional insured.
- ✚ For users who must pay a fee to reserve our facilities, all fees must be paid within 24 hours of making the reservation. Failure to do so will result in your reservation being cancelled.
- ✚ Cancellations:
  - The demand for our fields is high. If you have a reservation and decide not to use it, please contact Parks & Recreation so it can be made available to other users.
  - If you have paid for a reservation, you must contact us 48 hours in advance to receive a refund of the fee.

# Youth League Scheduling

## Field Scheduling

- ✚ Fields will open for practice beginning **Monday, March 13** (pending any inclement weather)
- ✚ One representative from each youth league will be responsible for reserving field time, not individual coaches.
- ✚ Field time blocks will be assigned for each league, but it is the league's responsibility to assign team schedules within those time blocks.
- ✚ All youth league representatives will need to email requested fields and times to [recreation@grantspassoregon.gov](mailto:recreation@grantspassoregon.gov) by **February 24**.
  - Initial time blocks will be assigned for Babe Ruth (formerly Little League) baseball and softball, as well as USA Lady Rogues.
  - All other youth leagues, please submit your first and second choices of desired fields and times.
  - Unless assigned otherwise, time blocks will be 1.5 hours each.
  - The time blocks will be back-to-back, so all warm-up and clean-up times must be done within the assigned time block. Please do not run over into the next leagues time block.
  - Field practice reservations will be confirmed by the week of **March 6**.

## Batting Cages

- ✚ The Hub and Agnew Lytle batting cages will be available for reservation via our online recdesk reservation website.
  - Individual youth coaches can make their own reservations.
  - Each coach is allowed one (1) hour reservation per week.
    - If we see that there is not a lot of usage by multiple users, and there is a demand from coaches for more time during the week, we can adjust this allowance.
  - A code will be required to access the keys for the batting cages, so if you do not receive the code via email, make sure to contact us for the code prior to your reservation.
  - See attached map for location of each batting cage.
  - Agnew Lytle Batting Cages are prohibited to use if a game is scheduled on the field.

## Adult League Scheduling

### Field Scheduling

- ✚ Games can be scheduled in advance but will not begin until Babe Ruth Season ends. (We do not have an end date currently)
- ✚ Practices can be scheduled now by individual coaches in 1.5-hour time blocks if there is availability after youth league field reservations are confirmed.

## Keys

Keys for certain field lights and other facilities may be checked out to users. A \$25 deposit is required. Keys must be returned to the Parks & Recreation Department within 30 days of the season's end otherwise the deposit is forfeit.

# Field Lights

## Reinhart Volunteer Park

**Coming in March 2023:** Automated lights on RVP Softball Fields #1-4!  
Lights will be set-up to turn on at sunset and turn off 15 minutes past the last reservation of the day.

## Gilbert Creek and Riverside Parks

Users will be allowed to check out keys for lights Gilbert Creek and Riverside.

### Fields with no lights

|          |          |
|----------|----------|
| Westholm | Morrison |
| Eckstein | Geiske   |

### Field Light Fees

**Local Non-Profit Youth Leagues:** No fee

**All other users:** See attached comprehensive fee schedule for light fees.

# Fees

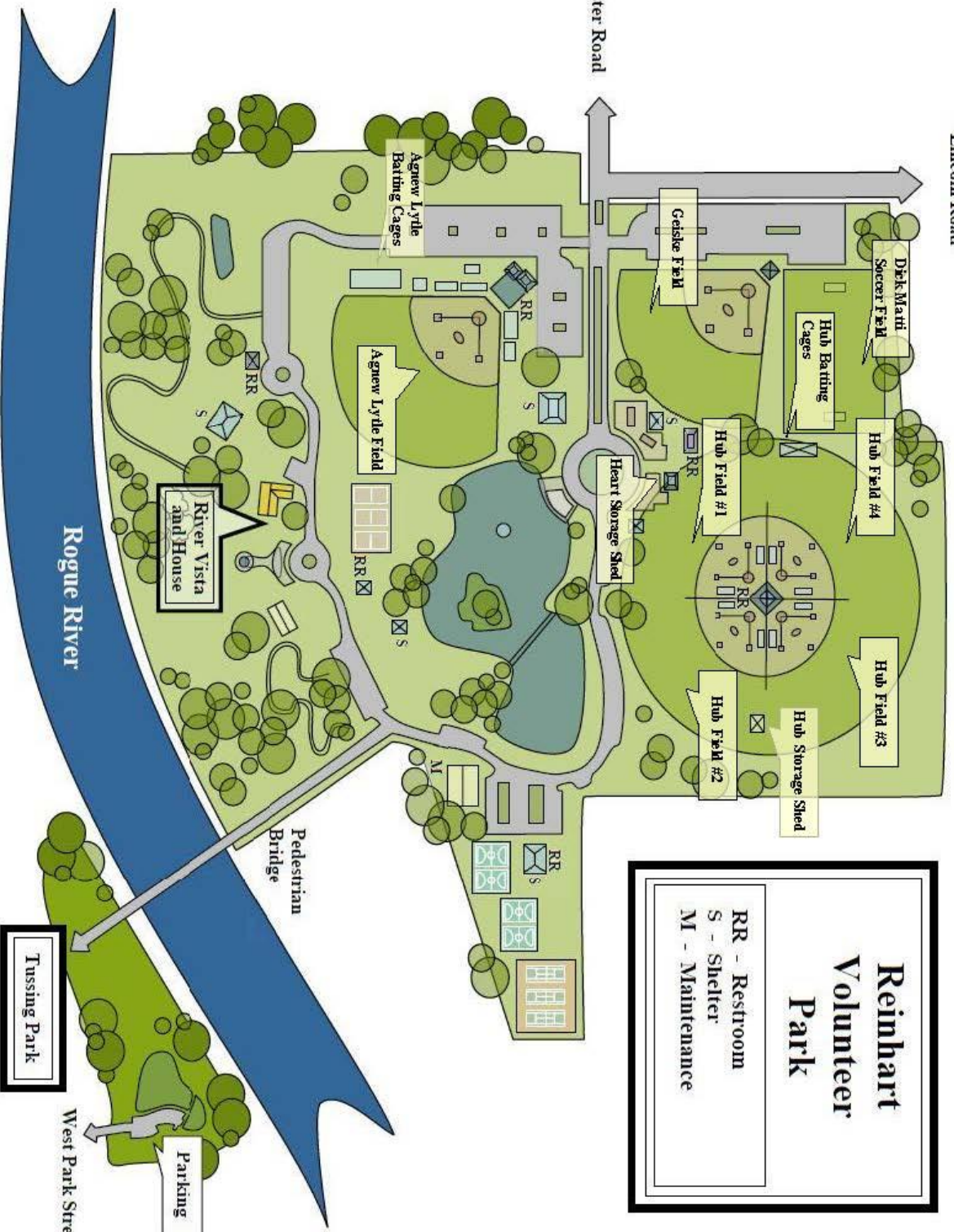
## Comprehensive Fee Schedule

Attached is the comprehensive fee schedule for all Park & Recreation fees approved by City Council.



Lincoln Road

Webster Road



**Reinhart  
Volunteer  
Park**

RR - Restroom  
S - Shelter  
M - Maintenance

Tussing Park

West Park Street

Parking

Not to Scale

N



**City of Grants Pass  
Comprehensive Fee Schedule  
Revised 1/1/2023**

| STORM WATER UTILITY RATES  |                                      |
|--|--------------------------------------|
| Equivalent Service Unit (ESU) = 3,700 ISF  |                                      |
| Single Family Residential, 1 ESU   | \$8.41                               |
| Rate Per ESU   | \$7.50                               |
|  |                                      |
| Parks and Recreation   |                                      |
|  |                                      |
| <b>Facilities*</b>   |                                      |
| Trevillian Pavilion (Riverside Park)   | \$77.50                              |
| Riverside Pavilion (Riverside Park)  | \$200.00                             |
| Centennial Gazebo (Riverside Park)   | \$65.00                              |
| Upper Picnic Grove (Riverside Park)  | \$58.75                              |
| Festival Area (Riverside Park)   | \$102.50                             |
| Bank of America (Reinhart Volunteer Park)  | \$77.50                              |
| DCS Shelter (Reinhart Volunteer Park)  | \$58.75                              |
| Key Shelter (Reinhart Volunteer Park)  | \$46.25                              |
| 4-Way Foundation (Reinhart Volunteer Park)   | \$46.25                              |
| Pond Overlook (Reinhart Volunteer Park)  | \$52.50                              |
| Harry & David Shelter (Reinhart Volunteer Park)  | \$133.75                             |
| Home Valley Bank Shelter (Reinhart Volunteer Park)   | \$52.50                              |
| Eckstein Park Shelter (Eckstein Park)  | \$46.25                              |
| Croxton Memorial Park (Croxtton Park)  | \$52.50                              |
|  | (Special Permit Process<br>Required) |
| Refundable Damage Deposit - Shelters   | \$75.00                              |
| Large Group Reservation Fee (100+ people)  | \$75.00                              |
|  |                                      |
| <b>*These facilities are maintained by the City of Grants Pass and city taxpayers will receive a \$7.00 credit</b>   |                                      |
|  |                                      |
| <b>River Vista Site (Reinhart Volunteer Park)</b>  |                                      |
| All day rental of grounds  | \$500.00                             |
| Refundable Damage Deposit - River Vista Grounds  | \$250.00                             |
| Reservation Fee - Applied toward rental (Refundable if cancelled with 90 day notice)   | \$250.00                             |
| <i>Potential promotions for wedding shows: Book the wedding that day. Put deposit down within 2 weeks and get 1/2 off rental of the River Vista house for the wedding.</i> |                                      |
|  |                                      |
| <b>River Vista House (Reinhart Volunteer Park)*</b>  |                                      |
| <b>Small Meeting Use</b>   |                                      |
| Meeting charge (up to 4 hours)   | \$156.25                             |
| Each additional hour   | \$43.75                              |
| <b>Nightly Rental Use**</b>  |                                      |
| Nightly Rental Fee May 1st - September 30th  | \$250.00 / \$375.00                  |
| <i>Nightly Fee Breakdown: Sunday - Thursday \$250 / Friday - Saturday \$375</i>  |                                      |
| Nightly Rental Fee October 1st - April 30th  | \$168.75 / \$250.00                  |
| <i>Nightly Fee Breakdown: Sunday - Thursday \$168.75 / Friday - Saturday \$250</i>   |                                      |
| Cleaning Fee (Non-refundable)  | \$120.00                             |
| Refundable Damage Deposit - River Vista Nightly Rental   | \$375.00                             |
| Reservation Fee - Applied toward rental (Refundable if cancelled with 7 day notice)  | \$125.00                             |
| <b>*No smoking indoors and no pets</b>   |                                      |
| <b>**Plus applicable taxes</b>   |                                      |
|  |                                      |

**City of Grants Pass  
Comprehensive Fee Schedule  
Revised 1/1/2023**

|  |   |
|--|---|
| <b>Platform</b> (Portable platform measuring 12' x 24' / 28.5' from the ground)  |   |
| Per day - Platform   | \$25.00                                   |
| Refundable Damage Deposit - Platform   | \$250.00                                  |
| <b>Large Event Refundable Damage Deposit Calculations</b>  |   |
| <b>Refundable damage deposits are based upon attendance:</b>   |   |
| 1 - 250 People   | \$187.50                                  |
| 250 - 500 People   | \$250.00                                  |
| 500 - 1000 People  | \$437.50                                  |
| 1000 - 5000 People   | \$625.00                                  |
| Over 5000 People   | \$1,250.00                                |
| <b>Alcohol Permit Fees</b>   |   |
| <b>Refundable Damage and cleaning deposits are based upon attendance and type of event:</b>                                    |   |
| Private Party, up to 50 people, per day (public not invited and no flyers or advertisements)                                   | \$62.50<br>Plus \$100 refundable deposit  |
| Private Party, 51 to 250 people, per day (public not invited and no flyers or advertisements)                                  | \$125.00<br>Plus \$200 refundable deposit |
| Private Party, more than 250 guests, per day (public not invited and no flyers or advertisements)                              | \$312.50<br>Plus \$400 refundable deposit |
| Public Event, per day  | \$312.50<br>Plus \$400 refundable deposit |
| <b>Vehicle Refundable Damage Deposits</b>  |   |
| <b>Auto and Light Trucks*</b>  |   |
| 1 to 10  | \$125.00                                  |
| 11 to 20   | \$312.50                                  |
| 21 to 50   | \$625.00                                  |
| Over 50  | \$1,250.00                                |
| <b>Heavy trucks and vehicles charge per vehicle*</b>   | \$62.50                                   |
| <i>* Vehicles driven off roadways may require lawn aeration after event. There is a \$62.50 per hour fee for this service.</i> |   |
| <b>Field Reservations</b>  |   |
| <i>Note: There are no fees for using the fields, the fee is for reserving the field; all reservations are for 1.5 hours</i>    |   |
| <b>General Field Reservation* (Baseball, Softball &amp; Soccer fields) (No Lights)</b>   |   |
| 1.5 hours  | \$5.00                                    |
| Local Nonprofit Youth League Reservations (No charge)  | \$0.00                                    |
| <b>If lights are used, an additional fee is required:</b>  |   |
| Riverside Park for 1.5 hours   | \$12.50                                   |
| Gilbert Creek Park for 1.5 hours   | \$12.50                                   |
| Reinhart Volunteer Park 1.5 hours  | \$11.25                                   |
| <b>Tournament Field Use Reservation</b>  |   |
| Per Day - Tournament   | \$25.00                                   |
| Refundable Damage Deposit - Tournament   | \$250.00                                  |
| <i>* Excludes Synthetic Soccer Field</i>   |   |

**City of Grants Pass  
Comprehensive Fee Schedule  
Revised 1/1/2023**

|   |  |                               |
|---|--|-------------------------------|
| <b>Synthetic Soccer Field Rentals (Reinhart Volunteer Park)</b>                                     |  |                               |
| Synthetic Field Rental - Per Hour   |  | \$30.00                       |
| Power for Lights - Per Hour   |  | \$10.00                       |
| Group Application Fee   |  | \$25.00                       |
| Refundable Damage Deposit   |  | \$150.00                      |
| <b>Court Reservation (Pickleball, Tennis, Basketball &amp; Volleyball)</b>                          |  |                               |
| 1 hour  |  | \$5.00                        |
| Local Nonprofit Youth League Reservations   |  | No Charge                     |
| <b>Courth Tournament Reservation</b>  |  |                               |
| Per Facility/Per Day  |  | \$25.00                       |
| Refundable Damage Deposit   |  | \$100.00                      |
| <b>Key Deposit (Rental of key for field light access - limited to league directors or managers)</b> |  |                               |
| Refundable Key Deposit  |  | \$25.00                       |
| <b>Pool Fees</b>  |  |                               |
| Youth Admission   |  | \$5.00                        |
| Adult Admission   |  | \$6.50                        |
| Family Admission  |  | \$12.00                       |
| Youth Annual Pass   |  | \$75.00                       |
| Adult Annual Pass   |  | \$125.00                      |
| Family Annual Pass*   |  | \$175.00                      |
| <b>Note: Admission rates are for 2 to 3 hour use during open swim</b>                               |  |                               |
| <i>* Family annual pass covers 4 members of the same household.</i>                                 |  |                               |
| <b>Police</b>   |  |                               |
|   | Tow  | \$110.00                      |
|   | Duplicate Citations  | \$11.00                       |
|   | Copies of CAD reports or CAD incidents   | \$6.00                        |
|   | Copies of traffic crash report or exchange of information  | \$11.00                       |
|   | Copies of narrative police reports up to 10 pages  | \$10.00                       |
|   | each additional page   | \$0.25                        |
|   | Address activity listing (per address)   | \$6.00                        |
|   | Arrest summary for a person (per name)   | \$15.00                       |
|   | Highway Solicitation Fine  | \$75.00                       |
|   | Prohibited Activity on Bridges, Curfew for Minors, Drinking in Public Places   | \$75.00                       |
|   | Sleeping on Sidewalks, Streets, Alleys, or Within Doorways Prohibited  | \$75.00                       |
|   | Smoking Prohibited on Public Property, Garage Sales and Yard Sales   | \$75.00                       |
|   | Storage of Seized Vehicle (lesser of per day or per 30 day charge)   | \$20 per day or \$100/30 days |
|   | Use, possession, and discharge of fireworks  | \$75.00                       |
|   | Signs prohibited by subsections 2, 3,4, 8, 10, and 11 of 9.21.500  | \$75.00                       |
|   | Temporary political signs under 9.21.620, 921.630, 9.21.640 and 9.21.650   | \$75.00                       |
|   | Third through sixth False Alarm in Calendar Year   | \$50.00                       |
|   | Seventh through ninth False Alarm in Calendar Year   | \$100.00                      |
|   | Ten or more False Alarms in Calendar Year  | \$200.00                      |
| <b>911 Audio Tapes</b>  |  |                               |
|   | Minimum fee  | \$75.00                       |
|   | hour   | \$25.00                       |
| <b>911 Documents</b>  |  |                               |
|   | Photocopies  | \$0.25                        |
|   | plus a minimum charge per each half hour or any increment thereof in excess of the first fifteen minutes required for research or processing request | \$30.00                       |